



MASILONYANA

MUNICIPALITY

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INTERNAL/EXTERNAL ADVERT FOR MASILONYANA LOCAL MUNICIPALITY

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:

OFFICE OF THE MUNICIPAL MANAGER ADVERTISEMENT

UNIT MANAGER (VERKEERDEVLEI)

There are three positions available and the incumbents will be based in any of the three units. The units where these positions are available is Verkeerdevlei.

Requirements:

- Grade 12 plus National Diploma in Public Management or equivalent qualification;
- Must be computer literate;
- At least 1-3 years' experience in a middle management;
- A valid driver's license

Key responsibilities:

- Manage fleet;
- Maintain discipline;
- Submit monthly reports to the MM;
- Handle complaints and other related queries;
- Attend senior management meetings as and when required to do so;
- Must ensure that services are rendered to the community.

Salary: R385 937,66 p.a

INTERNAL AUDIT OFFICER X2

Requirements:

- Grade 12
- National Diploma in Internal Auditing
- 1-2 years' experience in Internal Auditing;
- Must be able to communicate and report writing skills.

Responsibilities:

- Support the preparation and execution of the Risk-Based Annual Internal Audit Plan;
- Support Internal Audit Manager in facilitating the implementation of Enterprise-Wide Risk Management Framework for the Corporation;
- Support the Internal Manager in implementing Internal Audit Department's governance and quality assurance program;

- Partner to selected Division / Department on issues relating to governance, risks and controls;
- Support Internal Audit Manager in facilitating effective co-operation with External Auditors;
- Support external auditors in the performance of their statutory audits;
- Provide inputs for Budget preparation and ensure cost monitoring of assigned budget lines.

Salary: R267 111,45 p.a

CHIEF RISK OFFICER

Requirements:

- Grade 12
- National Diploma in Risk Management/Internal Audit;
- A valid driver's license;
- A minimum of a 1-3 years' experience in Risk Management.

Responsibilities:

- Ensure that there is an approved Risk Management policy and strategy/plan in place;
- Ensure the existence of a Risk Register;
- Conduct risk assessment reviews and update the risk register regularly;
- Review the Risk Management Strategy/Plan regularly;
- Update the Internal Audit Unit on potential and emerging risks, Ensure that all documents are properly recorded and filed;
- Ensure the functionality of a Risk Committee;
- Supervise staff;
- Conduct Ad Hoc investigations and report on potential risks.

Salary: R350 355,67 p.a

LED MANAGER

Requirements:

- Grade 12;
- A relevant Degree or Equivalent in Business Management;
- 1-3 years' experience in Local Economic Development or Local Government;
- A valid driver's licence.

Key responsibilities:

- Consolidate an interactive database and profile of Small, Medium and Micro Enterprises (SMME's) both informal and formal
- Develop Comprehensive and up to date profiling of SMMEs in both electronic & hard copies
- Analyse data to ensure a complete understanding of the trends, opportunities and challenges facing the SMME sector in the district
- Review the prevailing legislative framework and analyse the status of SMMEs in the Masilonyana area
- Set targets as to which direction the municipality should take in the promotion of SMMEs
- Design relevant financial and non-financial business interventions to sustain development and growth of SMMEs
- Provide input in the formulation of economic development strategy, relating to small business development and procurement

