



CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Cape Winelands District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following vacancy to an appropriately qualified and experienced individual.

DEPUTY DIRECTOR: FACILITIES MANAGEMENT

Job Profile:

- Identifies and defines the immediate, short- and long-term objectives / plans associated with the functional utilization, upgrading and maintenance of building facilities
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Division: Facilities Management
- Prepares capital and operating estimates for budgeting purposes in coordination with senior management and controls expenditure against the approved budget allocations
- Manages the formulation of specific contracts and tender documents and controls contractual obligations
- Directs and controls the professional, technical and operational outcomes associated with the functions related to optimal utilization, upgrading and maintenance of facilities
- Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints

Requirements:

- A relevant 3-year Tertiary qualification, preferably a B-degree in Building Science / Built Environment / Construction Management
- 8 years or more relevant experience in the field of facilities management
- Computer literacy: MS Office
- Valid Code EB driver's licence
- The appointee will be required, as a condition of his/her appointment, to obtain the Minimum Municipal Competency Levels in the unit standards for each competency area within 18 months from the date of appointment, as regulated by the Local Government: Municipal Finance Management Act, 2003 (Act No 56 of 2003): Municipal Regulations on Minimum Competency Levels
- Good communication skills in at least two of the three official languages of the Western Cape Province
- Physically fit and healthy
- Ability to work under pressure
- Ability to work in all weather conditions
- Ability to work as part of a team
- A flexible approach to work
- Attention to details
- Motivating staff
- Ability to prioritize own workload to meet deadlines
- Ability to formulate and manage budgets in line with organizational strategic objectives
- Understanding of green building management
- Weekend working and after-hours call-outs will be required

CORE PROFESSIONAL COMPETENCIES	FUNCTIONAL COMPETENCIES	PUBLIC SERVICE ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT / LEADERSHIP COMPETENCIES
- Managing work - Planning and organising	- Facility specific skills - Workplace safety	- Interpersonal Relationships - Communication - Service Delivery Orientation	- Action orientation - Resilience - Change readiness - Learning orientation - Problem solving - Accountability and ethical conduct	- Direction setting - Impact and influence - Coaching and mentoring - Team orientation

Salary band: R621 348 – R806 544 per annum
CTC on 1st notch R1,059,429 (subject to certain conditions)
A fixed monthly transport allowance will be applicable to this post.

Post Level: T16

Work Centre & Reference: Stellenbosch (373)

Closing date for applications: 28 July 2023 at 15:00

APPLICANTS ARE ENCOURAGED TO COURIER THEIR APPLICATIONS TO THE FOLLOWING ADDRESS:

STELLENBOSCH OFFICE

29 Du Toit Street / 46 Alexander Street
STELLENBOSCH
7600

OR HAND DELIVER THEIR APPLICATIONS TO THE FOLLOWING ADDRESSES:

STELLENBOSCH OFFICE

29 Du Toit Street /46 Alexander Street
STELLENBOSCH
7600

PAARL OFFICE

194 Main Street
PAARL
7646

WORCESTER OFFICE

51 Trappes Street
WORCESTER
6850

CERES OFFICE

27 Munnik Street
CERES
6835

ROBERTSON OFFICE

40 Van Reenen Street
ROBERTSON
6705

MONTAGU OFFICE

50A Bath Street
MONTAGU
6720

Fringe benefits include: pension / retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request.

The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicant. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms KA August on (021) 8885120 or Ms TI Mpoli on (021) 8885159. Duly completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable, are to be forwarded to the Municipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 in a sealed envelope and endorsed with the relevant post name on the envelope.

It should be noted that applications that do not adhere to the above mentioned prescriptions will not be considered, neither will late, faxed and / or electronically applications be considered.

In the event of any inconsistency between the English, Afrikaans and isiXhosa advertisement, the English advertisement will prevail.

Please note that, should no feedback be received by 31 October 2023 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.



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Kaapse Wynland Distriksmunisipaliteit strewende na dinamiese en effektiewe dienslewering aan die gemeenskap binne sy regsgebied. As 'n Gelyke Indiensneming-werkgewer, beskik ons tans oor die onderstaande vakature vir 'n toepaslike gekwalifiseerde en ervare persoon.

