

MATJHABENG MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

STRATEGIC SUPPORT SERVICES

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

INFORMATION SECURITY OFFICER

SALARY: R473 328 – R614 040 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Bachelors' Degree/Advanced Diploma in Information Technology, Computer Science, Information Systems or related field or equivalent qualification (NQF Level 7). Knowledge of the following tools, standards and topics will be advantageous SCCM, ISO 27001 and COBIT Maturity model. Knowledge of ISO/IEC 27002, ITIL, CoBit 5 and LMS, Exchange, AD, firewall, Cisco systems, Linux, and Microsoft server infrastructure. Five years relevant experience in the ICT Environment. Three years staff management/supervisory. A good understanding of networking - TCP/IP, ICMP, SSH, LDAP, DNS, etc. Working knowledge and implementation of cybersecurity governance including but not limited to security policies and standards, cybersecurity controls, data classification, business continuity planning/disaster recovery and security awareness and training. Excellent working knowledge of computer systems, security, network and systems system administration, data storage systems and phone systems. Strong ethical thinking and decision-making skills. Excellent Project management skills and strong ability to prioritize. Firm grasp on ICT Infrastructure and best practices. Team player and willing to work extended hours if required. Applicant must possess a Driver's license. Be willing to travel to different locations withing Matjhabeng Local Municipality.

KEY PERFORMANCE AREAS

- Develop and implement an ICT Security Architecture plan
- Define, oversee, and monitor the information security operations including, but not limited to, event analysis, threat monitoring, access control and security awareness training
- Configure, implement, and maintain all security platforms and any other related technology, such as anti-virus, routers, Anti-SPAM, intrusion detection or intrusion prevention, firewalls, cryptography systems, SIEM, and MDM
- Oversee the management of operational matters related to IT security (e.g., vulnerability management, firewall management, network security management, etc)
- Continually research, monitor and assess developments in the industry and global environment to understand new products and innovations, evolving threats and vulnerabilities and modern control techniques
- Monitor production infrastructure in the cloud and on-premise, in order to proactively address security concerns as efficiently as possible.
- Define and maintain the cybersecurity strategy for the organization establishing the risk appetite, states, phases of maturity and implementation plans.
- As an information security champion lead the provision of authoritative advice and guidance on the requirements for security controls in collaboration with experts in other functions such as legal, technical support. Ensures architectural principles are applied during design to reduce risk and drives adoption and adherence to policy, standards and guidelines.

INTERNAL AUDIT

MANAGER: INTERNAL AUDIT

SALARY: R660 336 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Applicable B-Degree (NQF Level 7) in Auditing or Equivalent plus 8-10 years relevant experience in Audit Environment. Must be a member of Institute of Internal Auditors South Africa (IIASA). Knowledge of the International Standards for Professional Practice of Internal Auditing. Understanding of local government legislations. Postgraduate-qualification or studying towards post-graduate in Auditing or related field will be added advantage. Be computer literate especially in Microsoft Office Products. Valid driver's license.

KEY PERFORMANCE AREAS

- Develop and implement a risk based Internal Audit Plan
- Prepare strategic documents for approval by Audit Committee.
- Provide administrative support to the Audit Committee
- Oversee the unit and work of auditors for quality and compliance to methodology and IIA Standards
- Evaluate effectiveness and adequacy of internal controls, risk management and governance processes.
- Provide assurance services to Accounting Officer and Management
- Manage the implementation of Audit investigative processes to determine non-compliance.
- Provide advice to heads of internal departments on the re-alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.
- Review internal audit reports in preparation for Audit Committee meetings.

SENIOR INTERNAL AUDITOR (PERFORMANCE AUDIT)

SALARY: R473 328 – R614 040 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

National Diploma in Auditing or equivalent qualification. Minimum of five years relevant experience. Understanding of local government legislations. Postgraduate-qualification or studying towards post-graduate in Auditing or related field will be added advantage, as well as supervisory experience. Be computer literate especially in Microsoft Office Products. Valid driver's license.