- Provide information and linkage to service agencies to enable existing and emerging small business to gain full access to technical and funding support
- Promote linkage between large businesses, industrial development zone (IDZ) and small businesses to ensure combination of efforts to achieve better results
- Put monitoring and evaluation systems in place to ensure targets are met and legislative framework complied with
- Assess the overall progress of strategy, programmes and projects by setting measures, targets and monitoring achievements
- Identify opportunities, weaknesses and developing responses to enable continuous improvement. Prepare a profile of the potential growth in business in the Masilonyana Local Municipality area
- Consult existing and emerging businesses to identify key constraints on growth
- Develop appropriate tendering procedures that will allow small business to participate in municipal maintenance, construction and other projects, including procurement opportunities from the mining and other sectors
- Devise development programme and projects and attract funding for them through National, Provincial, District, Private Sector and NGO funders and service providers
- Identify and develop SMME projects that promote diversification strategy of the municipality
- Strengthen and foster relationships with different mining houses in the area
- Ensure sustainable of Mining, Manufacturing and Industrial business forums
- Identify market for Mining, Manufacturing and Industrial products
- Facilitate strategic alliances between established suppliers to the mines and local SMMEs
- Coordinate establishment of Special Economic Zone, Mining Supplier Park

Salary: R426 936,03 p.a

LED OFFICER

Requirements:

- Grade 12
- A relevant National Diploma in Business Management or equivalent qualification
- Computer literacy
- 1-2 year experience in Local Economic Development or Local Government.

Responsibilities:

- Arrange venue for registration and inform relevant parties
- Draft the item and attach programme of visit to the wards for councillor approval
- Write memorandum to Ward Councillors to inform them of scheduled visits
- Design and draft notices or flyers detailing registration requirements, for distribution to communities
- Print and distribute forms for data collection
- Address applicants to inform registration requirements
- Guide the applicants when completing the registration forms and verify if required documents are handed with the application
- Collect Business Information (Business Trends, Business Developments in the area, Brochures from Development Agencies and Service Providers (Management Consultants, Business Advisors, Banks etc), New Business Opportunities like Franchising, etc) Verify and analyse data collected on the forms, and from stakeholders
- Capture information from the forms on the system
- File forms to the specified order
- Compile statistical reports of SMMEs
- Disseminate tender information to SMMEs
- Maintain database of SMMEs within Masilonyana Local Municipality.

- Refer SMMEs to Coordinators and other service providers (SEDA, NEF, NYDA, Banks) for business interventions
- Coordinate Business Information Workshops, Seminars for SMMEs Participate in the operational plan of the unit
- Provide input in the LED strategy
- Administer and implement the sectional budget
- Implement administrative measures to ensure effective functioning of the office
- Maintain physical and electronic information records
- Compile Items to Portfolio Committee, Executive Committee and Council

Salary: R267 111,45 p.a

PMS OFFICER

Requirements:

- Grade 12;
- A relevant National Diploma in PMS/HR or equivalent qualification.
- Computer literacy;
- Able to work under pressure;
- Must have a communication skills and report writing;
- 1-2 years' experience in PMS and Local Government.

Responsibilities:

- Administer all directorates performance issues
- Coordinate and facilitate the communication to all staff on performance issues including the preparation of reports for managers
- Administer the development and implementation of monitoring systems for directorate's performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements
- Provide inputs regarding budget compilation of divisional budget and administer of divisional expenses once the budget is approved
- Keep record of divisional control sheets, attendance register, overtime and time off records, PMS register (copies of documents, CD Roms and e-mails)
- Type and compile documents and reports
- Maintain overall filing system for the division
- Monitor adherence to procedural requirements related to the accessing and issuing of resolutions and/or coordinating sequences to facilitate document/file retrieval
- Schedule meetings/workshops and arrange and confirm venues and confirming/report deviations from plans
- Draft agendas, notices and take minutes for divisional meetings
- Photocopy documents and circulate notifications, agendas and minutes of meetings to role-players and relevant officials
- Communicate with internal and/or external departments/role-players/service providers with respect to catering requirements, and/or stationery and equipment needed for specific sessions
- Record and update registers of attendees and extract and forward information on request with respect to absenteeism of role-players to the immediate superior

Salary: R267 111,45 p.a

DEPARTMENT OF CORPORATE SERVICES ADVERTISEMENT

ADMINISTRATIVE OFFICER LEGAL SERVICES

Requirements:

- Grade 12;
- A National Diploma in Office Management or equivalent qualification;
- Computer Literacy;
- Communication Skills;
- 1-2 years' experience as office administrator (preferably in a legal environment)

Responsibilities

- Administering the office of the Legal Services section to ensure that it is run efficiently and effectively so as to meet its set targets and deadlines;
- Making and arranging appointments for the Legal staff;
- Arranging transport and accommodation for Legal staff;
- Arranging meetings and preparing meeting venues;
- Attending to phone calls, e-mail and general inquiries;
- Filing of records, correspondence and all necessary documents that are received and sent by the Legal Services section;
- Managing the library of the Legal Services section.
- Maintenance and updating of office inventory.

Salary: R267 111,45 p.a

COMMITTEE CLERKS X1

Requirements:

- Grade 12;
- Higher certificate in office management or equivalent qualification;
- Must be computer literate;
- At least 1 years' experience.

Key responsibilities:

- Provide Secretarial support to various Sub Committees of the municipality and forums within the municipality by:
 - Referring the approved schedule of committee meetings and confirming/reporting deviations from plans with respect to catering requirements and or stationary and equipment needed for specific sessions to the immediate Supervisor.
 - Communication with Office Bearers to establish items for inclusion on the agenda and submission of investigation general reports and proposals supporting agenda items.
 - Circulate notification and agenda of committee meetings to members.
 - Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/discussions, proposals and recommendations and where needed, making available copies of correspondence, documents and reports to members of relevant committees.
- Perform administrative activities associated with preparation of documents and correspondence for circulation, by:

Salary: R142 149,47 p.a

DEPARTMENT OF FINANCE SERVICES ADVERTISEMENT

ACCOUNTANT VALUATION ROLL AND BILLING

Requirements:

- B degree/ National Diploma in Financial Accounting or Equivalent (NQF level 6/7)
- Good understanding of the Municipal environment;
- Relevant experience (2-3 years) Supervisory skills
- Valid drivers license
- Applicant must have advanced knowledge in Municipal Financial System
- Applicant must have a minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD);

Responsibilities:

- Coordinate, control and administer billing, rates and taxes and property valuations in accordance with legislative prescripts.
- Accurate levying of fixed Municipal rates and taxes according to Council's By-Laws;
- Issue clearance certificates;
- Administer valuations in accordance with legislative prescripts, valuation roll, consultation, objections, administrative support regarding valuation process;
- Ensure overall compliance on rates and taxes, financial policies and Treasury regulations and timeous and accurate preparation of financial reports;
- Ensuring that meter reading takes place on monthly basis;
- Ensure that exception reports are attended to before billing;
- Assisting with administration of Free Basic Services;
- Supervising the Billing/Valuation division;
- Verifying, signing journals, leave and other documents;
- Balancing and reconciliation of debtors;
- Assist with the findings from the Auditor General's office;
- Assist with the administration of prepaid vendor's

Salary: R350 355,67 p.a

ACCOUNTANT CUSTOMER CARE AND DEBTORS COLLECTION

Requirements:

- B degree/ National Diploma in Financial Accounting or Equivalent (NQF level 6/7)
- Good understanding of the Municipal environment;
- Relevant experience (2-3 years) Supervisory skills
- Valid drivers license
- Applicant must have advanced knowledge in Municipal Financial System
- Applicant must have a minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD);

Responsibilities:

- Attend to the management of the Indigent Households Register;
- Ensure that verification takes place before subsidy is allocated;
- Ensure that applicants providing wrong information get disqualified;

- Supervise the filling of indigent households records for auditing purpose;
- Identifying accounts for write-offs;
- Attending to any other duties as may be required from time to time;
- Oversee duties performed by the cashier;
- Ensure that MFMA regulations are adhered to;
- Attending to the printing and posting of consolidated bills to customers;
- Updating of electronic payments and allocating them to the debtors' accounts;
- Ensure that debtors accounts for municipal officials and councillors) are closely monitored and prepare a report;
- Ensure that other income sub ledger accounts is reconciled to general ledger (consumer deposit, rental of facilities, graves etc.);
- Assisting with administration of Free Basic Services;
- Supervising the Customer Care/Debtors division;
- Verifying, signing journals, leave and other documents;
- Balancing and reconciliation of debtors;
- Assist with the findings from the Auditor General's office;
- Assist with the administration of prepaid vendor's.

