

# MATJHABENG MUNICIPALITY



## INTERNAL/EXTERNAL ADVERTISEMENT

### COMMUNITY SERVICES

### PUBLIC SAFETY AND TRANSPORT

### SENIOR MANAGER: PUBLIC SAFETY AND TRANSPORT

**SALARY: R819 960 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

**POST LEVEL: 2**

#### MINIMUM REQUIREMENTS

Applicable B-Degree (NQF Level 7) in Public Administration/ Social Science/ Disaster Management/ Traffic Safety Management (Law Enforcement) or equivalent. 5-8 years relevant experience and at least 3 years supervisory experience. Knowledge of the following legislation: Disaster Management Act, Fire and Rescue Services, Administrative Adjudication of Road Traffic Offences Act, Corporate Governance, Performance Management, Risk Management, Personnel Management and Fraud Risk Management. Computer literacy. Valid driver's license.

#### Duties

- Report internally/ externally on implementation of the Quality System and statutory requirements with regards to processes and interventions and provide reasons and recommendations to improve and/ or sustain effective of current applications.
- Formulate a Public Safety Crime Prevention and Security Plans for the Municipality by developing and monitoring projects that subscribe to crime prevention principals and formulating crime prevention strategies that impact on local policing demographics.
- Define/ adjust the role boundaries, workflow processes against laid down service delivery requirements.
- Plan work and allocate duties to subordinates to ensure that operational requirements are met.

- Conduct appraisals to measure performance against agreed objectivities, counsel and consult with personnel on developmental goals, short-term targets and standards.
- Monitor the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Municipality.
- Analyse statistical information pertaining to staff attendance overtime, leave and address deviations or occurrences of abuse and / or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.
- Inspect worksites and/ or conduct observations of work sequences and determining extent of awareness and quality assurance applications and/ or the need for corrective / remedial measures and amendments/ updates of procedures.
- Promoting and enhancing of a safe and crime free crime society within the jurisdiction of the municipality and detecting crime prone area, protection of the municipal assets/ properties including staff and visitors.
- Interact with the SAPS, Provincial Traffic departments, hawkers, Council of Churches, community Police Forum , Business, Taxi associations, Officials of state Department with the aim of providing information, advice and promote synergy and intergovernmental relationship on issues of Fire, Security and Law enforcement and planning for a effective working environment of important effects.
- Interpret and consolidate the expenditure estimates for the Fire, Traffic and Security Section, preparing the draft budget and, Monitoring financial performance with a view to correcting and/ or reviewing applications and processes.
- Evaluate the sections performance against budget and addressing deviations/ Variances with appropriate personnel.
- Communicate with the Councils Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.
- Liaise with various departments and important stakeholders in crime combating and prevention, designing and initiating capacity building programs to enable the Municipality to better incorporate crime prevention issues into the IDP.
- Manage and maintain safety issues through the development of crime prevention policies and by-laws, conducting public awareness and promoting activities regarding safety issues.
- Maintain relationships with National, Provincial and Local Government through interaction on critical aspects associated with identification, classification and readiness to deal with public safety.
- Attend the District and Provincial disaster advisory and practitioners meetings at a strategic level.
- Communicate on a regular basis with neighbouring local authorities, other service providers and related services (mutual aid agreements) in order to regulate and improve public safety service delivery.
- Dealing tactfully and diplomatically in negotiations and personnel matters.

## **STATION OFFICER AUXILIARY (1 POSITION)**

**SALARY: R358 248 – R395 040 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 8**

### **MINIMUM REQUIREMENTS**

Grade 12 plus Fire Officer Certificate, Fire Service Instructor, Moderator, Assessor Certificates and 4 years relevant experience. Valid code EC1 Driver's license. Be computer literate, especially in Microsoft Office Products.

