



MASILONYANA

MUNICIPALITY

MASEPALA

MUNISIPALITEIT

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following position:

DEPARTMENT OF FINANCE SERVICES ADVERTISEMENT OF POSTS INTERNAL/EXTERNAL

MANAGER ASSETS & INSURANCE

Requirements:

- A recognized Degree/Diploma or in Financial Accounting or equivalent
- Must have a CPMD/MFMP competency certificate;
- Supervisory experience (2-3);
- Knowledge of GRAP;
- Ability to Compile AFS and FAR;
- Must have a valid drivers' licence.

Responsibilities:

- Update Fixed assets register monthly and depreciation
- Ensure that the correct vote allocation is used to procure Assets
- Ensure that assets are tagged when procured
- Conduct periodic impairment reviews for intangible assets.
- Conduct periodic physical inventory counts of fixed assets.
- Advice and recommend to management whether fixed assets should be disposed of also removed from the FAR
- Conduct analyses related to fixed assets as requested by management.
- Prepare audit schedules and resolve audit issues identified by AG
- Reconcile fixed asset sub accounts to the GL monthly.
- Ensure that all inventory transfers to and from departments are appropriately accounted.
- Recommend ways of improving the existing system and processes.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Ensure strict compliance with GRAP and Assets Management policy
- Address and attend to internal audit and Risk Management issues relating to Assets & Insurance.

Salary: R412 500,48 p.a

SUPPLY CHAIN MANAGER

Requirements:

- A recognized Degree/ National Diploma in Financial Accounting, or Logistics Management;
- Must have a CPMD/MFMP competency certificate;
- Proven working experience of 2-3 years in Supply Chain management Unit;
- Demonstrable ability to lead and manage staff;

- Proficient in CSD and CIDB software;
- Excellent analytical, problem solving and organisational skills;
- A valid driver's license is a pre-requisite;
- Ability to work independently and handle multiple projects;
- Must have a valid drivers' licence.

Key responsibilities:

- Develop, draft, formulate and review policies and procedure manuals and prepare management reports related to SCM regulations;
- Manage and establish effective and efficient demand, acquisition, logistics, and disposal management system;
- Instill principles of SCM Internal Control;
- Compilation of bid documentation, specification and/or terms of reference;
- Evaluation and adjudication of prospective service providers for quotations;
- Handling and address urgent and emergency cases and supplier queries;
- Maintain and update Contract Management Register;
- Manage and prepare statutory reports in terms of MFMA and SCM Regulations;
- Address and resolve audit finding;
- Develop the municipality's Procurement Plan aligned to the SDBIP;
- Address and attend to internal audit and Risk Management issues relating to SCM.

Salary: R412 500,48 p.a

DISPOSAL OFFICER

Requirements:

- Diploma in Financial Accounting with at least Accounting I, II and III as subjects or equivalent;;
- 1 – 2 year related experience;
- Must be able to deal with extreme pressure and stressful situations;
- Must be able to manage crisis situations successfully.

Key Responsibility:

- Ensure that the inventory of the municipality is ordered on time;
- Adhered to the municipality's SCM policy as well as SCM regulations;
- Monitor the procurement plan of each department monthly;
- Ensure that the RFQ's and requisitions are properly signed and completed in line with the policy;
- Ensure that the checklist for compliance on tenders is done
- Responsible for preparation and issuing of purchase orders;
- Liaise with assets management section for the purpose of disposing of assets/consumables that are not in good condition;
- Provide administrative support to the disposal and evaluation Committees;
- Coordinate meetings of the disposal committee;
- Ensure that all files are kept safe and are safeguarded;
- Ensure timeous and accurate reporting regarding disposal activities;
- Report to Supply Chain Practitioner in writing all activities performed by incumbent;
- Ensure proper record keeping and filing;
- Ensure that all files are kept safe and are safeguarded;
- Assist with Audit processes.

Salary: R258 078,72 p.a

FLEET MANAGEMENT COORDINATOR

Requirements:

- National Diploma in Transport Economics or Fleet Management or equivalent;
- Recognized management and trade knowledge a prerequisite;
- 1-2 years Fleet Management experience
- Must have a valid Driving License.