KEY PERFORMANCE AREAS

- Assigning audit procedures to staff members to complete and monitor their progress, ensuring the accurate and timely completion of the audit work in accordance with applicable standards.
- Providing on-the-job training and reviewing performance of Field Auditors in all aspects of the audit process, including the development of audit findings, interviewing, report writing, problem resolution, etc.
- Helping develop and prepare audit findings and corresponding comprehensive recommendations that improve performance, provide cost savings, and increase accountability.
- Reviewing audit reports and supporting work papers for content, accuracy and completeness.
- Participating in meetings/presentations with agency representatives relative to the conduct of the audit.
- Conducting performance evaluations of assigned audit staff members.
- Working collaboratively with the Audit Manager in fostering positive relationships among the audit staff and auditees.
- Assist management in planning and implement studies to determine the effectiveness of methods, systems, procedures, etc.
- Prepare procedural reports and summaries detailing functional progress and /or outcomes for submission to the Internal Audit Manager
- Performing other duties as assigned

INTERNAL AUDITORS (2 POSITIONS)

SALARY: R365 088 – R458 304 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

National Diploma in Auditing or equivalent qualification. Minimum of three years relevant experience. Information Technology Audit qualification will be an added advantage. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products. Valid driver's license.

KEY PERFORMANCE AREAS

- Execute audits to ensure compliance to audit standards and report to the Senior Internal Auditor.
- Monitor and ensure compliance with MFMA, and any other applicable legislation.
- Apply the principles of audit standards and technique
- Communicate all Audit findings to Senior Internal Auditor .
- Participate in various meetings and provide comments/opinions.
- Regularly update Senior Internal Auditor on functional progress and /or outcomes for submission to the Internal Audit Manager.
- Maintain records of working progress, notices and correspondence and update file and retrieve information for reference.
- Prepare audit file for review by the Senior Internal Auditor
- Follow up on Auditor General and Internal Audit action plan and provide feedback.
- Perform other related duties incidental to the work descript.

INFRASTRUCTURE

MANAGER: CIVIL ENGINEERING SERVICES (EAST)

SALARY: R660 336 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Bachelor's Degree in Civil Engineering or Equivalent. Registered as a Professional Engineer or Technologist with ECSA will be an added advantage. 5 years' experience relevant experience. Be computer literate and have a valid driver's license.

KEY PERFORMANCE AREAS

- Management of Civil Engineering Services in Virginia, Meloding, Hennenman, Phomolong, Ventersburg and Mamahabane
- Management/maintenance of streets and stormwater of six towns
- Management of the maintenance of water provision
- Management of the maintenance of all buildings
- Management of the sewerage reticulation system
- Prepare preliminary operational and capital annual budgets for approval by the Executive Director: Infrastructure
- Compile standard procedures regarding streets and stormwater, sewer reticulations, water provision and municipal Buildings
- Control income and expenditure of Engineering Services
- Co-ordinate with other Departments regarding projects and services
- Writing of Council items
- Comply with all applicable Legislation

BRANCH: WATER AND EFFLUENT WATER

TECHNOLOGISTS (2 POSITIONS EAST & WEST)

SALARY: R473 328 – R614 040 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Grade 12 plus B.SC/BEng Civil Engineering / B-Tech in Civil in Water Engineering/Urban Engineering or equivalent NQF Level 7 Qualification with plus 5 years relevant experience. Registered as a Professional with Engineering Council of South Africa (Pr Eng, Pr Tech Eng) will add as an advantage. Computer literacy and valid driver's license. Knowledge of technical water & effluent water network, maintenance of water & effluent water reticulation, with background in water & effluent water management of which 3 years must at a supervisory level.

KEY PERFORMANCE AREAS

- Compile, implement and control maintenance program for water & effluent water.
- Manage functions of all aspects of physical and analytical work required to reduce unaccounted for water and sewer spillages.
- Ensure that plans for amendments to existing networks and detail not included are drawn up as building proceeds.
- Responsible for the gathering of maintenance information to compile and process a database.
- Liaise with other departments such as design and planning and PMU to solve a specific need.
- Investigate technical progress such as new material and products as well as new methods for loss control and implementation.
- Ensure that all legal requirements complied with.
- Manage the internal teams that implement and monitor strategic special programmes Citywide including Leak Detection, Independent Meter Audits and Sewer infrastructure.
- Handle all correspondence and administration.
- Monitoring of cost on capital and operational
- Co-ordinate with other Departments regarding project and services
- Assist with the short- and long-term planning of the division and preparation of the budget.
- Inform Physical Loss Manager with the annual capital (CAPEX) and operating budgets (OPEX) estimates.
- Control expenditure by ensuring spending is appropriate and necessary for achievement of objectives.
- Liaise with contractors and suppliers on an Ad hoc basis to ensure that all outsourced work is completed within agreed timeframes.