ADJUNKDIREKTEUR: FASILITEITSBESTUUR

Posbeskrywing:

- Identifiseer en bepaal die onmiddellike, kort- en langtermyn doelwitte/-planne in verband met die funksionele benutting, opgradering en instandhouding van geboufasiliteite
- Rig en beheer uitkomst in verband met die aanwending, produktiwiteit en prestasie van personeel in die Afdeling: Fasiliteitsbestuur
- Stel in ooreenstemming met senior bestuur kapitaal- en bedryfsberamings vir begrotingsdoeleindes op, en beheer uitgawes volgens die goedgekeurde begrotingstoekennings
- Bestuur die formulering van spesifieke kontrakte en tenderdokumente en beheer kontraktuele verpligtinge
- Rig en beheer die professionele, tegniese en operasionele uitkomst van funksies wat met die optimale benutting, opgradering en instandhouding van fasiliteite verband hou
- Versprei funksionele en operasionele inligting oor die onmiddellike, kort- en langtermyn doelwitte en huidige ontwikkelings, probleme en beperkings

Vereistes:

- 'n Toepaslike 3-jaar tersiêre kwalifikasie, verkieslik 'n B-graad in bouwetenskappe / die beboude omgewing / konstruksiebestuur
- 8 jaar of meer toepaslike ervaring op die gebied van fasiliteitsbestuur
- Rekenaargeletterdheid: MS Office
- Geldige Kode EB-bestuurslisensie
- Daar sal van die suksesvolle kandidaat verwag word om, as 'n voorwaarde van sy/haar aanstelling, binne 18 maande vanaf die datum van aanstelling die Minimum Munisipale Bevoegdheidsvlakke in die eenheidstandaard vir elke bevoegdheidsarea te behaal, soos gereguleer deur die Wet op Plaaslike Regering: Munisipale Finansiële Bestuur, 2003 (Wet No 56 van 2003): Munisipale Regulasies oor Minimum Bevoegdheidsvlakke
- Goeie kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Fisies fiks en gesond
- Vermoë om onder druk te werk
- Vermoë om onder alle weerstoestande te werk
- Vermoë om as lid van 'n span te werk
- 'n Buigsame werksbenadering
- Noukeurigheid
- Vermoë om personeel te motiveer
- Vermoë om eie werklading te prioritiseer om spertye na te kom
- Vermoë om begrotings in ooreenstemming met organisatoriese strategiese doelwitte te formuleer en te bestuur
- Begrip van groengeboubestuur
- Werk oor naweke en na-uurse uitroepdiens word vereis

KERN- PROFESSIONELE BEVOEGDHEDE	FUNKSIONELE BEVOEGDHEDE	STAATSDIENS- GEORIËNTEERDE BEVOEGDHEDE	PERSOONLIKE BEVOEGDHEDE	BESTUURS-/ LEIERSKAP- BEVOEGDHEDE
• Bestuur van werk • Beplanning en organisering	• Fasiliteit-spesifieke vaardighede • Werkplekveiligheid	• Interpersoonlike verhoudinge • Kommunikasie • Diensleweringsoriëntasie	• Aksie-oriëntasie • Veerkragtigheid • Gereedheid vir verandering • Leeroriëntasie • Probleemoplossing • Verantwoordbaarheid en etiese gedrag	• Rigtingstelling • Impak en invloed • Afrigting en mentorskap • Spanoriëntasie

Salarisreeks: R621 348 – R806 544 per jaar
KVM op 1ste kerf R1,059,429 (onderworpe aan sekere voorwaardes)
'n Vasgestelde maandelikse vervoertoelae is van toepassing op hierdie pos.

Posvlak: T16

Standplaas en Verwysing: Stellenbosch (373)

Sluitingsdatum vir aansoeke: 28 Julie 2023 om 15:00

AANSOEKERS WORD AANGEMOEDIG OM HUL AANSOEKE NA DIE VOLGENDE ADRES TE KOURIER:

STELLENBOSCH KANTOOR

Du Toitstraat 29 / Alexanderstraat 46
STELLENBOSCH
7600

OF AANSOEKE KAN PER HAND AFGELEWER WORD NA DIE VOLGENDE ADRESSE:

STELLENBOSCH KANTOOR

Du Toitstraat 29 / Alexanderstraat 46
STELLENBOSCH
7600

PAARL KANTOOR

Hoofstraat 194
PAARL
7646

WORCESTER KANTOOR

Trappesstraat 51
WORCESTER
6850

CERES KANTOOR

Munnikstraat 27
CERES
6835

ROBERTSON KANTOOR

Van Reenenstraat 40
ROBERTSON
6705

MONTAGU KANTOOR

Badstraat 50
MONTAGU
6720

Byvoordele sluit in: pensioen- / aftreefonds, mediese skema, groeplewensversekering, 13de tjek en 'n nie-pensioengewende akkommodasie toelae. Besonderhede rakende die omvattende lys van byvoordele is op aanvraag beskikbaar.

