



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

(RE ADVERTISEMENT)

DIRECTORATE: COMMUNITY SERVICES
DIVISION: COMMUNITY DEVELOPMENT
LOCATION: WORCESTER

CHIEF COMMUNITY DEVELOPMENT OFFICER (PERMANENT)
BASIC SALARY: R 450 991.46 – R 585 397.50 per annum [T13]
TOTAL COST TO COUNCIL: R 640 358 – R 813 638 per annum
(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)

Ref: CS/CD01/0525

Job Purpose: Coordinate Manage and maintain key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of the Community Development Department and initiatives, programmes and projects in creating a sustainable social/human environment for the community of the Breede Valley Municipality.

Duties: Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of the National – and Provincial Government strategic objectives for social development. • Plan short, medium- and long-term community development plans Draft business plans for the department to Provincial and National government. • Ensure the functionality is capable of supporting Council's Community Development objectives through recognition of immediate priorities and longer-term interventions. • Compile monthly reports and work plans for CDW's in line with the approved Social Development Plan. • Obtaining, compiling and writing specifications to obtain quotations and tenders via the appropriate procurement processes. • Ensure effective financial control and arrangements and to manage the implementation of financial controls/procedures and provides information to support financial planning. • Liaising with and responding to audit reports from external auditors i.e. from the Provincial Department of Cultural Affairs and Sport (Western Cape Records and Archives Services) with regards to risks identified. • Oversee the conduction of situational analysis and feasibility studies to assess the impact of specific human development initiatives and opportunities. • Managing interaction with the established community-based sector to elicit support with social upliftment initiatives. • Oversee the maintaining of records of work in progress. • Coaching, mentoring and motivating staff to take positive action and accountability for their assigned tasks. • Managing the movement of office furniture and equipment under jurisdiction against the inventory list. • Reporting on Occupational Health and Safety issues/concerns.

Minimum Requirements:

- A relevant B Degree or NQF 7 Level Qualification
- Computer Literacy: MS Office
- 3 years relevant experience in a management
- Code B Driver's License
- Proficient in 2 (two) of the 3 (three) official's language of the Western Cape.

Competencies: (For detail description of competencies, read competency level 4 from page 52/61 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/>)

Core Professional Competencies: Written Communication, Oral Communication, Attention to detail, Influencing, Ethics and Professionalism, Organizational Awareness, Problem Solving, Planning and Organizing.

Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation.

Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

PLEASE NOTE: *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the link: <https://bvmjobs.mcidirecthire.com>
6. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
7. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations. ‘
8. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: jobs@bvm.gov.za
9. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
10. Fraudulent qualifications documentation will immediately disqualify any applicant.
11. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **30 May 2025** at 13:00.

The Municipality reserves its right not to make an appointment.