### **KEY PERFORMANCE AREAS**

- Responsible for cleaning of stores, rebinding the leaking fire hoses, and making sure that stores are safe guarded.
- Gather information relating to fire investigations.
- Gather information for the purchasing or replacement of apparatus, vehicles and equipment.
- Draft necessary reports regarding job and personnel affairs.
- Responsible for the following of standard Operational Procedures.
- Take control at scenes in the absence of a Senior Officer.
- Give training in terms of NFPA 1001 and 1041.
- Convey daily services to subordinates and delegate the daily duties during parades.
- Responsible for drafting of reports, registers and records.
- Conduct fire investigations during and after fires.
- Responsible for inventories of all assets.
- Responsible for all parades and personnel safety.

## **STATION OFFICER FIRE SAFETY (1 POSITION)**

**SALARY: R358 248 – R395 040 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 8**

### **MINIMUM REQUIREMENTS**

Grade 12 plus 1-year Higher Certificate in Fire technology, Advance fire prevention or fire prevention certificates will serve as an added advantage. 4 years relevant experience. Valid code EC1 Driver's license. Be computer literate, especially in Microsoft Office Products.

### **KEY PERFORMANCE AREAS**

- Control daily activities of sub-ordinates.
- Instruct personnel in relation to daily activities.
- Attend a weekly management meeting.
- Plan annual leave register of the section
- Compiling monthly, quarterly and annual reports.
- Responsible for any losses and obsolete equipment.
- Attend to all complaints, enquiries, etc.
- Co-ordinate, evaluate and respond to serious events of firefighting, rescue services, medical emergency services, hazardous chemical incidents, multi-disciplinary operations, special duties, etc.
- Positive involvement with regards to the compilation of capital and operational budget.
- Compiling of weekly/ monthly plan activities to reach the Manager Emergency Services.

# **CORPORATE SERVICES**

## **MANAGER: LABOUR RELATIONS**

**SALARY: R738 240 p.a** (*Excluding Benefits i.e bonus, housing subsidy, pension Fund, medical aid car allowance*)

**POST LEVEL: 3**

### **MINIMUM REQUIREMENTS**

A relevant 3-year tertiary qualification in Labour Relations / Human Resource Management/ Law Degree. An LLB will be an added advantage. 5-8 years of relevant experience covering a broad range of labour relations functions and at least 3 years' supervisory experience. Computer literacy. Valid driver's license.

### **KEY PERFORMANCE AREAS**

- Design, develop, review, and implement Labour Relations Strategy and policies according to the regulatory guidelines
- Application of relevant labour relations, attending and resolving disputes and grievances
- Implementing procedures associated with disciplinary and grievances, rendering assistance and guidelines to management with disciplinary hearings and representing Council Bargaining and CCMA, presenting cases, questioning of witnesses and presentation of closing arguments.
- Maintain good relations with Labour Unions, ensuring that policies and practices are in harmony with each other and do not conflict with legislation.
- Finalise all grievances and complaints received from employees in the department.
- Process and finalise misconduct cases in the department.
- Coordinate and provide support in terms of representing department in disputes referred to Bargaining council and the commission for conciliation mediation and arbitration.
- Develop and manage the information and records of all activities in the Employment Relation.
- Coordinate the finalization of all disciplinary cases in the department. Manage resources of the section.

# **COUNCIL ADMINISTRATION**

## **LANGUAGE PRACTITIONERS (2 POSITIONS)**

**SALARY: R408 168 – R512 388 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 7/6**

### **MINIMUM REQUIREMENTS**

- A Grade 12 (Matric) certificate along with Bachelor's Degree or National Diploma in a relevant field such as Language Practice, Applied Language Study, Applied Linguistics, Linguistics, or a Degree/Diploma focusing on Translation and Language Editing (specializing in the specific African language and English) Translation, Interpretation or related field
- 2-5 years relevant experience.
- Understanding of Local Government Legislation.
- Be computer literate especially in Microsoft Office Products.
- Be conversant with majority of all 11 South African languages

### **KEY PERFORMANCE AREAS**

- Provide communication support in multiple languages to the Council.
- Implement language policies and regulations effectively
- Maintain records of all language-related work and to provide reports to senior management on language related activities
- Editing: Focusing on language consistency, substantive accuracy, and technical clarity.
- Transcribing, editing and proofread all Municipal official documents.
- Translation: Ensuring fidelity to original meaning, clarity of language and style, and adherence to technical specifications.
- Translate, edit, and interpret official documents, correspondence