Salary: R350 355,67 p.a

DEPARTMENT OF SOCIAL AND COMMUNITY SERVICES ADVERTISEMENT

DISASTER MANAGEMENT OFFICER

Requirements:

- Grade 12;
- National Higher Certificate in Safety Management or equivalent preferably in Fire Services and/or Disaster Management.
- Computer Literacy;
- Relevant training completed in first aid, disaster recovery plans, crisis management and emergency services;
- 1-2 years relevant experience.

Key Responsibilities:

- Respond to reported calls of disaster related incidents;
- Organizing and arranging campaigns/programmes to provide communities with information and advice on disaster prevention and recovery techniques
- Monitoring the effectiveness of campaign/programmes and adjusts strategy to accommodate a wider interest group through public announcements, talks at schools and public events;
- Investigate and communicate with the immediate supervisor and/ or Disaster Management Centre on the nature, severity of the disaster and resources required to control/ limit the impact.
- Report on the status of the disaster and /or make recommendation to the immediate superior regarding specific interventions or priorities necessary to control and manage the impact of the disaster;

- Facilitate the process needed to determine and keep updated primary and secondary roles of disaster management activities of the identified role players and stakeholders within area of jurisdiction;
- Identify deficiencies with respect to the preparedness and awareness of the communities to potential risk and hazards.

Salary: R267 111,45 p.a

URBAN AND REGIONAL PLANNING DIVISION: TOWN PLANNER COORDINATOR

Requirements:

- B. Degree/National Diploma in Town and Regional Planning or equivalent qualification;
- The professional applications associated with the post necessitate in depth understanding and knowledge of the principles, policies and legislative requirements.
- 2-3 years' experience in Town Planning
- Driver's License

Responsibilities:

- Keep abreast with building control legislative requirements impacting on land use planning, conduct investigations into best practices and determine the appropriateness of specific legal procedures for implementation
- Coordinate and provide guidance to the public, applicants and contractors regarding land use issues affecting the approval of building plans (height restrictions, building lines, etc.)
- Process building plan applications in terms of laid down land use planning guidelines and procedures
- Obtain views from interested/affected parties on building plans
- Participate in internal meetings and/or with external role players to address deviations from land use planning requirements and/or to achieve acceptable levels and standards
- Provide land use planning comments on building plans referring specifically to the zoning scheme regulations, architectural guidelines and appropriate planning legislation
- Receive applications, verify the correct land use of properties in terms of the zoning scheme and issue zoning certificates confirming existing zoning rights
- Advise applicants and consultants regarding application procedures and town planning issues affecting the decision making process (public representations, etc.)
- Process applications in terms of laid down guidelines and procedures (advertising for public comments, obtaining views from interested/affected parties, etc.)
- Assess applications (rezoning, subdivision, departure, consent use, street and open spaces closures, trade- and liquor licenses, removal of title deed restrictions, etc.) for compliance with specific town planning regulations, environmental and related legislation and/or input from internal/external commentators
- Coordinate and follow-up on the administrative process (compilation of notices and advertisements, etc.) including obtaining the necessary comment from internal and external departments
- Investigate and respond to public and developers' enquiries related to municipal property (zoning, development restrictions, etc.)
- Conduct the necessary search for information pertaining to the matter and/or pass requests for complex comments/information to the immediate superior or relevant department
- Provide information based on property development trends and expected outcomes to facilitate processes regarding the disposal of vacant municipal land (lease, sale, etc.)
- Prepare investigational and procedural reports and summaries detailing functional progress and/or outcomes for submission to the immediate superior for consideration and inclusion in

