

# MATJHABENG MUNICIPALITY



## INTERNAL/ EXTERNAL ADVERTISEMENT

### INFRASTRUCTURE

#### CIVIL (EAST)

#### MANAGER CIVIL ENGINEERING

**SALARY: R696 000 p.a** (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

**POST LEVEL: 3**

#### **MINIMUM REQUIREMENTS:**

B.Sc / B.Eng / B.Tech / B.Eng.Tech BSc Civil Engineering at NQF level 7. Registration at ECSA as a Pr.Tech Eng /Pr. Eng will be an added advantage. Minimum of 5 years managerial experience and extensive experience in roads, structures and water related . Be computer literacy and have a valid driver's license. Thorough knowledge of legislation governing civil engineering services. Advanced computer literacy (Windows, MS Word, Excel and PowerPoint )

#### **KEY PERFORMANCE AREAS**

- Management of Civil Engineering in Virginia, Meloding, Hennenman, Phomolong, Ventersburg & Mmamahabane.
- Management of maintenance of streets and stormwater.
- Management of maintenance of water provision
- Management of sewerage reticulation system
- Management of maintenance of all buildings
- Attending of all departmental meetings as well as meetings delegated by the Senior Manager Civil Engineering Services.
- Prepare preliminary operational and capital annual budgets for approval by the Executive Director Infrastructure.
- Responsible for reports and cost estimates delegated by the Senior Manager Civil Engineering Services.
- Compiles standard procedures regarding streets & stormwater, sewer reticulation, water provision and municipal buildings.
- Controlling of the income and expenditure of Engineering Services (East).
- Controlling of stock.

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- Co-ordinates with other departments with regards to projects and services.
- Ensure an efficient service to customers.
- Implement and maintain safety and control measures to ensure the safety of people and equipment.
- Supervision of internal projects.
- Liaise with Contractors and handle complaints regarding certain problems with regards to work.
- Writing of correspondence, items and reports.

## **WATER DEMAND**

### **MANAGER: WATER DEMAND MANAGEMENT**

**SALARY: R696 000 p.a** (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

**POST LEVEL: 3**

#### **MINIMUM REQUIREMENTS:**

B.Sc / B.Eng / B.Tech / B.Eng.Tech Degree in Civil Engineering (Specialising in Water) / Degree in Water Care or Water Services or any water related qualifications. Registration as a Professional Engineer or Technologist with ECSA or Professional Scientist will be an added advantage. Minimum of 5 years' experience in the Water Environment. Be computer literate and have a valid driver's license.

#### **PREFERRED REQUIREMENTS:**

At least 5 years' experience in the Water Sector. Experience in project and asset management is a prerequisite for the appointment. At least 5 years proven Managerial experience and 5 years Supervisory experience is required.

#### **KEY PERFORMANCE AREAS**

- Develop, implement and monitor a Water Demand Management Strategy for the Municipality
- Prepare water standards, water interruptions and revenue protection procedures
- Responsible for Revenue protection on water for the entire Municipal area of jurisdiction
- Responsible for Water Services Authority (WSA) function in order to adhere to the legislative requirements
- Responsible for administrative control in the branch in order to ensure efficient and effective management and execution of administrative responsibilities
- Draft council items and reports to ensure that all applicable legislations are adhered to.
- Liaise with consultants and relevant role players to ensure effective operations of the Branch.
- Investigate and attend to complaints and queries relating to water meters.
- Prepare submissions and/or requests for procurement of materials and/or relevant services for the branch.
- Responsible for the management of the annual capital and operational budget of the branch.

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## **ELECTRICAL ENGINEERING**

### **MANAGER: EXTRA HIGH TENSION**

**SALARY: R696 000 p.a** (*Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance*)

**POST LEVEL: 3**

#### **ESSENTIAL REQUIREMENTS:**

B.Sc / B.Eng / B.Tech / Degree in Electrical Engineering Heavy Current or equivalent NQF level 7 qualification. Registered as a Professional Engineer or Technologist with ECSA and preferably a GCC. Minimum of 5 years relevant experience in the Electrical Engineering Environment. Experience in a municipal environment would be an advantage. Valid code B drivers license.

#### **JOB PURPOSE**

Manage, control and administration of electricity distribution and reticulation networks for areas within the entire Municipal area.

#### **KEY PERFORMANCE AREAS**

- Investigate all queries regarding correspondence to EME and MES and draft letters and memorandums in reply.
- Prepare preliminary operational and capital yearly budgets for approval by the EMEES and MES.
- Prepare and evaluate Electrical tenders for approval.
- Oversee quotations to consumers for connections, alterations and supply of power.
- Responsible for Revenue Enhancement function of the Electrical Department.
- Scrutinize Eskom accounts to determine network losses and draft a report to the EME and MES losses.
- Compile and implement revenue protection procedures.
- Handle all illegal tampering.
- Liaise and correspond with suppliers and contractors.
- Ensure that all the requirements of the Occupational Health and Safety Act 85/93 and all relevant legislation are adhered to at all times.
- Do physical inspection at all workplaces to ensure that machinery is safe and record this in various registers.
- Draw up yearly, 3-yearly and 5-yearly capital programs to ensure continuity, development and safety of the electrical supply.
- Ensure the annual maintenance of 132kv including the following all HT. switch gear, all transformers HT. panels, sub-lighting.
- Ensure the cleaning of sub and substation yard and the inspection of fences & gates and reporting of faulty alarms.
- Ensure the inspection of insulators, isolator contacts and contact springs, check and replace silica-gel and SF-6 gas pressure on 132KV switch gear.
- Ensure the compilation and implementation of required electrical operating procedures.

