



Camps Bay  
City Improvement District

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

## **Operations 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](http://www.campsbaycid.org).

### **Application process**

Interested candidates should submit a CV and covering letter to [jobs@campsbaycid.org](mailto: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 Operations Manager's primary objective will be to ensure that Camps Bay's urban environment and green belts are restored to and maintained in a state worthy of the beauty of South Africa's premier seaside suburb.

In particular, the OM will ensure that all of Camps Bay remains clean and environmentally safe, and that all public infrastructure in the neighbourhood operates optimally and is promptly repaired when necessary.

The OM will also be responsible for the development and implementation of a structured long-term plan for restoring Camps Bay's many green belts and public spaces to their once-pristine condition for the benefit of the greater community, together with an integrated and holistic programme for compassionate social development.

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

**General Management**

- Oversight of all Operations teams and service providers, in particular the coordination and integration of overlapping or related activities
- Direction and allocation of resources in accordance with planned priorities and in response to hotspots and community reports
- Close collaboration with the Public Safety Manager to ensure programmes are integrated and provide maximum opportunity for the improvement of Public Safety
- Assisting the CID manager in the day to day running of the CID

**Cleansing Services**

- Coordinate cleansing resources in a flexible manner to maintain the overall cleanliness and environmental safety of the area in supplement to City of Cape Town services
- Will at minimum include street sweeping, picking up of litter and dog faeces, cleaning of hot spots and areas surrounding illegal structures and encampments, removal of waste from public spaces (including illegally dumped), high pressure hosing, maintenance and emptying of public space bins, and cleaning up after "bin pickers" on municipal residential bin collection days

**Environmental Development and Urban Maintenance**

- Management and maintenance of public infrastructure and facilities, including fixing pathways, repairing park benches, maintaining sidewalks and park play facilities, public toilets, fencing, road signs and markings, fixing potholes, general landscaping, etc.
- Rehabilitation, upgrading and maintenance of parks and green belts, which will require the formulation and implementation of a structured, long-term plan to address the varied requirements of the many different green spaces within the suburb (including the removal of alien vegetation, replanting of indigenous species, cutting back overgrowth for improvement of safety, reinstating historic walking paths, etc)

**Promotion of Social and Economic Development**

- Oversight and direction of service providers for the provision of a compassionate but firm response to vagrancy and homelessness, in particular one that seeks to rehabilitate and

reintegrate street people through integrated programmes that also benefit the safety and cleanliness of Camps Bay

### **Critical experience**

- Successful project management and delivery in an organisation employing a reasonable number of people and with a meaningful annual expenditure budget
- Experience of working with multiple teams and service providers
- Direct experience of working with or for a CID or municipality is desirable but not a prerequisite

### **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 with other team members, especially the Public Safety Manager
- Flexible and creative approach to the application of resources
- Good communication skills, able to deal constructively with members of the community.

### **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