- specific documents/agendas
- Prepare statistical data and qualitative information (population growth, number of applications received for specified periods, etc.) to facilitate the updating of work procedures and standards
 - Implement approved sequences associated with establishing appropriate statistical and other databases relating to land use planning activities and maintain and update land use planning related records and statistics
 - Participate in various meetings (internal and external forums, applicants, objectors, etc.) and provide comments/opinions on matters affecting or concerning the functionality

Salary: R350 355,67 p.a

URBAN AND REGIONAL PLANNING DIVISION: LAND USE INSPECTOR

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: R267 111,45 p.a

REFUSE REMOVAL TRUCK DRIVERS X2

Requirements:

- NQF Level 2
- Code EC Driver's License plus PDP
- 1-2 years relevant experience.

Key responsibilities:

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Hitching/unhitching trailer to the vehicle, connecting and checking the functionality of safety signal indicators;
- Inspecting safety devices, controls, lubricants/fuel levels, etc. on vehicles, reporting defects, and/or washing/cleaning the vehicle and attending basic removal/replacement of defective parts/components;
- Attending to the offloading of waste at designate areas at the landfill site

- Driving to designated locations, collecting/loading refuse bags and/or refuse onto the trailer and sweeping/cleaning spillages.

Salary: R163 588,25 p.a

HUMAN SETTLEMENT DIVISION: HUMAN SETTLEMENT OFFICER X 1 VERKEERDEVLE!

Requirements:

- Grade 12;
- Diploma in Housing or equivalent qualification
- 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: R267 111,45 p.a

DEPARTMENT OF TECHNICAL SERVICES ADVERTISEMENT

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;
- Endure 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: R426 938,03 p.a

ARTISAN (ELECTRICAL)

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: R385 937,66 p.a

ARTISAN ASSISTANT

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 minimum C1 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: R170 171,57 p.a

PROCESS CONTROLLER CLASS II

Requirements:

- Grade 12 plus
- Certificate in Water and Wastewater treatment process operations (NQF Level 4)
- Communication skills
- 1-2 years Relevant Experience
- Willing to work shift cycle
- Acquaintance with 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: R142 149,47 p.a

SEWER OXIDATION POND SUPERVISOR (VERKEERDEVLEI)

Requirements:

- Grade 12
- Certificate in Plumbing (NQF Level 3)
- Communication skills;
- Must have drivers licence code B/C 1;
- 1-2 years relevant experience.

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: R267 111,45 p.a

SEWER MAINTENANCE SUPERVISOR X2 (WINBURG AND THEUNISSEN)

Requirements:

- Grade 12,
- Certificate in Plumbing (NQF Level 4)
- Communication skills
- Must have drivers licence code B/C1
- 2-3 years Relevant Experience

Responsibilities:

- Visiting various sites/ locations and assessing the condition of installations and structures.
- Conducting specific tests to establish functionality of valves, flow meters, etc. and recording outcomes.
- Completing inspection schedules detailing condition and/ or repair requirements, including specific priorities requiring immediate attention and forwarding to the immediate superior.
- Operating hand held equipment (Jack-Hammer, power drills, etc.) to cut through concrete/ tarred surfaces and/ or monitoring/ participating in the preparation of trenches against marked out routes
- Laying pipes and preparing sections (filing, threading) for the installation of valves, flow meters, etc.
- Holding and aligning sections and/ or tightening couplings and elbows.
- Checking seals and joints and reporting defects to the Supervisor (Sewer Maintenance).
- Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline, by
 - Monitoring attendance/ conduct and output and addressing

Salary: R267 111,45 p.a

Enquiries can be directed to the Recruitment and Selection Division, Mr E.K Khumalo at 079 5080128 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 including covering/application letter stated the position they apply 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: 23 February 2022

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.



**L. MOKOTELI
ACTING MUNICIPAL MANAGER**