#### **You must also demonstrate:**

- High Proficiency in English and at least one other official language
- Good communication skills, verbal and written skills in English and other official language
- Computer literacy
- Excellent transcribing skills
- Industry standard transcribing speed and accuracy
- Simultaneous interpreting skills

- Translating, editing and proof-reading skills
- Knowledge and experience in the latest language technologies
- Good planning and interpersonal skills
- Time management skills
- Keen interest in current affairs
- Ability to work under pressure
- Meeting tight deadlines
- Expected to work beyond regular working hours
- Willingness to work longer hours when needed

**Additional Information:**

- The nature of the environment requires a language practitioner to work unusual and flexible hours aligned to Council's need's needs, especially when it comes to the provision of interpreting services.

**A Language Practitioner must:**

- Work independently in executing the responsibilities of the job across the municipality, with a clear work schedule
- Work in a conducive work environment
- Be furnished with appropriate tools of trade in line with professional norms and standards
- Maintain good working relationships with Managers, supervisors and fellow employees
- Keep transparent and open communication for team effectiveness and adequate support to Houses and committees to ensure operational excellence and business continuity
- Maintain work-life balance for employee wellness

# **SKILLS DEVELOPMENT**

## **TRAINING OFFICER**

**SALARY: R408 168 – R512 388 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 7/6**

### **MINIMUM REQUIREMENTS**

Grade 12 plus National Diploma/ Degree in Human Resource Development Field plus 3 years relevant experience in Skills Development. Be able to conduct training. Understanding of Local government and Skill Legislations. Be computer literate especially in Microsoft Office Products. Valid driver's license.

### **KEY PERFORMANCE AREAS**

- Gather information on the skills profile of employees
- Assist with the skills audit system to assess current job-specific competencies and needs of employees
- Assist with the implementation of a succession plan and career pathing system
- Assist with Experiential Training such as Learnerships, Internships, Workplace Integrated Learning and Apprenticeships
- Assist with Study Assistance Applications
- Assist with the presentation/ facilitation of courses
- Assist with determining training needs in terms of succession planning and career pathing
- Arrange for assessment on prior learning (RPL) of candidates
- Support the Senior Skills Development Practitioner
- Attend relevant courses/ meetings/ seminars

# OFFICE OF THE MUNICIPAL MANAGER

## INTERNAL AUDIT

### CHIEF AUDIT EXECUTIVE

**SALARY: R819 960 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

**POST LEVEL: 2**

#### MINIMUM REQUIREMENTS

Applicable Honours Degree (NQF Level 8) in Internal Auditing or equivalent. 8 years relevant experience and at least 5 years supervisory experience. A Certification as a Certified Internal Audit Technician (IAT). 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. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Computer literacy. Valid driver's license.

#### KEY PERFORMANCE AREAS:

- Control and co-ordinate all audit activities
- Ensure effective and efficient operational management of the unit.
- Direct and control independent reviews and evaluation of Municipality's operations and activities
- Develop and implement the internal audit strategy, ensuring alignment with municipal objectives.
- Conduct risk-based audits and provide recommendations to improve financial, operational, and compliance controls.
- Ensure adherence to relevant laws, regulations, and governance frameworks.
- Report audit findings and recommendations to senior management and Audit committee.
- Oversee fraud risk management and investigations.
- Lead and manage the internal audit team, fostering a culture of integrity and professionalism.
- Stay updated on audit best practices and implement innovation audit approaches.

## **INTERNAL AUDITORS (3 POSITIONS)**

**SALARY: R408 168 – R512 388** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 7/6**

### **MINIMUM REQUIREMENTS:**

Degree/ National Diploma in Internal Auditing or equivalent qualification. Minimum of three years relevant experience. Information Technology 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 Auditor 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 Auditor action plan and provide feedback.
- Perform other related duties incidental to the work description.

