



# **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:

## **INTERNAL/EXTERNAL ADVERT**

### **FINANCE SERVICES: SCM MANAGEMENT DIVISION 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 078,69 p.a**

**INFRASTRUCTURE SERVICES  
ARTISAN (ELECTRICAL) X2**

**Requirements:**

- Grade 12
- 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 drivers licence code C/C1
- 1-2 years Relevant Electrical Experience

**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**

**INFRASTRUCTURE SERVICES  
ROAD AND STORM WATER DRIVER: GRADER OPERATOR DRIVER X2**

**Requirements:**

- NQF Level 2
- Code EC1 plus PDP
- 1-2 years' relevant experience.

**Key responsibilities:**

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Inspecting safety devices, controls lubricant level, etc. on vehicles/heavy plant and reports defects to the immediate superior;
- Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures;
- Transporting personnel, material and equipment to/from specific locations;
- Forwarding to the relevant personnel for processing;
- Referring to work schedules and registers to correct deviations in entries raised during processing;
- Communicating with the Supervisor on site and confirming;
- Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or reconstruction work.
- Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences.
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies, disasters and planned overtime.

**Salary: R148 394,40 p.a**

**SOCIAL AND COMMUNITY SERVICES  
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, specifications 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 angles 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 078,69 p.a**

**URBAN AND REGIONAL PLANNING DIVISION: LAND USE INSPECTOR X1**

**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 078,69 p.a**

**SOCIAL AND COMMUNITY SERVICES**  
**HUMAN SETTLEMENT DIVISION: HUMAN SETTLEMENT OFFICER X 2**

**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 078,69 p.a**

**Enquiries can be directed to the Recruitment and Selection Division, Ms K.E Molaoa at 0638295861 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: 30 September 2021**

***NB: 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.***

**DULY SIGNED  
L. MOKOTELI  
ACTING MUNICIPAL MANAGER**