

DIRECTORATE: COMMUNITY DEVELOPMENT
UNIT: PARKS, CEMETERIES AND AERODROME

POSITION: ASSISTANT DIRECTOR

Salary

R692 928.00 – R696 312.00 per annum (Level 3) excluding cell phone, data and transport allowance

Qualifications

- Grade 12
- National Diploma/Bachelor's Degree in Horticulture, Environmental Management, Parks & Recreation or related field

Experience

- Minimum 5-7 years' experience in parks and cemeteries management, of which 3 years must be at middle management.

Requirements

- Valid Code B driver's license
- Computer literacy (MS office applications)

Key Performance Areas

Parks and recreational facilities management.

- Oversee the planning, design, and maintenance of parks, playgrounds, and green spaces.
- Ensure proper Landscaping, Irrigation, and tree planting programs.
- Monitor and manage the allocation of resources, staff, and budget for parks maintenance.
- Implement environmental and conservation policies for sustainable green spaces.

Cemeteries and burial services management.

- Manage the administration and operations of municipal cemeteries.
- Ensure compliance with burial regulations and municipal by-laws.
- Supervise the maintenance of cemetery grounds, roads, and infrastructure.
- Monitor the allocation and sale of burial plots and maintain burial records.

Supervision and personnel management.

- Oversee work teams responsible for parks and cemeteries maintenance.
- Conduct training programs on health, safety, and equipment usage.
- Ensure compliance with Occupational Health and Safety (OHS) standards.
- Monitor staff performance and address disciplinary issues.

Policy implementation and compliance.

- Develop and enforce municipal policies related to parks and cemeteries.
- Ensure adherence to environmental protection laws and health regulations.
- Coordinate with municipal leadership and community organizations for project implementation.
- Conduct inspection and risk assessments to improve service delivery.

Financial and asset management.

- Prepare and manage budget for parks and cemeteries services.
- Monitor the procurement and maintenance of necessary equipment and supplies.
- Identify funding opportunities and draft proposals for infrastructure improvements.
- Ensure accountability in the use of municipal funds and resources.