Key responsibilities:

- Accountable for the administration and control of Council's Fleet, the maintenance of the Fleet Management System & Related Policies by continually updating the computer database, to ensure that the needs user departments are met timeously;
- Compiles the fleet budget by analyzing previous service data and by holding consultative meetings with user departments to determine their annual budget requirements, in order to ensure accurate and efficient budgeting in this regard;
- Maintains the data control sheet of the fleet asset register, by updating data electronically, thereby keeping track of Council's Fleet assets, and by reporting the updated data to the Manager: Administration & Auxiliary Services, to ensure that the accurate recording of data is controlled;
- Ensures that the external hiring complies with the annual contracts for hired vehicle and plant, and it is administered in terms of Council's Policy and budget constraints, in order to effectively address user department status;
- Keep superior informed on the current status of Fleet by discussing corrective action to problems encountered and advise on improvements to fleet status, to ensure availability;
- Monitors departmental vehicle and plant abuse by carrying out inspections and notifies departments by correspondence so that vehicle and plant availability is maintained and operating costs are controlled;
- Responsible to keep and update all prescribed registers and records relating to fleet management;
- Instruct, monitor and evaluate duties of Fleet Management Clerks;
- Address and attend to internal audit and Risk Management issues relating to Fleet Management.

Salary: R338, 507,88 p.a

DEPARTMENT: SOCIAL AND COMMUNITY ADVERTISEMENT INTERNAL/EXTERNAL POSTS

MANAGER: SOCIAL & COMMUNITY SERVICES (WASTE MANAGEMENT, ENVIRONMENTAL, PARKS, CEMETERIES, HALLS & RECREATIONAL FACILITIES)

Requirements:

- Degree in Environmental Management/ Health or equivalent, an honours degree will be an added advantage
- Proven experience in the field of not less than Three (3) years
- Able to implement policies, by-laws and legislation with regards to the duties of the post;
- Drivers license (Code EB)

Responsibilities:

- Analysing and aligning requirements with operating capacity and capabilities;
- Evaluate and commenting on the applicability of specific key performance;
- Directs and control outcome associated with utilization, productivity and performance of personnel within the refuse, waste, parks, cemeteries, recreational facilities and environment;
- Conducting appraisals to measure performance and objective accomplishment against agreed targets and, reviewing goals and setting new objectives;
- Identifying Social & Community/ Social skills gap within the department and complete developmental plans for existing personnel with clear defined career path and job enrichment opportunities;
- Analysing statistical information pertaining to staff attendance/absenteeism, overtime, lost time due to accidents and or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related cost;
- Evaluate the sections performance against budget and addressing deviations/variances with appropriate personnel;
- Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audits requirements and departmental procedures;
- Managing the operational dimensions and resources (material, ordering, and vehicles) and monitor utilization and cost effectiveness of activities against operational plans;
- Monitoring the adequacy of procedures and compliance with departmental guidelines in respect to fencing of cemeteries and landfill sites by the various utility service organizations, maintaining of tractors and vehicles for smother service delivery, collection of refuse from houses and buying of materials for the department;
- Participate in various meetings (Council, internal & external forums) and provide comments/opinion on matters affecting or concerning the functionality;
- Participating in IDP forums and meetings and input/comment on matters related to the department such as current developments, forward planning, service standards, service delivery challenges, projects (current and future) etc;
- Ensure that items included in the IDP are budgeted for during the budgetary process;
- Drafting of draft budget for the department with inputs from all divisions within the department and submit to the Director Social and Community Services for final scrutiny thereof;
- Responding, through the collection of information and/or conducting necessary investigation, to queries and enquiries;
- Prepare applications for funding of projects related to waste management, halls & recreational facilities, cemeteries and environment;
- Registering of landfill sites as per applicable legislation.

Salary: R412 500,48 p.a

**CHIEF FIRE/DISASTER MANAGER
DIVISION: SOCIAL AND COMMUNITY SERVICES**

Requirements

- An applicable B degree, preferably in Fire Services Technology and/or Disaster Management. A post-grad Degree in Disaster Management would be an advantage.
- Code EB Driver's license
- Computer literacy
- Project Management

Experience/skills

The position requires an energetic person with proven leadership skills, sound inter personal skills and organisational ability. Applicants should have at least 3 years' experience in a junior management position. The capacity to work under pressure and make decisions in crisis situations is of particular importance. The position requires excellent communication skills with the ability to communicate at all levels. Experience in public speaking, training and/or presentation skills is therefore highly recommended. The successful candidate should have previous experience in planning, project and finance management, with a good working knowledge of integrated development planning in the context of disaster management. A working knowledge of information management systems and GIS in its application to disaster management as well as emergency radio communication systems is highly recommended.