# **FINANCE**

## **ACCOUNTING SERVICES**

### **SENIOR MANAGER: ACCOUNTING SERVICES**

**SALARY: R819 960 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance)*

**POST LEVEL: 2**

#### **MINIMUM REQUIREMENTS:**

NQF Level 8, Honours in Accounting. Five (5) to (8) years post article experience with at least two (2) years' experience in Public Sector. Three (3) years Management experience. Three (3) years' experience in drafting financial statements including income statement, balance sheet, cashflow statement, notes, at the Municipal Environment. Strictly registered with a professional body. CA(SA) will an added advantage. Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Municipal ordinances, Corporate Governance, Municipal Regulations, and any other related legislative requirements. Strong knowledge and understanding of GRAP. Applicant must have a Minimum competency Certificate in Municipal Finance Management programme (MFMP/CPMD) in line with National Treasury regulations or in the process of obtaining (MFMP/CPMD). Valid Driver's License. Applicant must have strong financial technical knowledge. Applicant must have excellent communication skills, written and oral. Applicant must have the ability to work under pressure and go the extra mile. Applicant must have attention to detail, be organized, ethical and have strong leadership skills. Applicant must have good Planning, Organizing and excellent Project Management Skills. Applicant must have the ability and experience in driving Change within an Organization. Applicant must be Pro-active, deadline driven and pay attention to details. Proven ability to work independently and manage multiple shifting priorities in a fast-moving environment. Must be very organized, does not need to be chased. Understanding of software accounting concepts, especially revenue recognition, is a plus. Comfortable working with ambiguity and change. Able to navigate and find best outcomes using resources available. Demonstrates resilience and drive to create a successful outcome.

#### **KEY PERFORMANCE AREAS**

- Contribute towards the development of the Unit Strategy and Plan.
- Contribute towards the development and review of financial policies, systems and procedures.
- Prepare detailed accurate and complete financial statements.
- Address queries from the internal and external auditors.
- Accountable for timely, accurate and complete financial reporting.
- Processing of transactions/ journals, monthly reporting of General Ledger.

- Prepare Financial Statements for the Municipality and ensure that all financial submissions adhere to accounting policies and Generally Recognised Accounting Practice (GRAP) Governance.
- Ensure tax, legal statutory, and internal authority compliance.
- Co-ordinate and control personnel performance, productivity, and discipline by monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and / or other approved methods designed to improve and motivate personnel.

## **FRESH PRODUCE MARKET**

### **MANAGER: FRESH PRODUCE MARKET**

**SALARY: R738 240 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 Commerce/ Business Studies or related field. 5-8 years' experience in Fresh Produce Market and Market Operations. Three (3) years Management experience. General knowledge of the agricultural fresh produce industry and fresh products that are supplied. Knowledge of product packaging (quality and ordering). Strong knowledge of fresh produce varieties, quality standards, and market dynamics. Track record for excellent customer service. Excellent analytical and problem-solving skills. Exceptional attention to detail and accuracy. Strong communication and interpersonal skills. Applicant must have a Valid driver's license. Applicant must have an Advance Computer Literacy skill.

#### **KEY PERFORMANCE AREAS**

- Initiates, develops and implements policies and procedures within compliance with statutory provisions
- Develops Strategies and Business Cases to improve efficiencies and attract new business or investment for long-term sustainability of the Fresh Produce Market.
- Reports through the Head of Directorate to the relevant Structures, Council and Committees on all matters concerning the Fresh Produce Market
- Supervises and controls an independent Financial record system by regular verification and checking of information to maintain accurate Financial records
- Ensures compliance with the Codes of Best Practice issued by DAFF
- Solicits support from Producers by attending farmers days/ meetings and informing of procedures, facilities, etc. to increase market revenue