**SENIOR ENGINEERING TECHNICIAN: (CUT-OFFS)
(1 POSITION)**

SALARY: R415 704 – R458 304 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 6

MINIMUM REQUIREMENTS:

Grade 12 plus National Diploma in Civil Engineering plus 3 years relevant experience. Computer literacy and valid driver's license. Knowledge of technical water network, maintenance of water reticulation, with background in water demand management of which 3 years must at a supervisory level.

KEY PERFORMANCE AREAS

- Responsible for the gathering of information to compile and process a database.
- Investigate technical progress, such as new materials and products as well as new methods for revenue protection and cut-offs and implementation thereof.
- Inform Physical Loss Manager with the annual capital (CAPEX) and operating budgets (OPEX) estimates.
- Ensure that productivity levels and costs are kept within estimates and targets.
- Liaise with contractors and suppliers on an Ad hoc basis to ensure that all outsourced work is completed within agreed timeframes.
- Liaise with other departments as and when required.
- Follow up all meter complaints and enquiries by the public.
- Compile, Implement and control revenue protection and cut-off programs for water demand management.
- Manage the internal teams that implement and monitor strategic special programmes Citywide including Leak Detection, Independent Meter Audits

**FOREMAN: WATER MAINTENANCE (CENTRAL)
(1 POSITION)**

SALARY: R320 436 – R353 340 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Registered Plumber with 5 years relevant experience. Valid driver's license.

KEY PERFORMANCE AREAS

- Responsible for the maintenance works on the reticulation systems and for the restoration of the area afterwards.
- Responsible for regular inspections and problem solving at water networks areas where artisans are working.
- Responsible for inspection of new water connections and to repair excavations resulting from broken lines and to render a service to the satisfaction of the public.
- Handle water meter and water network related complaints from the public.
- Responsible for planning of tasks and division of workload amongst subordinates.
- Provide in-service training to Plumbers, Assistant Plumbers and Artisan Aids.
- Control overtime, timesheets and schedule standby duties.
- Order equipment to ensure no-disruptive services.
- Responsible for safety of all subordinates.

**FOREMAN: SEWER MAINTENANCE (CENTRAL)
(1 POSITION)**

SALARY: R320 436 – R353 340 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Registered Plumber with 5 years relevant experience. Valid driver's license.

KEY PERFORMANCE AREAS

- Responsible for regular physical inspections and problem solving at pump stations.
- Render support services to wastewater maintenance operators / assistant plumbers and artisan aids.
- Handle sewerage network related complaints.
- Responsible for limiting exposure of workers in and public to wastewater spillages by doing proper maintenance.

- Provide in-service training to wastewater operator assistant plumbers and artisan aids.
- Control overtime, timesheets and schedule standby duties.
- Order equipment to ensure no-disruptive services.
- Organize maintenance and repair on equipment.
- Responsible for safety of all subordinates and tidiness of water maintenance section.

BRANCH: ROADS, STORMWATER AND BUILDINGS (WELKOM)

SENIOR ENGINEERING TECHNICIAN (ROADS AND STORMWATER) (1 POSITION)

SALARY: R415 704 – R458 304 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 6

MINIMUM REQUIREMENTS:

National Diploma in Civil Engineering plus 3 years relevant experience. Computer literacy and a Valid Driver's license.

KEY PERFORMANCE AREAS

- Co-ordinate and control the operations of the Roads and Storm-water section
- Design and compile the construction drawings for the section.
- Check all designs done by consultants for the section
- Call for tenders and quotations for Roads, Storm-water maintenance
- Supervise and co-ordinate the Roads and Storm-water maintenance and construction done by the section and contractors
- Perform all administrative duties relevant to the section
- Represent the Road and Storm-water maintenance section at various meetings and committees

SUPERINTENDENT ROADS & STORMWATER (1 POSITION)

SALARY: R365 088 – R458 304 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

National Diploma in Civil Engineering with 3 years relevant experience in roads and stormwater maintenance and construction and Valid driver's license

KEY PERFORMANCE AREAS

- Controls and supervise the roads and stormwater maintenance section by:
- Controlling transport, equipment and personnel in the section.
- Inspecting the infrastructure, recording complaints and take corrective measures
- Liaising with contractors for maintenance to be done.
- Liaising with other departments regarding existing services.
- Doing quality control an all-maintenance work

