

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitable qualified persons to be appointed in the under – mentioned vacancy.

HEAD: PROPERTY MANAGEMENT - CALEDON

Salary: Post level T14 – Between: R454 212.00 p.a. and R589 512.00 p.a. plus a Travel Allowance of R11 832.16 per month under certain conditions.

The most eligible candidate must be in possession of a Post Matric Qualification in Public Management or Property Management. Applicants must have planning, organizing and strategic thinking skills, with the experience and ability to operate on a middle management level. Four (4) years or more experience in the property management field. Computer literate. A valid Code B driver's license. Knowledge of land surveying / deeds and property development projects. Excellent negotiation skills. Communication skills in at least two (2) of the three (3) official languages in the Western Cape namely English, Afrikaans and Xhosa. The successful candidate if not already compliant with the Municipal Regulations on Minimum Competency Levels will be allowed 18 months from date of appointment to comply with the said regulations.

Responsibilities: Take strategic and operational responsibility for the property management function * compile property management annual budget * addressing community input into IDP and guidance for use of properties * manage statutory processes regarding the alienation and leasing of Council properties * develop policies * identify property and transfer of property in terms of structures act * brief attorneys and obtain legal opinions * draft lease and purchase agreements * manage projects in terms of tender specifications * manage SDBIP of department * provide strategic input into SDF * negotiate the acquisition of facilities to rent for Council purposes * manage staff in property management section * organize auctions for sale of municipal fixed assets * ensure that the objectives of the property management department is aligned with the municipality's strategic objectives * submit reports to council on property management matters * other duties as requested from time to time.

Enquiries: Contact Mr. MH Gxoyiya – Acting Director Economic Development & Planning Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 03 February 2023 at 12:00 pm. (no applications will be accepted or considered after the closing date)