Duties

The successful candidate will be responsible for ensuring that the Fire and Disaster Management Centre exercises its powers and the performance of all its duties in accordance with legislative requirements and the Masilonyana Local Municipality's Disaster Management Plan

Key performance areas

The successful candidate will be required to manage Fire and Disaster Management Centre in terms of legislative requirements in order to sustain all aspects of fire and disaster management which will place particular emphasis on disaster risk reduction and will include:

- Establishing integrated institutional capacity within the organisational sphere to enable the effective implementation of disaster management policy and regulations
- Establishing a uniform approach to assessing and monitoring disaster risk that will inform disaster management planning and disaster risk reduction undertaken by organs of state and other role players
- Ensuring all disaster management stakeholders develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved frameworks
- Ensuring effective and appropriate disaster response and recovery
- Guiding the development of a comprehensive information management and communication system and establish integrated communication links with all disaster risk management role players
- Promoting a culture of risk avoidance among stakeholders by capacitating all role players through integrated education, training and public awareness supported by scientific research
- Participating in the establishment mechanisms for the funding of disaster management
- Providing the Municipality with a Communications facility which is able to monitor and communicate on matters related to major incidents, potential disasters, disasters occurring and disasters which have occurred, to reduce the consequences or potential consequences
- Improving performance management processes in line with strategic objectives of the Unit
- Generating innovative and creative solutions to improve service delivery through the use of relevant knowledge and information
- Medium to long term objectives and public safety priorities of productive and cost fire services.
- Organizational principles and processes for the delivery of emergency and disaster management services in the area of jurisdiction by performing related functions.
- Effective administrative system and process for the Fire Services
- Prepare capital and operating estimates and controls expenditure against the approved budget for Fire Services.
- Coordinate fire prevention, education and awareness programs.
- Coordinate communication and liaison with all role-players and stakeholders.

Salary: R412 500,48 p.a

PUBLIC SAFETY, SECURITY & LAW ENFORCEMENT DIVISION: MANAGER SECURITY

Requirements:

- Grade B security accreditation
- PSIRA Grade B
- Degree/National Diploma in Security Management will be an added advantage
- Five (5) years' experience in the Security field or related field
- Computer Literacy
- Valid drivers' license (EB/08)

Responsibilities

- Develop and implement security policies, protocols and procedures
- Control budgets for security operations and monitor expenses
- Supervise security officers and guards
- Attend meetings with other managers to determine operational needs
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches
- Investigate and resolve issues
- Create reports for management on security status
- Analyze data to form proposals for improvements (e.g. implementation of new technology)

SALARY: R412 500,48 p.a

URBAN AND REGIONAL PLANNING DIVISION: BUILDING INSPECTOR X2

Requirements:

- B. degree/Diploma in Architecture, Development studies or equivalent
- Computer literacy knowledge of Microsoft word and excel;
- Valid driver's licence
- 1-2 years' experience

Responsibilities:

- Visit specific work-sites and conduct inspections to establish that materials, the construction of the works and procedures are in accordance with approved design drawings, pacifications and statutory regulations (National Building Regulations and SABS codes of practice);
- Undertake specific inspections at various stages of construction to check tolerances, compaction, etc., and compares findings with stipulated specifications/requirements;
- Measure and ensure conformity to specifications of screen walls, openings and interior angels and arches;
- Inform the Chief Inspector on issues of non-compliance/problems on site;

- Inform the Chief Inspector on illegal constructions and/or encroachments and aesthetics of buildings;
- Ensure that payment has been received before forwarding documentations for further processing;
- Verifying design and structural details to determine applicability and conformity to specifications;
- Approve building plans and forwarding to relevant departments for further comments and processing;
- Issue necessary approval certificate;
- Prepare and present investigational reports;
- Provide assistance to the public and builders with enquiries regarding building plan specifications, requirements and regulations;
- Administer the issuing of summons;

Salary: R258 078,72 p.a

URBAN AND REGIONAL PLANNING DIVISION: LAND USE INSPECTOR X2

Requirements:

- Degree /Diploma in Biological Sciences/Geo-Spatial Sciences Development studies or equivalent qualification
- Biochemical science or Geo Spatial Science
- Minimum 1-2 years relevant experience;
- Background in Spatial Planning will be an added advantage;
- Knowledge of land use management and SPLUMA legislation;
- Valid driver's license;
- Computer literacy in Microsoft Word and Excel;
- Register or in a process of Registration with a relevant statutory body

Responsibilities:

- Conduct development planning and facilitation of land use;
- Implement development legislation and policies of tiers of government;
- Implement key processes, applications, and requirements related to the Developmental plans;
- Implement calculations for FAR and coverages as per Town Planning Scheme requirements;
- Conduct research on land use management issues, and report to the sectional manager.

Salary: R258 078,72 p.a

URBAN AND REGIONAL PLANNING DIVISION: LAND AFFAIRS OFFICER X1

Requirements:

- B. Degree/Diploma in Development studies/Agriculture or equivalent qualification plus minimum of 1-2 years' experience;
- Computer literacy;
- Background and knowledge of Spatial Development Framework, Land Use Scheme, SPLUMA legislation and other legislation relevant to Land and Housing;
- Must be able to read maps;
- Must be able to run Deeds search.

Responsibilities:

- Oversee the process of land applications, administration and management
- Facilitate applications of developed and undeveloped land by means of selling/ leasing in response to applicants' requests in accordance with relevant legislation and administrative procedures
- Control, supervise and execute administrative/ legal duties by complying to the policies, regulations and statutory requirements
- Control, supervise and execute administrative functions regarding land affairs by complying to the policies, regulations and statutory requirements to execute resolutions taken and requests received
- Assist the Sectional manager with the general supervision and disciplinary functions of Land Affairs Section
- Implement the Land Disposal Policy
- Develop and Submit items to Council committees regarding applications for land to be alienated.
- Assist with the execution of resolutions taken by Council
- Continuous update of the Land Audit of the Municipality
- Resolve all matters related to land disputes

Salary: R258 078,72 p.a

HUMAN SETTLEMENT DIVISION: HUMAN SETTLEMENT OFFICER X 3 (1 BRANDFORT, 1 THEUNISSEN AND 1 VERKEERDEVLEI)

Requirements:

- B. degree/ Diploma in Housing or equivalent qualification
- Valid Driver's license,
- 1-2 years' experience,
- Knowledge in housing policies and legislation,
- Must be able to read maps and understand title deeds,
- Must be able to operate National Housing Needs register (NHNR) programme.

Responsibilities:

- Keeping register of all sites in the unit;
- Having a map detailing all sites in the unit;
- Keeping a waiting list of all people who need sites;
- Allocating sites in line with Council's policies and perspective;
- Receiving a request for a transfer of a site/property;
- Ensure that all documentation in this regard is filed in the applicable housing file;
- Record all transfers in the unit in a register kept for that purpose;
- Assist with receiving building plans from site owners;
- Assist the Building Inspector to identify sites in the unit when requested to do so;
- Keeping a waiting list of people who have made application for RDP housing subsidy;
- Identifying beneficiaries who qualify for a RDP housing subsidy according to the housing Code and the policy of the municipality;
- Submit the waiting list of qualifying beneficiaries to the Housing Officer for verification and approval;
- Keep a register of all complaints received;

- Attend to all queries/enquiries from the communities on all matters relating to sites, property, housing, transfer or ownership;
- Attend to those matters that can be solved at the unit;
- Ensure proper and timeous responses on such queries and enquiries;
- Keep record of all queries/enquiries and where possible place a copy on the file of the referral parties;
- Ensure that all housing files is opened and up to date.
- Monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the Municipality
- Assist with the transfer of sites to the rightful beneficiaries

Salary: R258 078,72 p.a

DEPARTMENT: INFRASTRUCTURE ADVERTISEMENT INTERNAL/EXTERNAL POSTS

SANITATION MANAGER

Requirements:

- A recognised B Tech/Degree in Civil Engineering or Equivalent at an acceptable tertiary institution
- Knowledge in project management and ECSA Registration
- Must have a valid driver's licence
- 5 years Relevant Experience and knowledge at middle management level
- Proven successful institutional transformation within the public or private sector, preferably in the local government sphere
- Computer Literacy in MS office
- Good knowledge and understanding of relevant policies and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- An understanding of: * Council operations and delegation of powers, * water services development planning, * water safety plan* green and blue water compliance etc.
- Extensive knowledge of engineering and contracts