- Training and development of staff by monitoring performance and take corrective action where necessary.
- Participating in the selection of new staff.
- Handling staff related administration
- Attending to staff queries and complaints.
- Handling of disciplinary action and attending hearing
- Enforcing Occupational Health and Safety Act and regulations.
- In order to keep or maintain Councils infrastructure in good conditions and to ensure that Councils policies and collective agreements are adhered to

**FOREMAN:
ROADS MAINTENANCE (WELKOM)
(1 POSITION)**

SALARY: R320 436 – R353 340 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8

MINIMUM REQUIREMENTS:

National Diploma in Civil Engineering plus 2 years relevant experience in roads maintenance and construction. Valid driver's license

KEY PERFORMANCE AREAS

- Controls and supervises the roads maintenance teams to ensure productivity and efficiency
- Assist with the administration of the Roads Maintenances Section (Welkom)
- Controls and supervises all operators, drivers, chargehands, team leaders working in roads maintenance section (Welkom)
- Responsible for preparation of roads maintenance reports daily, weekly and monthly
- Represent the Roads Section (Welkom) at various relevant meetings
- Recording all complaints regarding roads maintenance and taking corrective measures
- Enforcing health and safety requirements, by inspecting condition of tools and equipment, protective clothing for workers and precaution measures with surroundings, to ensure that roads maintenance work can be done safely

**FOREMAN: BUILDINGS
(CENTRAL) (1 POSITION)**

SALARY: R320 436 – R353 340 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 8

MINIMUM REQUIREMENTS:

Qualified Artisan with Trade Test Certificate plus 3 years relevant experience. Valid driver's license

KEY PERFORMANCE AREAS

- Control and supervise Artisans doing building maintenance on Council buildings
- Inspect buildings and specify materials and methods to be used and do quality control
- Record all complaints regarding Council's buildings and take corrective measures
- Liaise with other departments regarding their needs for maintenance
- Enforce Health and Safety requirements, by inspecting conditions of equipment, protective clothing for workers and precaution measures with surroundings, to ensure work is done safely
- Represent the section by attending relevant meetings, inform staff of the section on relevant matters, and implement changes necessary to comply with decisions made

**OPERATOR
(TLB- STORMWATER, WATER AND EFFLUENT WATER)
(2 POSITIONS)**

SALARY: R235 164 – R264 744 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 8 (Standard 6) plus Valid driver's license and valid Tlb operator certificate with 3 years relevant experience.

KEY PERFORMANCE AREAS

- Must have the ability to operate TLB
- Responsible for operating TLB to dig trenches on a given level and load construction materials on trucks
- Construction and maintenance of roads and stormwater lined and unlined channels and digging of gravel and other materials
- Construction and maintenance and placing of stormwater pipes, curbs, etc.
- Safe handling and maintenance of TLB on daily basis
- The load/ offload of plant and equipment
- Adhere to basic safety rules and handling during operations

**OPERATOR
(EXCAVATOR- STORMWATER)
(1 POSITIONS)**

SALARY: R235 164 – R264 744 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 8 (Standard 6) plus valid driver's license and valid Excavator Operator's certificate with 3 Years relevant experience.

KEY PERFORMANCE AREAS

- Must have the ability to operate Excavator
- Responsible to dig trenches on a given level and load construction materials on trucks
- Construction and maintenance of roads and stormwater lined and unlined channels and digging of gravel and other materials
- Construction, maintenance and placing of stormwater pipes, curbs, etc.
- Safe handling and the maintenance of Excavator on daily basis
- The load/ offload of plant and equipment
- Adhere to basic safety rules and handling during operations

**DRIVER GRADE I (ROADS)
(1 POSITIONS)**

SALARY: R187 884 – R228 408 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

Grade 8 (Standard 6) plus valid Code EC drivers' license with valid PDP and 3 Years experience as a truck driver.

KEY PERFORMANCE AREAS

- Drive and operate tipper trucks 10m3 and low-bed
- Ensure that vehicle checklist is done on a daily basis by using guidance list
- Transport staff, material and equipment to and from site
- Abiding by traffic rules
- Responsible for neatness and mechanical correctness of the vehicle
- Keep up daily control sheets, petrol log books and attendance registers
- Responsible for health and safety of workers and equipment
- Responsible for load and offloading of material and equipment

**DRIVER GRADE I (STORMWATER)
(1 POSITION)**

SALARY: R187 884 – R228 408 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

Grade 8 (Standard 6) plus valid Code EC drivers' license with valid PDP and 3 Years experience as truck driver.