- Assesses new developments and methods deployed in the industry and undertakes benchmarking as and when necessary
- Compiling weekly reports to management.
- Creating and monitoring key measurable outputs for which the production team will be responsible.
- Executing efficient and accurate ordering and expediting orders.
- Expediting stock requests and communicating requests with depot personnel for minimum stock levels.
- Monitoring stock levels of fresh produce and packaging at depot.
- Daily inspection in and around the store to check for product quality, expiry and low stock levels.
- Participating in stocktake.
- Prioritising tasks and managing time correctly in order to complete daily tasks timeously.
- Addressing and investigating customer complaints.
- Adhering to all internal control policies of the company.
- Adhering to all legislation pertaining to the enforcement of hygienic practices.
- Upholding and working according to all internal and external safety guidelines.
- Liaising with Senior Manager for merging of optimal stock procurement.
- Investigating cost-saving opportunities within the fresh production space.
- Managing the production team according to the company's standards through ensuring productivity and desirable work ethics.
- Identify opportunities for process optimisation and implement innovative techniques to enhance productivity and yield.
- Cultivate strong partnerships with suppliers and stay updated on industry news, new products, and emerging trends.
- Assist with customer refunds.
- Ensure that staff purchases have been actioned according to the staff purchase policy.

## **CREDIT CONTROL**

### **ACCOUNTANT: INDIGENT**

**SALARY: R408 168 – R512 388 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 7/6**

#### **MINIMUM REQUIREMENTS:**

BCom/ National Diploma. Two (2-3) years relevant experience in the Indigent Section. Good understanding of the Municipal Finance Management Act, Municipal ordinances, Corporate Governance, Risk Management and any other related legislative requirements.

Applicant must have a Minimum competency certificate in Municipal Finance Management programme (MFMP/CPMD) or be willing to obtain MFMP/CPMD Certificate within 18 months after appointment date. Applicant must have a Valid driver's license. Applicant must have an Advance Computer Literacy skill. Applicant must have a good understanding and implementation of MSCOA.

### **KEY PERFORMANCE AREAS**

- To provide support services to the professional staff, thereby, contributing to efficient and effective service delivery within the Indigent Programme Management and Regional Coordination Section
- Perform administrative functions related to the managing of the Indigent Management Programme
- Ensure effective and efficient support services, for example undertaking field work in the form
- of door-to-door activities
- Assist in administering the reception area(s) and other related functions in the regional and/or area offices
- •Submit weekly and/or monthly performance reports
- •Assist with data capturing information relating to registered indigent households where required

### **METER READERS (36 POSITIONS)**

**SALARY: R170 496 – R206 004 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 14/13**

### **MINIMUM REQUIREMENTS:**

Grade 12 certificate. NQF level 5 or experience as a meter reader in the municipal environment will be an added advantage. Valid Code B driver's license will be added as an advantage. Computer literacy (MS Word, Excel).

## **KNOWLEDGE, SKILLS AND COMPETENCIES**

Must be able to read. Must be able to write clearly, add and subtract numbers. Basic Knowledge of Computer. Must be able to transport meter readers to workplace. A person who can do an audit on an installed metering panel and report on irregularities (photos where necessary). Added advantage would be to have an electrical background and a person that can change a faulty meter and/or install a replacement meter. Must be willing to work overtime when required. Must be able to handle conflict situations (disputes of consumers). Must have the ability to function under pressure.

## **KEY PERFORMANCE AREAS**

- Reading meters. (Taking photos compulsory)
- Ensuring that all meters are read correctly.
- Recording reading of all meters listed in the reading sheet.
- Providing reason for all unread meters in the meter sheets.
- Reporting illegal connections and any abnormalities around meters.
- Identifying meters that are not in the reading sheets.
- Ensuring that meters are sequenced correctly.
- Ensuring that the meter physical address in reading sheets corresponds with the house number and the street name.
- Confirming the details of an account holder where possible.
- Ensuring meter reading are correct and accurate.
- Verifying meter/s as requested.
- Reporting faulty meters, leaks and pipe bursts.
- Providing customers with interpretation and explanation of meter reading.
- Forwarding customer queries to Customer Care Centre.
- Assisting customers with information e.g direction to Engineering Department
- Ensuring that customers are served and satisfied.
- Ensuring that meters are read and completed within the deadline date.
- Ensuring that accounts are billed timeously and accurately.
- Attending ad-hoc meetings as requested.
- Initiating special projects.
- Report to respective Managers on data captured, tenant information, meter data irregularities, etc.
- To engage and assist in miscellaneous projects within the scope of business.
- Assisting with monitoring on disconnected services.
- Assisting with assets verification processes during yearly audits.
- Assisting in other projects within the municipality.

