

# EMTHANJENI MUNICIPALITY



## NOTICE NO 27 / 2020

### ADVERTISEMENT

Emthanjeni Municipality, with its Headquarters in De Aar, invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer, subscribes to the principles of employment equity, and actively promotes representation in terms of race, gender and disability.

#### **1. DIRECTORATE: INFRASTRUCTURE SERVICES**

<b>POSITION:</b>	<b>DIRECTOR INFRASTRUCTURE SERVICES</b> Women and people with disabilities are encouraged to apply and preference will be given to the EE Target
<b>LEVEL:</b>	<b>MANAGER DIRECTLY REPORTING TO THE MUNICIPAL MANGER</b>
<b>CENTRE:</b>	<b>DE AAR, NORTHERN CAPE</b>

#### **A. Annual Total Remuneration Package:**

- Minimum Remuneration Package R846 307.00 - Midpoint Remuneration Package R950 907.00 – Maximum Remuneration Package R1 040 327.00
- A Remote Allowance not exceeding 10% of the Total Annual Remuneration Package may also be paid as well as a cell phone allowance.

**B. Term of Appointment:** Permanent appointment

#### **Requirements:**

Knowledge of the specified fields, knowledge of interpretation and implementation of policies and procedures, knowledge of performance management and reporting, knowledge of developmental local government in the South African context, competency in policy conceptualization, analysis and implementation.

## Key requirements

- Bachelor of Science Degree in Engineering / BTech: Engineering; or equivalent
- Minimum of five (5) years' experience at middle management, or as programme/project manager preferable within Local Government environment
- 3-5 years experience at professional / management level in engineering
- **Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette No. 29967 of 15 June 2007; i.e. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593**
- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Extensive knowledge of public office environment;
- Understanding of council operations and delegation of powers;
- Must be able to formulate engineering master planning, project management and implementation
- A valid driver's licence and own motor vehicle to execute duties;

## . Key Performance Areas (KPA's):

- Perform all delegations by the Accounting Officer and any other duties or functions that may be assigned by the Accounting Officer;
- Contribution to strategic planning and budget alignment and reporting to management team;
- Leadership and direction of the directorate through managing all sub – divisions effectively to fulfil the objectives of the Emthanjeni Municipality;
- Fulfil all the legislative requirements of the directorate as prescribed in the Constitution of South Africa and all the different legislation guiding local authorities;
- Managing and control of the following sub – divisions: Project Management Unit, Water and Sanitation, Electrical Services, Technical Services, Swimming Pools, Stadiums;
- Budget planning and Control
- Performance Management and development of all the different sub – divisions; and
- Exercise any other functions allocated by the Municipal Council or the Accounting Officer.

## NB: Please Note:

- No faxed or e-mailed applications will be considered;
- Candidates are required to complete the prescribed “Annexure C” application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at

[www.gpwonline.co.za](http://www.gpwonline.co.za), or on the Municipal Website [www.emthanjeni.co.za](http://www.emthanjeni.co.za), (failure to do so will result in the candidate being disqualified);

- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and competency assessment and should also disclose financial interest;
- Emthanjeni Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within ninety (90) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to

Enquiries may be directed to the Municipal Manager, Mr I Visser at 053 632 9100 during office hours between 08:00 – 16:00.

## **DIRECTORATE: CORPORATE SERVICES**

### **2. TRANSLATOR ( PERMANENT POSITION)**

**Salary: R 289 122.00 (Task Level 11)**

**Abovementioned post offers the following benefits:**

13th Cheque

Pension fund benefits corporate

Medical-aid fund benefits

Leave and Housing benefits

#### **Key Requirements:**

- B-Degree or equivalent with majors in Afrikaans, English and Isixhosa Languages and Translation Studies;
- 3 years' translating experience and knowledge of municipal environment/terminology;
- General knowledge, well developed verbal powers of reasoning as well as language proficiency (bilingualism);
- Inter personal skills;

- Sound human relations and communication; negotiation and presentation skills; project management skills;
- Computer literacy;
- Membership/ accreditation with the SATI will be a recommendation.

**Key responsibilities:**

1. Translate texts to facilitate communication and understanding of texts,
2. Edit documents and ensure accuracy and compliance with Council standards,
3. Advise on interpretation of texts to facilitate improved understanding of texts,
4. Advise on language queries to educate and capacitate and improve language skills of colleagues,
5. Research and background reading for fields of work to gain knowledge and understanding of new developments;
6. Integrate translation function in administration/communication process and meet deadlines

Enquiries may be directed to the Director Corporate Services, Mr T Msengana at 053 632 9100 during office hours between 08:00 – 16:00.

Closing date : **31 July 2020 at 16h00**

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within thirty(30) days of the closing date, you should consider your application as being unsuccessful
- No late or facsimile applications will be accepted
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager.

**The Municipal Manager**  
**Attention: Mr I Visser**  
**Emthanjeni Municipality**  
**PO Box 42**  
**DE AAR**  
**7000**

Or can be hand delivered at:

**Emthanjeni Municipality**  
**45 Voortrekker Street**  
**DE AAR**  
**7000**