KEY PERFORMANCE AREAS

- Drive and operate Grab-truck, tipper trucks and low-bed
- Ensure that vehicle checklist is done on a daily basis by using guidance list
- Transport staff, material and equipment to and from site
- Abiding by traffic rules
- Responsible for neatness and mechanical correctness of the vehicle
- Keep daily control sheets, petrol logbooks and attendance registers
- Responsible for health and safety of workers and equipment
- Responsible for loading and offloading of material and equipment

**ASSISTANT ARTISAN GRADE 1 (BRICKLAYER)
VIRGINIA/ HENNENMAN/ VENTERSBURG (1 POSITION)
ODENDAALSRUS/ ALLANRIDGE (1 POSITION)
WELKOM (1 POSITION)**

SALARY: R187 884 – R228 408 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

Grade 9 plus certificate in Brickwork. 4-years relevant experience. Valid driver's license.

KEY PERFORMANCE AREAS:

- Control and supervise the load and offload of equipment, tools and materials.
- Prepare site and setting out (measure) of bricklaying work, plastering, tilling, fencing, etc.
- Perform new bricklaying work, plastering, tilling, fencing, etc. and maintenance on Council's buildings.
- Keep record of materials used.
- Answer occasional queries on site directly from the public.
- Take care of tools and equipment allocate to him/her for doing the work
- Perform routine inspections on Council's buildings.
- Erection and dismantle of scaffolding

- Enforce the Health and Safety requirements.
- Transport workers and material to different sites to execute duties.

**ASSISTANT ARTISAN GRADE 1 (CARPENTER)
VIRGINIA/ HENNENMAN/ VENTERSBURG (1 POSITION)
ODENDAALSRUS/ ALLANRIDGE (1 POSITION)
WELKOM (1 POSITION)**

SALARY: R187 884 – R228 408 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

NTC2 or NTC3 in Carpentry plus relevant 3 experience in carpentry and joinery. Valid driver's license.

KEY PERFORMANCE AREAS:

- Control and supervise the load and offload of equipment, tools and materials.
- Responsible for setting out and erecting roof trusses, built in cupboards, ceilings etc.
- Responsible for construction and erection of shutters by measuring and cutting of material to sizes and shapes and erecting or assembling the same for reinforced concrete.
- Select and ensure that wood sizes and quality comply with prescribed strength and looks.
- Install doors, frames and windows in walls.
- Take care of tools and equipment allocate to him/her for doing the work.
- Erection and dismantle of scaffolding and safety precautions during operating of tasks.
- Enforce the Health and Safety requirements.
- Transport workers and material to different sites to execute duties.

**ASSISTANT ARTISAN GRADE 1 (PAINTER)
VIRGINIA/ HENNENMAN/ VENTERSBURG (1 POSITION)
ODENDAALSRUS/ ALLANRIDGE (1 POSITION)
WELKOM (2 POSITION)**

SALARY: R187 884 – R228 408 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

NTC2 or NTC3 in Painting and Decorating plus 3 Years relevant experience. Valid driver's license.

KEY PERFORMANCE AREAS:

- To do paintwork and glazing on Municipal buildings and fittings.
- Controls and supervises the loading and off-loading of equipment, tools and materials such as paint, scaffolding, ladders etc.
- Erection and dismantle of scaffolding for paintwork by; supervising teams building and dismantling scaffolding in order to ensure that the scaffolding is build and dismantled safely.
- Prepares surfaces before painting by sanding, washing, cleaning, stopping in order to ensure that surfaces are clean before painting.
- To take care of tools and equipment allocated to him for doing the work, cleaning all tools after work.
- Enforcing the health and safety requirements
- Transport workers and materials to different working sites and back.

**DRIVER GRADE II (ROADS)
(2 POSITIONS)**

SALARY: R152 496 – R184 248 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 14/13

MINIMUM REQUIREMENTS:

Grade 8 (Standard 6) plus Code EC1 with valid PDP and 3 Years experience as truck driver.