# **INFRASTRUCTURE**

## **CIVIL ENGINEERING (WEST)**

### **MANAGER: CIVIL ENGINEERING**

**SALARY: R738 240 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 in Civil Engineering. Registration at ECSA as a Pr.Tech Eng /Pr. Eng will be an added advantage. Minimum of 5 years managerial experience and extensive experience Local Government and extensive experience in roads maintenance, structures and water and sanitation related. Be computer literate 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 Odendaalsrus, Kutlwanong, Allanridge & Nyakallong
- Management of maintenance of streets and stormwater
- Management of maintenance of water provision and 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
- 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

# **ELECTRICAL ENGINEERING**

## **MANAGER: EXTRA HIGH TENSION**

**SALARY: R738 240 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 driver's license.

### **JOB PURPOSE**

To ensure an effective 132KV supply to Matjhabeng city, according to rules and regulations.

### **KEY PERFORMANCE AREAS**

- Update drawings of substations & equipment by amendments and data base, to eliminate faulty switching.
- Attend meetings to update tasks and to resolve working problems. vehicle logs, daily attendance registers.
- Revise data, make backups on supervisory, i.e. reports on daily printout on Scada, from data base to check for problems occurring on the network.
- Write out operating instructions in co-operation with Superintendent and Technologist Planning or Snr. Technician.
- Perform system protection analysis and calculate voltage and fault levels, with instruments to prevent unnecessary trips.
- Inspect substations fill in logbooks, logging relay flags, irregularities of equipment
- Material control by assessment of usage and order timeously to prevent shortage and discontinuity of supply.
- Planning and programming, short- & long-term projects, ordering spares beforehand. Time- scheduling of labour. Co-ordinating with other departments and contractors to ensure continuous supply of electricity to prevent any power failures, upgrading of methods-new technology.
- Maintenance of 132KV including the following, all HT switch gear, all transformers, HT panels, sub-lighting. testing and checking condition of pilot and MEIC batt, volt & amp meters, extraction fans, cleaning of sub and substation yard inspection of fences & gates and reporting of faulty alarms. inspection of insulators, isolator contacts and contact springs, check and replace silica-gel check SF-6 gas pressure on 132kv

switch gear, inspection of 11 KV & 6.6 KV substations, pilot batt, MEIC batt and protection relays to secure that there are no major breakdowns.

- 132KV sheath testing, inspection of earth mats, inspection of oil leaks on transformers, oil level and cleaning of insulators and isolators.
- Testing of protection relays, annual 132 KV oil samples for testing of dielectric, moisture content and acidity.
- Repairing of test equipment, check of transformers. test new oil for acid and moisture checking of CTS & VTS in panels
- Assist Technician on routine 132 KV network switching.
- Maintenance on all MIMIC equipment and maintenance on MEIC radios and relays.
- Assist in planning and load shedding of power to new substations, fault finding of wiring on all supervisory equipment.
- Construction installation of E/F & O/C relays.
- Install and commission of 6.6 KV Breakers on network when needed.
- Power failures Meggar and test 132KV cable and locate fault, isolate faulty 132KV switch- gear, repair or replace if necessary, Meggar test and commission testing of 132KV transformer and commissioning
- 132KV cable route inspection for irregularities and daily excavation e.g. Telkom or other contractors and tampering.
- OHS-act: working according to act to ensure safe working environment.

# **PURIFICATION WORKS AND PUMP STATIONS**

## **EFFLUENT OPERATORS: CLASS III**

**(EAST, CENTRAL AND WEST)  
(9 POSITIONS)**

**SALARY: R358 248 – R395 040 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 8**

### **MINIMUM REQUIREMENTS:**

Grade 12 plus NQF level 4 Water and Wastewater treatment certificate. Registered as Class III Process Controller or eligible in terms of section 26 of the National Water Act (Act No. 36 of 1998) for the operation of water care works used for the purification, treatment or disposal of effluent. Must have at least eight (8) years' experience in the operation and maintenance of Water and Wastewater Treatment Works and Pump stations. Valid driver's license.

