



Camps Bay
City Improvement District

Invitation for applications for permanent employment by the proposed Camps Bay City Improvement District (CBCID) in the role of:

CID Manager

Background

On April 25, 2024 the CBCID Steering Committee's application to the City of Cape Town for the establishment of a City Improvement District (CID) in Camps Bay was approved at a meeting of Ordinary Council. Formal notification of the approval was given on 29 April, and the CBCID therefore aims to be operational on or soon after 1 July 2024.

Accordingly, the CBCID Steering Committee is seeking applications for positions envisaged as part of the organisational structure of the proposed CID, in accordance with the Business Plan. For further information, please refer to the CBCID Business Plan at www.campsbaycid.org.

Application process

Interested candidates should submit a CV and covering letter to jobs@campsbaycid.org by 18:00 on 31 May 2024. All applicants must include contactable references, a copy of their ID, evidence of any qualifications or certifications listed in their CV and explicitly give authorisation to contact references and conduct full background checks (including criminal and credit). Potential candidates will be interviewed during May / June with the intention of engagement ASAP.

Role description

The CID Manager's primary objective will be to ensure that Camps Bay is restored to and maintains its position as South Africa's most beautiful seaside suburb, in particular one that is safe, clean and pleasant for all of its property owners, residents, businesses and visitors.

The CIDM will achieve this through responsibility for the effectiveness of a small full-time staff and an annual budget of R30 million, working in collaboration with the City of Cape Town, SAPS, volunteers and multiple service providers across a number of disciplines as set out in the CBCID Business Plan.

Answering formally to the CID NPO Board of Directors, the CIDM will be the public face of the CBCID and will continuously delight the Camps Bay community with his/her strong command of the affairs of the CID and fast, effective delivery of the objectives of the CBCID Business Plan.

Specific responsibilities will include, but are not necessarily limited to:

- Overall responsibility for effective and efficient delivery of the CID Business Plan within the predefined budget
- Oversight and control of all day-to-day operations of the CID, including liaising with the City, SAPS, the community of Camps Bay and other local structures
- Management responsibility for direct reports (Public Safety Manager, Operations Manager and Communications, Volunteer and Administrative Manager)
- Work with the CID NPO Board to develop and maintain the overall strategy of the CID
- Development of programmes and implementation of approved programmes
- Responsibility for the CID's finances, in particular in relation to the approved budget, including monthly reporting and prompt escalation of issues/deviations
- Management and oversight, with specific managers, of the performance of suppliers engaged in delivering approved plans
- Working with the City to ensure delivery of core services
- Support the Board Chairperson in ensuring effective functioning of the Board, including timely preparation of Board papers and proposals
- Development and maintenance of overall governance framework, including working with individual Board members and external suppliers
- Identifying and proposing opportunities to improve the operation of the CID
- Liaising with community stakeholders

Critical experience

- Prior employment in or in close collaboration with the public sector and within the context of legislated governance processes
- Experience of working with multiple providers for the delivery of integrated plans
- Demonstrable, successful experience of leading teams in an organisation employing a reasonable number of people and with a meaningful annual expenditure budget

- Prior direct responsibility for managing and controlling budgets of significant value

Critical skills

- Well organised, strong time management, attention to detail
- Can't stand the sight of anything not working like it should, keen to go the extra mile
- Action-oriented, always seeking improvements in the environment and in the community
- Collaborative and able to work effectively with stakeholders across a broad range of sectors
- Flexible and creative, able to adapt plans as context evolves
- Good communication skills, able to deal constructively with members of the community.

Other desirable skills / experience

- Prior CID or community employment / engagement / involvement at a senior level
- Good experience / exposure to key components of the CID Business Plan, ie public safety, environmental development and urban maintenance, cleansing, social development
- Good financial acumen, able to understand financial reports and identify issues for escalation
- Existing good working relationships with key City of Cape Town staff, and a solid rolodex of other public and private sector contacts of relevance and value to a CID

At all times, staff are expected to conduct themselves according to the values of the CID:

- Community focused
- Quality and value driven
- Transparent
- Professional and accountable
- Integrated