KEY PERFORMANCE AREAS

- Drive and operate medium trucks and tipper trucks with or without a trailer
- Ensure that vehicle checklist is done on a daily basis by using guidance list
- Transport staff, material and equipment to and from site
- Abiding by traffic rules
- Responsible for neatness and mechanical correctness of the vehicle
- Keep up daily control sheets, petrol logbooks and attendance registers
- Responsible for health and safety of workers and equipment
- Responsible for load and offloading of material and equipment

**BRICKLAYER
WELKOM (1 POSITION)**

SALARY: R273 132 – R310 272 p.a (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 9

MINIMUM REQUIREMENTS:

Grade 9 plus Bricklaying trade test certificate and 4-years relevant experience. Valid driver's license.

KEY PERFORMANCE AREAS:

- Control and supervise the load and offload of equipment, tools and materials.
- Prepare site and setting out (measure) of bricklaying work, paving, plastering, tiling, fencing, etc.
- Perform new bricklaying work, plastering, repair cracks, paving, tiling, fencing, etc. and maintenance on Council's buildings.
- Keep record of materials used.
- Take care of tools and equipment allocate to him/her for doing the work
- Perform routine inspections on Council's buildings.
- Erection and dismantle of scaffolding
- Enforce the Health and Safety requirements.
- Transport workers and material to different sites to execute duties.

BRANCH: CIVIL (WEST)

FOREMAN: ROADS, STORMWATER AND BUILDING MAINTENANCE

(ODENDAALSRUS/ ALLANRIDGE)

(1 POSITION)

SALARY: R320 436 – R402 372 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8/7

MINIMUM REQUIREMENTS:

Qualified Artisan plus 3 years relevant experience. Valid driver's license

KEY PERFORMANCE AREAS

- Keep statistics and setup various reports.
- Control Logbooks, timesheets and attendance registers.
- Attend departmental and safety meeting.
- Responsible for regular inspections at all working places.
- Handle all problems regarding workers equipments and vehicles.
- Responsible for the control of all purchases of materials and equipment.
- Ensure adherence to Occupation Health and Safety Act and conditions of services.
- Follow up complaints in the departments.
- Perform all relevant duties as directed from time to time.

**FOREMAN: WATER, SEWERAGE, ROADS STORMWATER AND BUILDING
MAINTENANCE**

(ALLANRIDGE)

(1 POSITION)

SALARY: R320 436 – R402 372 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8/7

MINIMUM REQUIREMENTS:

Qualified Artisan plus 3 years relevant experience. Valid driver's license

KEY PERFORMANCE AREAS

- Provide administrative support service
- Keep statistics and setup various reports.
- Control log books, time sheets and staff registers
- Responsible for the control of all purchases of materials and equipment
- Attend Departmental and safety meeting

- Responsible for regular inspections at all working places regarding roads, storm water, building maintenance, water and sewerage in Allanridge and Nyakallong
- Responsible for maintenance work and the functioning of all pump stations, water and sewerage networks, street network, storm water network and Council buildings
- Responsible for quality control of all maintenance work that was done
- Ensure sufficient material to ensure non- disruptive services
- Organize maintenance and repair of vehicles and equipment
- Maintain discipline amongst subordinate
- Control overtime and scheduling of stand-by duties
- Give assistance and on- the- job training to all Operators, general workers, assistant plumbers and other sub-ordinates
- Ensure adherence to the Occupational Health and Safety Act and Matjhabeng Municipality Condition of Service
- Control Stand-by and overtime and support after hour activities

**DRIVER GRADE II (ROADS AND STORMWATER)
(ODENDAALSRUS/ KUTLWANONG/ ALLANRIDGE/ NYAKALLONG)
(2 POSITIONS)**

SALARY: R152 496 – R184 248 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 14/13

MINIMUM REQUIREMENTS:

Grade 8 (Standard 6) plus Code C (10) with PDP. 3 Years experience as a driver

KEY PERFORMANCE AREAS

- Transport staff, material and equipment to and from site
- Supervises workers working under him/ her
- Abiding by traffic rules
- Responsible for neatness and mechanical correctness of the vehicle
- Keep up daily control sheets, petrol log books and attendance registers
- Responsible for health and safety of workers and equipment
- Responsible for load and offloading of material and equipment

**OPERATOR (GRADER, EXCAVATOR, TLB, COMPACTOR)
(ODENDAALSRUS/ ALLANRIDGE)
(2 POSITIONS)**

SALARY: R235 164 – R264 744 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 10

MINIMUM REQUIREMENTS:

Grade 9 (Standard 7) plus Code (14) EC with PDP plus 2 year experience as a driver and operator certificates confirming that a person is qualified to operate Grader, Roller, TLB and Excavator