### **KEY PERFORMANCE AREAS**

- Perform daily inspection of Wastewater Treatment Works.
- Manage the day to day running of the purification works
- Instill discipline and accountability of shift workers
- Ensures that there are enough chemicals and lubricants on site.
- Delegation of daily duties to Process Controller on the WWTW's.
- Responsible for Health & Safety on the WWTW's.
- Handle timesheets, overtime, time registers and rooster time schedules for shift system and ensure continuous running.
- Make sure that the effluent quality monitoring instruments in good condition
- Provide technical support to employees at the purification works.
- Sign off daily report and prepare weekly plans and report for the plant and submit to the superintendent.
- Compile and update incident register of the treatment works

## **EFFLUENT WATER OPERATORS: CLASS I (6 POSITIONS)**

**SALARY: R262 920 – R295 992 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 10**

### **MINIMUM REQUIREMENTS:**

Grade 12, N2 in Water and Wastewater practice **OR** the candidate must have been registered as Class 1 Process Controller OR eligible in terms of section 26 of the National Water Act (Act No. 36 of 1998) for the operation of wastewater treatment works, treatment processes or disposal of effluent and must have at least three (3) years' experience in the operation and maintenance of water and Wastewater Treatment Works. Valid driver's license.

### **KEY PERFORMANCE AREAS**

- Regular inspection or shift operation of Wastewater Treatment Works and its personnel.
  - Identification of operational, mechanical and electrical problems and obtain suitable artisan to correct them.
  - Report maintenance problems that can influence smooth running of Wastewater Treatment Works process to the Senior Process Controller.
  - Ensure the compliance of Water and Sewage with the requirements of applicable standard.
  - Investigate complaints and queries emanating from process operations.
  - Trace chemical stock and equipment running efficiency
  - Handle discipline on the shift
  - Calibrate instruments.
  - Analyze samples and optimize the purification works
  - Manage the system biomass
  - Ensures effluent compliance
- General supervision of treatment works and shift personnel

## **MILLWRIGHTS**

**(5 POSITIONS)**

**SALARY: R305 376 – R346 896 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**LEVEL: 9**

### **MINIMUM REQUIREMENTS**

Qualified and Registered Artisan (Electrician with fitter experience). Code EB driver's license. Must comply with legislation (Wiring License). 2 years' experience as Millwright.

### **KEY PERFORMANCE AREAS:**

- Responsible for electrical, electronic and mechanical maintenance at all Wastewater Purification Plants and Pump stations in Matjhabeng
- Keeping of overtime, timesheets, registers and equipment log sheets
- Ensure safety measures are kept and implemented as legally required
- Ensure electrical and electronic work is done according to appropriate legislation
- Inspect and monitor performance of equipment at various plants and pump stations
- Responsible for roadworthiness of vehicles used for inspection of plants and pump stations
- Do standby and overtime

# HUMAN SETTLEMENT

## MANAGER: DEVELOPMENT PLANNING

**SALARY: R738 240 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund, medical aid and car allowance )*

**POST LEVEL: 3**

### MINIMUM REQUIREMENTS

Master's Degree (NQF Level 8) in Town and Regional Planning. Minimum of 5 years relevant experience of which 2 years' experience must be at Middle Management Level. Professional Registration with SACPLAN. Computer literacy and Valid Driver's license. Sound knowledge of Local Government Administration.

### KEY PERFORMANCE AREAS

- Organize personnel, control and provide guidance so that work can be done effectively.
- Monitor and control the internal preparation of the capital and operational budget.
- Responsible for all the overall administrative function and support in the Division.
- Proper planning of the functions and management of the Division.
- Control the compilation of Spatial Development Framework (SDF) for Matjhabeng.
- Do needs analysis for different land uses.
- Investigate the availability of land and motivate land purchases and the release/marketing of land.
- Motivate and compile spatial development plans/policies/strategies for priority sub and or sectoral areas.
- Make inputs to the IDP process and control the implementation of IDP projects via the SBDIP Process.
- Make application for and evaluate township establishment application.
- Coordinate interdepartmental technical committees regarding development project.
- Manages public enquiries regarding development planning and render an advice service regarding spatial development.
- Facilitate the processing of new applications for development projects.

