



PAROW INDUSTRIA CID

PAROW INDUSTRIA IMPROVEMENT DISTRICT (PIID) MANAGER

INTRODUCTION

The PAROW INDUSTRIA IMPROVEMENT DISTRICT NON-PROFIT COMPANY REGISTRATION NUMBER 2001/027476/08 manages the Parow Industria Special Ratings Area. The Board of Directors wishes to appoint a Parow Industria CID Manager, as the current manager is retiring.

PURPOSE OF THE ROLE

The basic task of the Parow Industria CID Manager is to provide the day-to-day management of the Parow Industria CID by implementing the Parow Industria CID Business Plan in a professional, transparent and cost-effective manner. This task includes the operational and financial management of the Non-Profit Company's activities across the 5 core focus areas defined in the Business Plan: Public Safety, Cleansing and Maintenance, Environment, Social and Economic Development, Marketing and Communication. The Parow Industria CID Manager will also ensure adherence to the relevant Parow Industria CID and City of Cape Town policies, protocols and procedures in regard to City Improvement Districts.

KEY SKILLS AND EXPERIENCE

- General strategic planning and operational management.
- Strong administration, budgeting and financial management skills. You will be required to manage a yearly budget of approximately R8.5 million with monthly financial accounting procedures which need to take place.
- Understanding of Municipal Finance Management Act.
- Project management and co-ordination skills.
- Exceptional interpersonal and communication skills.
- Ability to present/speak in public.
- Problem-solving ability including mediation, negotiation and conflict resolution.
- The ability to build and manage relationships with all service providers, property owners and stakeholders within the Parow Industria CID area.
- Ability to work independently/make decisions without constant supervision from the Board.
- Ability to take initiative proactively by driving progress independently rather than waiting for others to respond or resolve issues
- Ensure all maintenance issues are attended to and OHS compliance of the Parow Industria CID's operational premises.
- Execution of request -for-proposal and/or contracting of service providers procedures.
- Management of service providers and monitoring of their service levels on a daily basis.
- Ensuring high value customer service.
- Computer literacy.
- Valid drivers licence with own vehicle.
- No criminal record.



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The Parow Industria CID Manager will be the main point of contact for property owners, businesses, stakeholders and third-party service providers, City officials, the South African Police Service and the City of Cape Town Law Enforcement especially where security and public safety matters are concerned.

The Parow Industria CID Manager must ensure the delivery of the additional Parow Industria CID services and create a positive climate for property owners and visitors to conduct their day-to-day business. The Parow Industria CID Manager must manage Parow Industria CID contracts and Service Level Agreements/Memorandum of Understanding/Memorandum of Agreements as appropriate and on behalf of the Parow Industria CID Board of Directors.

RELATIONSHIPS

The Parow Industria CID Manager will be expected to form key working relationships with the following stakeholders:

- Businesses within the boundary of the Parow Industria CID
- Local community including property owners / tenants/civic organisations
- Members of the Parow Industria CID Company
- Parow Industria CID Directors
- SAPS
- City of Cape Town Officials and Law Enforcement Officials
- Sub-Council
- Ward Councillor / Political Observers on the Board
- Third party service providers
- Other CID managers in terms of networking and bench marking

KEY JOB REQUIREMENTS AND RESPONSIBILITIES

- Liaise with City of Cape Town CID Department on relevant CID matters.
- Comply with appropriate legislation governing employment, data protection, health and safety and community security.
- Develop and monitor the safety and security plan in cooperation with the appointed security providers and the Parow Industria CID Board.
- Stay abreast of issues that may affect local community and manage these issues in a responsible and respectful manner.
- Regularly monitor the delivery and impact of the Parow Industria CID by driving through the area daily, noting and addressing of details of any variance to expected standards.
- Formulate actions and follow up as appropriate to ensure appropriate remedial actions are taken.
- Perform administrative and accounting functions such as the compiling of business plans, keeping financial and accounting records. Preparation and submission of financial reports, annual reports, budgets and audited statements to Council and the Board. Propose revisions to the Business Plan and Budget, interact with auditors and insurers and other statutory bodies as necessary.
- Manage cleansing in the area in addition to, and in cooperation with the City of Cape Town cleansing department, including the appointment of a service providers to provide top up services in the public space.
- Manage urban renewal and environmental projects to achieve targeted goals



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- Organize Parow Industria CID Board / Committee meetings and taking of minutes.
- Keep local community and stakeholders up to date and conversant with the Parow Industria CID activities via a monthly newsletter and regular updating of the Parow Industria CID website
- Adhere to operational standards, policies, and procedures.
- Ensure all compilation of daily, weekly, monthly statistics and reports.
- Carry out any other reasonable activities as required by the Parow Industria CID Board and act as the first point of contact for Parow Industria CID Additional Ratepayers within the framework of the Business Plan and the operational needs of the Company

BENEFITS AND RENUMERATION :

- Working hours are 08:30 – 16:00 Monday to Thursday and 08:30 – 15:00 on Fridays. There is a meal interval of 30 minutes per day which needs to be taken before 14:00.
- Notwithstanding the above, it will be expected of the manager to be on 24 hr telephonic standby to attend to emergencies should they occur out of office hours.
- There are no pension or medical aid benefits.
- There is no separate provision for petrol and or cellphone costs and is included in the monthly remuneration.
- Salary is market related and negotiable in terms of experience. The board will negotiate this with the successful candidate.
- Yearly increments take place in July and a bonus is awarded each December.
- 20 days paid vacation leave is awarded annually. The Board may require the manager to take vacation leave according to the operational requirements of the PIID.
- Sick leave benefits are as per the basic conditions of employment Act.

JOB APPLICATION PROCESS

- All applicants must forward a motivational covering letter and comprehensive CV to the the following email addresses : RJR-CID@cfw.co.za
- Please do not attach copies of certificates and the like, the shortlisted candidates will be requested to provide these at a later stage.
- Closing date for applications: 16:00 on 30 October 2026.
- A shortlist of candidates will be compiled from the above.
- Should you not receive any feedback on your application by 13 November 2026 you can deem your application as having been unsuccessful.
- Shortlisted candidates will be interviewed by members of the Parow Industria CID Board of directors whose decision is final.
- The appointment and contracting of successful candidate will take place within a month of the closing date for applications.
- The successful candidate should be in a position to commence duties on 02 January 2027.