KEY PERFORMANCE AREAS

- Maintain log sheets related to work done
- Scraping and building of gravel roads
- Scraping of soccer fields
- Loading of material on trucks
- Responsible compacting of all dirt/ gravel roads with roller
- Responsible for checking, maintenance and road worthiness of vehicles
- Ensure Adherence to the relevant stipulations of the Occupational Health and Safety Act

**ENQUIRIES CLERK
(ODENDAALSRUS)**

SALARY: R187 884 – R228 408 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 12/11

MINIMUM REQUIREMENTS:

Grade 12 with good communication skills. At least two year's relevant experience. Applicant must be computer literate especially in MS Word applications.

KEY PERFORMANCE AREAS

- Provide administrative support service
- Draft routine correspondence and reports
- Responsible for the monthly new meters installed report
- Organise and maintain proper filing system
- Receive records and distribute all incoming and outgoing documents
- Assist with ordering of stationery
- Handle all complaints at the West side
- Handle all assigned duties from time to time

BRANCH: ELECTRICAL ENGINEERING SERVICES

TECHNOLOGIST **(WEST & EAST)** **(2 POSITIONS)**

SALARY: R473 328 – R614 040 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Electrical Engineering Degree plus 5 years relevant Municipal Experience. Computer literacy and a valid code B driver's license.

KEY PERFORMANCE AREAS

- Update drawing of all electrical infrastructure.
- Compile and implement operating instructions and procedures.
- Attend meetings at MEES to update tasks and to resolve working problems
- Ensure a safe working environment for all employees.
- Inspect substations and fill in logbooks in terms of the Machinery Regulations.
- Perform system calculation and analyses pertaining to load, protection analysis, system voltages and fault levels.
- Responsible for material procurement and control by assessment of usage and order.
- Planning and programming of short- and long-term projects and maintenance programs.
- Ensure that all work conducted is in compliance with the OHS Act 85/93 as well as relevant standards and regulations
- Compilation of all reports pertaining to area responsibility
- Ensure compliance to the NRS 047 & 048 quality of supply and service regulations.
- Compilation of annual material, equipment and project tenders.
- Compilation of annual operation and capital budgets for the section.
- Compilation of annual maintenance programs for Electrical Infrastructure.
- Ensure continues updating of Electrical asset registers and drawings.
Ensure procurement and availability of the necessary Electrical Logistics

TECHNICIAN: BULK METERING AND CABLE FAULT DETECTION

SALARY: R320 436 – R402 372 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 8/7

MINIMUM REQUIREMENTS:

N3 plus Electrical Trade Test and a minimum of 5 years relevant experience in a Municipal Environment. Valid EC1 Driver's license.

KEY PERFORMANCE AREAS

- Solve meter complaints by extracting data and checking correctness of meter, with instruments to remedy complaints by consumers.
- Material control by assessment of usage and order timeously to prevent shortage and discontinuity of service rendered.
- Attend meetings at the electrical workshop. to update on project progress and tasks given to prevent loss of control.
- Install NETLOG recorders, by suspect faulty installations to solve installation problems.
- Read bulk meters by collecting data from meters for billing purposes
- Check bulk meters for tampering at premises of consumers to eliminate theft and loss of income.
- Test and calibrate new and used meters on a work bench to ensure tolerances are within specifications to ensure correct billing.
- Repairing of test equipment with instruments to ensure correctness there of.
- Testing of kWh meters on site and on the test bench with instruments to ensure correctness of meter.
- Checking current transformer directions on panels and bulk meters with instruments for correct billing data.
- Testing new and old transformers and mini sub with instruments to ensure correct function.
- Test and repair of bulk meters with instruments for correct billing
- Perform HT switching, by opening and closing HT switchgear when required for isolating purposes
- Perform earth loop impedance testing with instruments for ground impedance and earthing
- Perform senior standby on a roster basis to ensure continuous uninterrupted supply
- Assist with 132kV power failures by interaction with 132kV personnel to minimize outage of supply
- Locate cable faults by switching and instruments to expose faults for repairs

Enquiries regarding the above positions can be forwarded to Mr N Mtirara @ (057) 391 3119

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Main Building, Room 5, 3rd Floor, Welkom.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 30 JUNE 2023

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).


ADV. LMR NGOQO
MUNICIPAL MANAGER