Key Responsibilities:

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Technical services sanitation management.
- This will be through the coordination of operations associated with the enforcement of Municipal Policing Laws and By-laws
- Align the departmental key performance areas
- Monitor and report on programme implementation on monthly and quarterly as per the SDBIP
- Ensure the service delivery for all relevant areas within the Municipality
- Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Technical Services Unit Structure
- Provide leadership and planning for the unit
- Be responsible for overall water and sanitation Infrastructure
- Monitor expenditure against budgetary provisions and prepare motivations with reasons to seek approval for additional funding for specific programmes or activities

- Maintain and be responsible for staff discipline
- Execute any other lawful duties that may be assigned by the Municipal Manager/Director Technical Services.
- Manage subordinates to ensure that they execute the jobs to acceptable standard.

SALARY: R412 500,48 p.a

WATER MANAGER

Requirements:

- A recognised B Tech/Degree in Civil Engineering or Equivalent at an acceptable tertiary institution
- Knowledge in project management and ECSA Registration
- Must have a valid driver's licence
- 5 years Relevant Experience and knowledge at middle management level
- Proven successful institutional transformation within the public or private sector, preferably in the local government sphere
- Computer Literacy in MS office
- Good knowledge and understanding of relevant policies and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- An understanding of: * Council operations and delegation of powers, * water services development planning, * water safety plan* green and blue water compliance etc.
- Extensive knowledge of engineering and contracts

Key Responsibilities:

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Technical services water management.
- This will be through the coordination of operations associated with the enforcement of Municipal Policing Laws and By-laws
- Align the departmental key performance areas
- Monitor and report on programme implementation on monthly and quarterly as per the SDBIP
- Ensure the service delivery for all relevant areas within the Municipality
- Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Technical Services Unit Structure
- Provide leadership and planning for the unit
- Be responsible for overall water and sanitation Infrastructure
- Monitor expenditure against budgetary provisions and prepare motivations with reasons to seek approval for additional funding for specific programmes or activities
- Maintain and be responsible for staff discipline
- Execute any other lawful duties that may be assigned by the Municipal Manager/Director Technical Services.
- Manage subordinates to ensure that they execute the jobs to acceptable standard.

SALARY: R412 500,48 p.a

SENIOR TECHNICIAN ELECTRICAL

Requirements:

- A recognised B Tech in Electrical Engineering (Heavy Current) or Equivalent at an acceptable tertiary institution
- Knowledge in project management and ECSA Registration
- Must have a valid driver's licence
- 3 years Relevant Experience
- Computer Literacy
- Extensive knowledge of engineering and contracts

Key Responsibilities:

- Manage and co-ordinates and controls the set-up, works in progress and completion of specialized tasks activities associated with high/medium/low voltage electrical installation, maintenance and repair;
- Manage and oversee and ensure the implementation of the municipalities electric maintenance plan;
- Manage and oversee construction of new electrical networks and all work related to such;
- Manage and oversee the existing networks;
- Manage and oversee the repair and general maintenance of the high voltage distribution network;
- Manage and coordinate the maintenance and installation of:
 - High mast lights in the entire municipal area;
 - Electricity supply, connections and transformers to water and waste water plants;
 - Single and three phase connections;
 - High voltage and low voltage cable joints and terminations;
- Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG;
- Project performance and cash flow reviews;
- Responsible for the management of the electrical team and their respective outputs. Responsible for the management of the local electricity infrastructure programme as well as physical project implementation activities while ensuring: that all projects meet overall planning objectives and specific key performance indicators as determine by the MIG policy framework;
- Coordination of regular progress meetings at local level and representation at the provincial progress meetings;
- Manage the assets of the electricity division in accordance to laid down programs and procedures;
- Manage and oversee the overall utilisation and maintenance of all vehicles, equipment and supplies in the division;
- Must report any theft including cable theft without delay when it occurs;
- Must attend court cases if and when necessary;
- Manage the capital and operational budget of the electricity division and report any deviation thereof to the Director Technical Services/Municipal Manager;
- Monitoring and correcting support personnel productivity and performance;
- Manage subordinates to ensure that they execute the jobs to acceptable standard.