Die sluitingsdatum vir aansoeke word beskou as die datum waarop aansoekers aan die minimum posvereistes soos gestipuleer in hierdie advertensie, moet voldoen. Geen ondersteunende dokumente sal na die sluitingsdatum aanvaar word nie. Die voorgeskrewe aansoekvorm waarop aansoek gedoen moet word, is verkrygbaar by Me KA August by (021) 8885120 of Me TI Mpoli by (021) 8885159. [Aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionele Bestuurspermitte en registrasiesertifikate van beroepsliggame, waar toepaslik](#), moet teruggestuur word aan die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599.

Neem asseblief kennis dat aansoeke wat nie aan die bogenoemde voorskrifte voldoen nie, nie oorweeg sal word nie. Aansoeke wat laat, per faks en / of elektronies ontvang word, sal ook nie in aanmerking geneem word nie.

In die geval van enige teenstrydigheid tussen die Engelse, Afrikaanse en isiXhosa-advertensie, sal die Engelse advertensie voorrang geniet.

Neem asseblief ook kennis dat indien geen terugvoer teen 31 Oktober 2023 ontvang is nie, kanidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunsverwing sal 'n kandidaat diskwalifiseer.



CAPE WINELANDS DISTRICT

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UMasipala waseCape Winelands uzama ukunika inkonzo eshukumayo nenetsingiselo kuluntu oluphantsi kolawulo lwawo. NjengomQeshi onobuLungisa bomSebenzi sinika kutsha-nje izithuba kumntu olungele ngokufanelekileyo kwaye abanamava

UMQONDISI OLISEKELA: ULAWULO LWAMANCEDO

Iprofayile yomsebenzi:

- Ukuchonga nokuchaza iinjongo/uyilo ezikhawulezileyo, zexesha elifutshane nezexesha elide ezinxulumene nokusebenzisa okusebenzayo, ukunyusa nokugcina amancedo okwakha/esakhiwo
- Ukuyalela nokulawula iziphumo ezinxulumene nokusebenzisa, imveliso nokwenza kwabasebenzi kwiSebe: ULawulo lwamaNcedo
- Ukulungiselela inkunzi nokusebenzisa uqikelelo lweenjongo zoqingqo-mali ekulungelelaniseni nolawulo olukhulu nokulawula inkcitho kulwabelo koqingqo-mali oluvunyiweyo
- Ukulawula ukucacisa izivumelwano ezithile namaxwebhu ethenda nokulawula ukuzibophelela kwizivumelwano
- Ukongamela nokulawula iziphumo zobuchule, zobugcisa nezokusebenza ezinxulumene nemisebenzi enxulumene nokusebenza okunganyanzelisiyo, ukunyusa nokugcina lwamancedo
- Ukusasaza ulwazi lokusebenza kwiinjongo ezikhawulezileyo, ezexesha elifutshane nezexesha elide nophuhliso lwakutsha-nje, iingxaki nokunyanzela

Iimfuneko:

- Isiqinisekiso semfundo ephakamileto seminyaka emi-3 esifanelekileyo, ngokukhethekayo isiDanga kwiNzululwazi yoKwakha/UmMandla owaKhiweyo/uLawulo loKwakha (Building Science / Built Environment / Construction Management)
- 8 iminyaka okanye amava angaphezulu afanelekileyo kwisifundo solawulo lwamancedo
- Ulwazi lwekhompyutha: MS Office
- Iphepha-mvume lokuqhuba elisemthethweni iKhowudi EB
- Umntu onyulelwe isikhundla uya kufuneka phantsi kwemeko yokugqeshwa kwakhe afumane amaNqanaba obuChule obuNcinane bukaMasipala kwimlinganiselo wobuchule ngamnye kwiinyanga ezili-18 ukususela kumhla wokuqeshwa njengoko kulawulwa nguRhulumente waseKhaya: UmThetho wokuLawula iziMali zikaMasipala, 2003 (UmThetho oyinombolo yama-56 yowama- 2003): ImiThetho kaMasipala yamaNqanaba obuChule obuNcinane
- Izakhono zonxibelelwano ezilungileyo kwiilwimi ezimbini ubuncinane zeelwimi ezintathu ezisemthethweni zaseNtshona Koloni
- Ukuphila qete ngokomzimba nempilo
- Ubuchule bokusebenza phantsi koxinzelelo
- Ubuchule bokusebenza kuzo zonke iimeko zemozulu
- Ukuchule bokusebenza njengenxalenye yeqela
- Indlela ethambileyo yokusebenza
- Ingqalelo kwiinkcukacha
- Ukuxhasa istafu
- Ubuchule bokubalulekisa imisebenzi emininzi ukufezekisa ixesha elimisiweyo lokusebenza
- Ubuchule bokucacisa nokulawula uqingqo-mali ngokuhambelana neenjongo zobuchule bolungiselelo
- Ukuqonda ulawulo lwesakhiwo sokukhulisela izityalo ezifuna ukhuselo kwimozulu
- Ukusebenza ngempela-veki nokubizwa emva kweeyure kuya kufunwa