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- Ensure 132kV installation sheath testing, inspection of earth mats are annually conducted.
- Ensure the repair, maintenance and inspection of oil leaks on transformers, oil level and cleaning of insulators and isolators are annually conducted.
- Ensure construction, upgrading and installation of e/f & o/c relays installation.
- Ensure the maintenance, repair, installation and commission of 132kV, 11kV and 6.6 kV. Breakers on network as to annual maintenance plans.
- Ensure compliance to the NRS 047 & 048 quality supply regulations.
- Compile annual operation and capital budgets.
- Compile annual maintenance programs for Electrical Infrastructure.
- Ensure updating of Electrical asset registers and drawings.
- Compile NERSA D-form statistical Non-Technical Financial Information.

## **CORPORATE SERVICES**

### **LABOUR RELATIONS**

#### **SENIOR CHIEF LABOUR RELATIONS OFFICER**

**SALARY: R498 888 – R647 208 pa** *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

**POST LEVEL: 5/4**

#### **MINIMUM REQUIREMENTS**

Applicable B-Degree or Equivalent plus 3 years relevant experience. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products. Sound knowledge of Local Government Administration. Valid Driver's license. Sound knowledge in Labour Law is essential. Experience as Labour Relations Practitioner will be an added advantage.

#### **KEY PERFORMANCE AREAS**

- Receive Complaints and liaise with relevant stakeholders.
- Administer and support disciplinary matters.
- Assess and recommend whether conduct warrants formal investigation.
- Provide advice regarding labour issues in the workplace.
- Advice and assist management on dispute resolution procedures.
- Advice management and staff on grievance and disciplinary processes.
- Ensure that the municipality complies with Labour Legislation.
- Liaise with management, employees and unions to keep them informed regarding Labour Relations matters.
- Keep a record of Labour Relations activities.
- Research relevant Case law, liaise with Labour Experts and compile Case Reports in preparation for Disputes.
- Prepare and represent the Municipality in cases referred for Conciliation/ Arbitration and ensure that professional support is made available to members in hearings/enquiries.
- Perform administrative duties in the section.
- Handle Labour Relations related enquiries.
- Handle Audit Queries.

- Preparing Reports and/or Items on Disciplinary/Grievance and Disputes cases referred and attended to, outlining Outcomes/Awards.
- Provides Information Sessions, Induction and guidance to Management on procedures and applications associated with specific Labour Relations processes.
- Compiling Reports, referring to statistics to describe the Labour Relations Climate in the Municipality/work stoppages.
- Handling of correspondence with Lawyers/ Representatives, Trade Unions, Officials.

### **LABOUR RELATIONS OFFICER**

**SALARY: R384 804 – R483 060 pa** *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

**POST LEVEL: 7/6**

### **MINIMUM REQUIREMENTS**

Applicable B-Degree or Equivalent plus 2 years relevant experience. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products. Sound knowledge of Local Government Administration. Valid Driver's license. Experience as Labour Relations Practitioner will be an added advantage.

### **KEY PERFORMANCE AREAS**

- Co-ordinates and controls procedures and research sequences associated with Disciplinary, Grievance cases and enquiries.
- Researching case law and interpreting the relevance of outcomes to the charges against the employee.
- Acting as advisor to the Presiding Officer in terms of procedure regarding the following:  
Fairness and justness
  - Verdict
  - Record of Service
  - Mitigating circumstances
  - Aggravating circumstances
  - Sentence
- Compilation of outcome of disciplinary hearings / Appeals / Grievances.
- Advise and provide guidance to Management on dispute resolution procedures.
- Advise and provide guidance to Management and Staff on grievance and disciplinary processes.

- Ensure that the Municipality complies with Labour Legislation.
- Keep a record of Labour Relations activities.
- Research relevant Case law, liaise with Labour Experts and compile Case Reports in preparation for Disputes.
- Prepare case files containing all documents, correspondence, and outcome/ award determination and/or accessing/retrieving information on request.
- Perform administrative duties in the section.
- Handle Labour Relations related enquiries.
- Preparing Reports and/or Items on Disciplinary/Grievance and Disputes cases referred and attended to, outlining Outcomes/Awards.
- Provides Information Sessions, Induction and guidance to Management on procedures and applications associated with specific Labour Relations processes.
- Co-ordinates Labour Relations training.
- Compiling Reports, referring to statistics to describe the Labour Relations Climate in the Municipality/work stoppages.

Handling of correspondence with Lawyers/ Representatives, Trade Unions, Officials.

***Enquiries regarding the positions can be forwarded to Mr N Mtirara (057) 391 3212***

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Acting Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building 1<sup>st</sup> Floor, Room 17 &18, Main Building, Odendaalsrus.
- 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: 21 JUNE 2024**

**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**

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