SALARY: R412 500,48 p.a

ARTISAN (ELECTRICAL) X4 (1 THEUNISSEN, 1 WINBURG, 1 VERKEERDEVLEI AND 1 BRANDFORT)

Requirements:

- N3 Engineering studies;
- Trade test electrical;
- Operating on high voltage systems up to 22kv lines;
- Operating on low voltage systems up to 1000v;
- Safety orientated for ISO 45001;
- Knowledge of OHS Act
- Communication skills
- Must have a valid driver's licence
- 1-2 years Relevant Electrical Experience
- Computer literacy

Key Responsibilities:

- Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders;
- Interacting with the Engineering Stores and checking allocated components and prior to commencing with loading materials against job cards;
- Providing guidelines and specific instructions to personnel with respect to the storage of materials, equipment and/or hitching of trailers and checking and correcting and deviations from safety procedures;
- Engaging controls to operate mechanisms (mounted cranes) to facilitate specific sequences (hoisting, overhead repairs etc.)
- Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear etc; Isolating
- Terminating cables, wires etc to junction boxes, connecting blocks and/or terminals including soldering, fitting of lugs and harnessing wires;
- Conducting visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated component;
- Ensure compliance of SANS requirements at all times;
- Conducting tests to diagnose and determine the nature of the fault and communicating with the control room/ immediate superior on the possibility of re-routing supply during major disruption/repair work;
- Testing circuits and the functionality of new components using testing and fault detection equipment and communicating readiness to activate operations

SALARY: R372 886,68 p.a

ARTISAN ASSISTANT (ELECTRICAL) X8 (2 THEUNISSEN, 2 WINBURG, 2 VERKEERDEVLEI AND 2 BRANDFORT)

Requirements:

- Grade 12
- Assistant Electrician qualification from a recognised training centre for electricians
- Communication skills
- 1-2 years Relevant Electrical Experience
- Knowledge of computer essentials
- Must have a valid driver's license

- Basic exposure to electrical equipment

Key Responsibilities:

- Receiving instruction from the immediate superior on the layout and the executive of specific work sequences;
- Operating hand held equipment (Jack-Hammer etc.) to cut through concrete/tarred surfaces;
- Laying cables and positioning supporting structures (poles) and cleaning and timing of conductors, binding and strapping, tripping of individual conductors;
- Terminating cables, wires etc. to junction boxes, connecting blocks and/or terminals including soldering, fitting of lugs and harnessing wires;
- Removing and replacing burnt out bulbs and/or damaged or missing cover plates protecting inspection points;
- Testing circuits and the functionality of new components using testing and fault detection equipment and communicating outcomes to the immediate superior;
- Removing debris/rubble, etc. and cleaning worksite;
- Removing and washing off debris from tools and equipment.

SALARY: R154 745,40 p.a

WATER TREATMENT PLANT SUPERVISOR X2 (1 BRANDFORT AND 1 WINBURG)

Requirements:

- National Diploma in Civil Engineering or Equivalent (Mechanical, Chemical, Water, Microbiology etc.)
- Communication skills
- Must have drivers licence code B/C1
- 2-3 years Relevant Experience
- Computer literacy
- Project Management qualification will be an added advantage

Key Responsibilities:

- Management of personnel working for bulk and reticulation water (Plant, reservoirs, etc)
- Monitoring, setting up and operating laboratory instruments
- Analysing water sample from different towns and reservoirs
- Conducting titration tests for water analysis
- Recording and reporting test results
- Trouble shooting and setting contingency plans
- Operating and maintaining world class water and sewerage purification plant
- Analysing final effluent
- People Management in the plant
- Ensure compliance with blue drop requirements
- Maintaining healthy and safe working environment
- Adherence to all required water standards as per DWAF specifications

Salary: R258 078,72 p.a

PROCESS CONTROLLER CLASS 2 X5 (2 THEUNISSEN, 1 WINBURG, 1 VERKEERDEVLEI AND 1 BRANDFORT)

Requirements:

- Grade 12 plus Water treatment practise N3
- National diploma or National Technical Diploma (in water related field)
- Certificate in Water and Wastewater treatment process operations (NQF Level 2)
- Communication skills
- 1-2 years Relevant Experience
- Willing to work shift cycle
- Knowledge in computer essential
- Blue drop requirements
- A valid driver's license

Key Responsibilities:

