

Mitchells Plain Town Centre Improvement NPC  
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**BID NO: 01/2019**

**APPOINTMENT OF A CITY IMPROVEMENT  
DISTRICT (CID) MANAGER**

**CLOSING DATE: 4<sup>TH</sup> OF OCTOBER 2019 AT  
16h00**

# Mitchells Plain Town Centre Improvement NPC

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### **MPTCID CID MANAGER BRIEF JOB DESCRIPTION**

1. Manage the Security Service
2. Liaise with Law Enforcement, Traffic, SAPS and Security Service Providers
3. Manage with Cleansing Service and that provided by the NGO
4. Arrange with Solid Waste Department of Council for removal of waste collected by Cleaners when necessary
5. Manage a Recycling project in the future
6. Liaise with MPTCID and Council on issues such as roads, walkways, road markings, street walkways lights, dense bush, cutting grass, trimming trees, blocked drains, missing drain covers, illegal posters, illegal traders operating on verges
7. Attend all CID Managers Forum Meetings, Business Areas Network meetings, meetings held by Council and any other meetings which may be required.
8. Arrange for executive committee meetings and keep minutes
9. Keep the register for Directors and Members up to date
10. Keep an updated data base in respect of all erven in the MPTCID area
11. Promote the Improvement District and business prospects in the area – promotions exhibitions and marketing.
12. Build community pride through newsletters, social functions, etc.
13. Encourage owners to maintain buildings and landscape street and walkway frontages
14. Attend to the removal of tagging
15. Manage the tendering process
16. Liaise with Metro Officers to minimize the effects of homelessness and crime in the MPTCID area
17. Enhance and extend the Improvement District services as required by its Membership
18. Perform administrative functions, e.g. compiling of business plans, annual Managers reports, keeping crime statistics, dealing with enquiries, complaints, Insurance renewals, all aspects pertaining to meetings, annual general meetings, contracts, leave records, surveys etc.
19. Deal with issues/matters as required by the CID'S membership
20. Accounting. Keeping of financial registers – cash book, proof of receipts and payments, ledger, trial balances. Preparation and submission of monthly Income and Expenditure progress reports to Council. Midyear budget assessment reports
21. Proposed Budgets/New Budgets. Forwarding of audited statements to Council
22. Completing and forwarding consolidated financial report to Council. Forwarding of audited statements, receipts and payments reports and progress reports to SARS Head Office, Pretoria regarding the CID'S Tax Exemption. VAT returns to SARS every two months. PAYE and UIF returns to SARS. IRP5 once a year to SARS. Deal with arrears on the CID Levy
23. Identification of projects and the managing of such: Landscaping, Recycling project, implementation of an effective broader evaluation plan for the area etc.
24. Run competitions: e.g. prevention of dumping, best Security Officer, CID Board Trophy, award for Council Department providing outstanding service

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### **REQUIREMENTS**

1. Honesty
2. Integrity
3. Hard Working
4. Positive Attitude
5. Disciplined self starter
6. Good negotiator
7. Communication skills
8. Innovative
9. Practical
10. Empathy and a sense of humor
11. Good health and reasonable fitness

### **SKILLS/EXPERIENCE**

1. Administration
2. Management
3. Driving License and own vehicle
4. Accounting
5. Budgeting
6. Insurance
7. Secretarial
8. Marketing
9. Strong Computer Skills
10. Fluent in English
11. Conduct own correspondence
12. Understanding of Municipal Finance Management Act
13. Three years experience in working in Town Centre, Mitchell's Plain, particularly with skills in managing private security / CID experience

### **BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:**

**4B Willow Road  
Observatory  
7925**

Or submit via email to [danielle@bproperties.co.za](mailto:danielle@bproperties.co.za)

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 5 days a week, expect Saturdays and Sundays.