UBUCHULE BOKUSEBENZA OBUNGUNDOQO	UBUCHULE BOKUSEBENZA	UBUCHULE BOQHELANISO NENKONZO YOLUNTU	UBUCHULE BOBUQU	UBUCHULE BOLAWULO NOBUNKOKHELI
• Ukulawula umsebenzi • Ukuqulunqa nokulungiselela •	• Izakhono ezizodwa zoncodo • Ukhuseleko kwindawo yokusebenza	• Ubudlelwane • Unxibelelwano • Uqheliso lokuhanjiswa kweenkonzo	• Uqheliso lokwenza neziphumo • Ukunyamezela • Ukulungela inguquko • Uqheliso lokufunda • Ukusombulula iingxaki • Imikhwa esesikweni nokuPhendula	• Ukubeka imiyaelo • Impembelelo • Ukuqhelisa nokongamela Uqheliso lweQela

Umvuzo ohlawulwayo:

R621 348 – R806 544 ngonyaka
CTC on 1st notch R1,059,429 (kuxhomekeke kwiimeko ezithile)
Imali evunyelweyo yesithuthi yenyanga emiselweyo iya kusebenza kwesi sikhundla.

Umgangatho wesikhundla:

T16

Iziko lokusebenza& negunya:

eStellenbosch (373)

Umhla wokuvalwa kwezicelo:

28 kweyeKhala wowama-2023 ngentsimbi ye- 15

ABACELI BAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KWEZI DILESI ZILANDELAYO:

I-OFISI YASESTELLENBOSCH

29 Du Toit Street / 46 Alexander Street
STELLENBOSCH
7600

OKANYE BAHAMBISE IZICELO ZABO KWEZI DILESI ZILANDELAYO:

KWI-OFISI YASESTELLENBOSCH

29 Du Toit Street /46 Alexander Street
STELLENBOSCH
7600

KWI-OFISI YASEPAARL

194 Main Street
PAARL
7646

I-OFISI YASEWORCESTER

51 Trappes Street
WORCESTER
6850

I-OFISI YASECERES

27 Munnik Street
CERES
6835

I-OFISI YASEROBERTSON

40 Van Reenen Street
ROBERTSON
6705

I-OFISI YASEMONTAGU

50A Bath Street
MONTAGU
6720

Umpheetho wenzuzo uquka: Ipenshini/ingxowa-mali yomhlala-phantsi, inkqubo yonyango, i-inshorensi yobom beqela, itsheki ye-13 nesibonelelo sendawo yokuhlala. Iinkcukacha eziphathelele kuluhlu olubanzi lomphetho wenzuzo luyafumaneka xa luceliwe.

Umhla wokuvalwa kwezicelo uthathwa njengomhla apho iimfuneko ezimiselwe njengobuncinane kwesi sibhengezo kufuneka zifezekiswe ngabaceli. Akukho maxwebhu ongezelelweyo aya kwamkelwa emva komhla wokuvalwa. Abaceli kufuneka bazuze ifomu yesicelo emiselweyo kuNksz/Nkzn KA August kule nombolo (021) 8885120 okanye kuNksz/Nkszn TI Mpoli kule nombolo (021) 8885159. [Izicelo eziggityiweyo zokugala ezikhatshwa zikopi zeziginisekiso/izatifikhethi ezizizo zokugala ezifungelweyo \(izidanga, iidiploma, izatifikhethi, izatifikhethi zesikolo, njalo, njalo\) namaphepha-mvume afunekayo. Amaphepha-mvume okughuba obuchule nezatifikhethi ezibhaliswe kumagela obuchule, apho kuyimfuneko, zingeniswa kuMunicipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 ngemvulophu evaliweyo kwaye evunywe ligama leposi efanelekileyo elikwimvulophu.](#)

[Kufuneka kuqatshelwe ukuba izicelo ezingahambisani nemiyalelo echazwe ngasentla azisayi kuthathelwa ngqalelo, nezisemva kwexesha, ezifekiwe okanye zizicelo zombane.](#)

Kwimeko apho kukho ukuguquguquka kwisibhengezo sesiNgesi, sesiBhulu nesesixhosa, isibhengezo sesiNgesi siya koyisa.

Nceda uqaphele ukuba xa ingekho ingxelo oyifumeneyo ngomhla wama-31 kweyeDwarha umgqatswa uya kucinga ukuba isicelo sakhe asiphumelelanga.

Ukukhankasa kuya kuthintela umgqatswa.