- Monitoring water quality during the purification process
- Tracking water quality trends on a continuous basis to ensure compliance to SANS 0241 class 1 and Municipal Water Standards
- Report deviations from specifications immediately to Manager Water Services
- Monitor dosing of chemicals to prevent overdosing

Salary: R148 394,40 p.a

PUMP ATTENDANCE X5 (2 THEUNISSEN, 1 WINBURG, 1 VERKEERDEVLEI AND 1 BRANDFORT)

Requirements:

- Grade 12
- Certificate in Water and Wastewater treatment process operations (NQF Level 2)
- Communication skills
- 1-2 years Relevant Plant Operator Experience

Key Responsibilities:

- Opening/ closing valves to specific limits to control levels and regulate flow from/ to storage units;
- Conducting tests of samples using specific apparatus and equipment, referring to specifications to determine deviation, reporting outcomes and proceeding with corrective measures;
- Activating/deactivating pumps to commence/stop the movement of treated/untreated water or wastewater;
- Communicating with the immediate superior, verbally transmitting information on plant condition, performance and outcomes and/or executing specific instructions to address deviations or disruption to process;
- Clearing and unblocking inlets, outlets, valves, filters and connections, removing debris using hand held tools (shovel, fork, etc.) and pressurized water systems to remove /flush blockages;
- Providing general guidelines and explaining procedures to personnel on the removing and destruction/disposal of debris to avoid health related risks;

- Attending to the safekeeping of hand tools and/or apparatus used in the process, applying aid down instructions and guidelines to avoid theft or loss.

Salary: R148 394,40 p.a

SEWER TREATMENT PLANT SUPERVISOR X3 (1 THEUNISSEN, 1 WINBURG AND 1 VERKEERDEVLEI)

Requirements:

- National Diploma in Civil Engineering or Equivalent (Mechanical, Chemical, Sewer, Microbiology etc.)
- Communication skills
- Must have drivers licence code B/C1
- 2-3 years Relevant Experience
- Computer literacy
- Project Management qualification will be an added advantage

Key Responsibilities:

- Management of personnel working for sewer water (Plant, pump stations, reticulation etc)
- Monitoring, setting up and operating laboratory instruments
- Analysing sewer sample from different towns and reservoirs
- Conducting titration tests for sewer analysis
- Recording and reporting test results
- Trouble shooting and setting contingency plans
- Operating and maintaining world class water and sewerage purification plant
- Analysing final effluent
- People Management in the plant
- Maintaining healthy and safe working environment
- Ensure compliance to green drop requirements
- Adherence to all required sewer standards as per DWAF specifications

Salary: R258 078,72 p.a

NIGHTSOIL SUPERVISOR X2 (1 THEUNISSEN AND 1 BRANDFORT)

- National Diploma in Civil Engineering or Equivalent (Sewer etc.)
- Communication skills
- Must have drivers licence code B/C1
- 2-3 years Relevant Experience
- Computer literacy
- Project Management qualification will be an added advantage

Key Responsibilities:

- Conducting site visits to specific areas, using motorized transport or walking, to locate and identify with problems and/or performing critical point inspections in accordance with preventative maintenance programme requirements;

- Communicating with the immediate superior, detailing nature and extent of problem or deviations in operations;
- Communicating with support personnel, detailing activities associated with excavating defined areas, removing damaged sections, dredging, laying of pipes, backfilling trenches and applying disinfectants over spillages;
- Commencing with activating the flow process, opening valves to pre-determined limits, checking repaired areas for leaks, removing mechanical plugs/sandbags to return flow to the systems;
- Interacting with support personnel and clarifying work method and requirements;
- Correcting deviations through the provision of “on the job” demonstration of activities and applications;
- Attending to disciplinary/conflict issues and counselling personnel to correct/adjust behaviour prior to referring to the immediate superior to referring to the immediate superior for the execution of laid down disciplinary procedures;
- Inserting routine information (date, time, numerical display information) on documentation/forms and submitting for verification and processing;
- Inspecting and servicing specific equipment, cleaning air filters, replacing fuel/oils and replacing/tightening cover screws and bolts;

Salary: R258 078,72 p.a

Enquiries can be directed to the Human Manager, Mr G. Tjolo at 057-403 5140 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.

No e-mails, faxes or late submissions will be accepted.

Closing date: 05 February 2021

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.

**M.M SELLO
ACTING MUNICIPAL MANAGER**