

# MUNISIPALITEIT EMTHANJENI MUNICIPALITY



**KENNISGEWING NR / NOTICE NO: 1/2015**

## **EXTERNAL 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 and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### **DIRECTORATE: COMMUNITY SERVICES (EXTERNAL ADVERTISEMENT)**

#### **1. TRAFFIC OFFICER (1):**

**Remuneration: Task Level 9 - R 147 538 00- R 191 517 00**

**Benefits:** All the normal benefits that is applicable to municipalities.

#### **Key requirements:**

- Grade 12. A traffic diploma a must.
- Registered as a Traffic Officer
- Graded and registered as an examiner of driver's licenses –Grade A
- Graded and Registered as an examiner of vehicles –Grade A
- Code A as well as Code EC drivers license is a must.
- No criminal record

#### **Responsibilities:**

#### **The incumbent of the post will be responsible to:**

- Perform Traffic services to ensure the executing of all law enforcement responsibilities;
- Administer and issuing of summons and notices to ensure the executing of law enforcement activities;

- Control traffic for funeral ,school, patrol, accident or other purposes to ensure traffic flow and safety;
- Perform certain activities of the division regarding fire rescue in order to provide a fire service to the community;
- Implementing the municipal by-laws with regard to stray animals, hawkers and refuse burning in town; and
- All other functions normally associated with the post.

**Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Manager: Corporate Services. Enquiries can be directed to the Chief Traffic Officer: Mr XG Sthonga 053 6329100.**

## **DIRECTORATE: FINANCIAL SERVICES**

### **2. ACCOUNTANT: SCM**

**Salary: R166 104.00 – R215 615.00 (Task Level 10)**

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### **Key requirements**

- National Diploma Accounting
- NQF Level 6

#### **Skills Required:**

- Knowledge of stores and procurement and the relevant legislation governing it
- Strong personality
- Ability to make decisions
- Good communication skills
- 3 years at supervisory level

#### **Responsibilities**

- Administer the database of suppliers
- Executes applications associated with the procurement/purchasing of items within the prescribed limits, procurement of materials and services
- Maintains relationships with service providers/vendors and contractors
- Assist with the annual stock count and other preparations under supervision
- Performs client and public service functions
- Preparations for year tenders to provide Council with accredited service providers

- Administer freight documentation
- Liaise with suppliers regarding errors on invoices
- Following up of outstanding orders
- Maintain asset register
- Responsible for proper and safe organising of stores/store area

**Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Chief Financial Officer: Mr MF Manuel and Mrs EV Diamane on 053 632 9100.**

### **DIRECTORATE: CORPORATE SERVICES**

#### **3. GENERAL WORKER (PUBLIC AMENITIES) ( DE AAR) 1 X (BRITSTOWN) 1X**

**Salary: R72 428.00 – R85 514.00 (Task Level 3)**

**Abovementioned post offers the following benefits:**

13th Cheque  
 Pension fund benefits  
 Medical aid fund benefits  
 Leave and housing benefits

#### **Key Requirements:**

- Functional Literacy
- Experience: at least 3 months

The post requires of the incumbent to be in good health to perform duties

- Manual labour requires good physical condition.

#### **Responsibilities:**

**The incumbent of the post will be responsible to:**

- Perform the general activities attached to the post
- Report to the Supervisor for execution of the duties of the post

**Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Infrastructure Services on 053 632 9100.**

#### **4. BUILDING INSPECTOR**

**Salary:** R166 104 – R215 615 (Task Level 10)

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

**Key requirements:**

- Grade 12 plus NTC 111.
- Building Science or Equivalent qualification with 3 years relevant experience.
- Ability to work independently, during emergencies and planned overtime, if required.
- Ability to work in a pressurized environment.
- Knowledge of and ability to interpret the National Building Regulations, Town Planning Schemes, Occupational Health and Safety Laws and other applicable legislation and regulations.
- Knowledge of Local Government Legislation.
- Code EB (08) drivers license.

**Responsibilities:**

- Perform building and drainage inspections.
- Perform inspections on Municipal buildings and housing projects.
- Scrutinizing and recommendations for approval of building plans.
- Drawing of building plans
- Ensure building plans applications are processed within prescribed periods.
- Ensure compliance with the National Building regulations and Building Standards Act (103 of 1997)
- Functions as a law enforcement officer with regard to contraventions of the National Building regulations, applicable legislation and municipal by-laws.
- Performing specific administrative tasks / activities associated with the updating and maintaining records/ information of work in progress and completed works.

**Interested people are requested to forward a comprehensive CV together with certified copies of qualifications to The Manager: Support Services, PO Box 42, De Aar 7000. Enquiries can be directed to the Director: Infrastructure Services, Mr M Owies at 053 (632) 9100.**

## **DIRECTORATE: INFRASTRUCTURE SERVICES**

### **5. SENIOR ELECTRICIAN**

**Salary: R196 103.00 – R254 553.00 (Task Level 11)**

**Abovementioned post offers the following benefits:**

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### **Key requirements**

- Qualified Electrician Apprenticeship / Trade Test
- National Technical Certificate (NTC6)
- Wireman's license (3 Phase)
- NQF Level 5

#### **Skills required**

- Code EC1 driver's license with PRDP
- Computer Literacy
- Bilingualism
- Technical Skills
- Communication Skills

#### **Experience**

- Minimum two years experience.

#### **Responsibilities:**

- Co-ordinate and supervision
- Resource utilization
- Perform driver activities
- Electrical construction and installations
- Electrical maintenance services

**Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Manager: Electro Technical Services: Mr S Mgiijima on 053 632 9100.**

**Closing date: 20 February 2015 at 12h00**

**I Visser  
Municipal Manager  
Emthanjeni Municipality  
PO Box 42  
De Aar  
7000**

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within sixty (60) 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.

**The Municipality reserves the right not to make an appointment**

Please visit our website at [www.emthanjeni.co.za](http://www.emthanjeni.co.za)