## **BUILDING INSPECTOR (3 POSITIONS)**

### **WELKOM, VIRGINIA, HENNENMAN/VENTERSBURG**

**SALARY: R358 248 – R449 844 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 8/7**

#### **MINIMUM REQUIREMENTS**

National Technical Certificate (Part III) in Building or National Diploma in Architecture, Building or Engineering. Valid drivers license.

#### **KEY PERFORMANCE AREAS**

- Assess and scrutinise submitted building plan applications for approval.
- Prepare building plan approval letters and building clause certificates for signing.
- Formulate and issues building contravention notices.
- Circulate and follow up on building plans issues to other relevant departments for comments.
- Undertake regular site visits for building inspections.
- Regulate the use of public and private areas involving building activity.
- Assist in the organisation, controlling, and providing guidance for Building Control related work.
- Prepare and submit weekly, monthly and quarterly reports.
- Participate in regular building compliance operations conducted with other relevant departments.
- Represent Building Control at relevant meetings and committees.
- Respond to complaints and queries from the public.

## **CHIEF CLERK (SPLUMA ADMINISTRATOR)**

**SALARY: R358 248 – R395 040 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 8**

### **MINIMUM REQUIREMENTS**

Relevant qualification in administration. Sound knowledge regarding SPLUMA and the Municipal By-law and processes of the Municipal Planning Tribunal. Minimum of 3 years relevant experience. Be computer literate, especially in Microsoft Office Products. Valid Driver's license. Own transport.

### **KEY PERFORMANCE AREAS**

- Liaise with the relevant Municipal Planning Tribunal members and the parties in relation to any application or other proceedings filed with the Municipal Planning Tribunal;
- Maintain a diary of hearing of the Municipal Planning Tribunal;
- Allocate meeting dates for and application numbers to applications;
- Arrange venues for Municipal Planning Tribunal meetings;
- Perform the administrative functions in connection with the proceedings of the Municipal Planning Tribunal;
- Ensure the efficient administration of the proceedings of the Municipal Planning Tribunal in accordance with the directions of the chairperson of the Municipal Planning Tribunal;
- Arrange the affairs of the Municipal Planning Tribunal so as to ensure that time is available to liaise with other authorities regarding the alignment of integrated applications and authorisations;
- Notify parties of decisions and procedural directives given by the Municipal Planning Tribunal;
- Keep a record of all applications submitted to the Municipal Planning Tribunal and the outcome of each, including-
  - decisions of the Municipal Planning Tribunal
  - on-site inspections and any matter recorded as a result thereof:
  - reasons for decisions: and
  - proceedings of the Municipal Planning Tribunal: and
- Keep record by any means as the Municipal Planning Tribunal may deem expedient

## **SENIOR CLERK: BUILDING CONTROL (VIRGINIA)**

**SALARY: R262 920 – R346 896 p.a** *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

**POST LEVEL: 10/9**

### **MINIMUM REQUIREMENTS**

Grade 12 plus relevant experience. Computer literacy

### **KEY PERFORMANCE AREAS**

- Responsible for Building Control administrative work including registration of submitted building plans, typing and filing of documents and others.
- Communication of Building Control related matters to staff.
- Drafting of Minutes during Building Control meetings with internal and external stakeholders.
- Administer supply chain management submissions related to Building Control
- Liaise with the relevant departments on Building Control related functions and activities.
- Organise Building Control work tools for staff such as stationery and others.
- Circulate Building Control documentation to the Office of the Municipal Manager and other various departments.
- Consolidate weekly, monthly and quarterly reports.
- Assist with the communication of comments and outcomes of building plan applications to internal and external stakeholders.

### ***Enquiries regarding the above positions:***

- Candidates are requested to forward a comprehensive Curriculum Vitae or a resume, 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 deliver it to the Municipal Main Building, Room 5, 3<sup>rd</sup> 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 and from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

## **CLOSING DATE: 30 MAY 2025**

**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).

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**ACTING MUNICIPAL MANAGER**