

EMTHANJENI MUNICIPALITY



INTERNAL ADVERTISEMENT

NOTICE NO: 39/2017

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. 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 INFRASTRUCTURE

1. ENGINEERING TECHNICIAN (DE AAR) x1

Salary: R281 913 – R365 939 p.a (Task level 12)

Abovementioned post offers the following benefits:

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

Key requirements

- BSC Civil Engineering or B Tech Civil Engineering
- Project management skills
- NQF Level 7
- Statutory requirements (OHSA, municipal system act, municipal structures act, MFMA, environmental conservation act, water services act, national water act)
- Computer literacy-auto cad, all relevant software (MS Office)
- Code B driver's license
- Good negotiation

- Mediation
- Interpersonal skills
- Knowledge and understanding of local languages
- 5 Years experience at management level

Duties and Responsibilities:

- Plan, lead, organize and control the sectional heads of the Civil Engineering Services
- Analyse maintenance activities, information and perform physical inspections in order to identify needs for service delivery and maintenance plans
- Coordinate different functions/activities of the division to ensure that staff has a uniform goal and objective to enhance service delivery
- Control the activities of the division to ensure that the pre-determined objectives are met and the set standards are adhered to
- Supervise and issue instruction to heads of sections in the division to ensure the well being of the workforce
- Revise maintenance plans, modify current infrastructure or plan for new infrastructure or instruct reporting staff to do so
- Provide input on operational units and generate aspects that should be included in the organizational Strategic Plan (IDP)
- Monitor performance of employees in the sections to ensure standard work performance and progress
- Perform management function by planning. Organising and directing teams for efficient and effective operations within the scope of IDP, using the available resources
- Resolve public complaints received telephonically, verbally or written using a complaints register for the action of management
- Resolve staff disputes and maintain discipline within the established disciplinary procedures
- Monitor systems, policies, procedure and processes to ensure correct working operations and practices
- Manager human resources and administrative activities to ensure training and development initiatives
- Direct and monitor construction work of internal and external / services providers to ensure acceptable quality and standards
- Interact with Management, Councillors and other employees to inform, advise, train, consult, decision making and performance management to ensure the responsibilities are performed.

2. DIRECTORATE INFRASTRUCTURE

GENERAL WORKER (SPORT GROUND DE AAR) x2

Salary: R88 194.00 – R109 129.00 (Task Level 3)

Abovementioned post offers the following benefits:

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

Key Requirements:

- Grade 7 or NQF Level 1
- Functional Literacy
- Experience: at least 3 months
- Manual labour requires good health and physical condition
- Good communication skills
- Ability to operate manual equipment and machinery
- Ability to work under pressure

Duties and responsibilities:

The incumbent of the post will be responsible to:

- Assist with the maintenance of the water network and/or treatment works
- Perform terrain and garden maintenance by ensuring a clean and neat environment
- Perform general work to ensure completion of tasks in accordance to laid down instructions
- Cleaning worksites, stores, equipment and tools using rags, water and cleaning agents
- Storing and stacking equipment and tools as instructed by Supervisor to ensure safety and housekeeping requirements are met
- Inspect equipment and tools used to identify defects and report to Supervisor
- Report to the Supervisor in order to ensure proper reporting procedure are executed.

DIRECTORATES: INFRASTRUCTURE SERVICES & COMMUNITY SERVICES

3. GENERAL WORKERS (BRITSTOWN) x10

Salary: R88 194.00 – R109 129.00 (Task Level 3)

Abovementioned post offers the following benefits:

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

Key Requirements:

- Grade 7 or NQF Level 1
- Functional Literacy
- Experience: at least 3 months
- Manual labour requires good health and physical condition
- Good communication skills
- Ability to operate manual equipment and machinery
- Ability to work under pressure

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Perform general labour activities
- Carry out refuse removal/waste serves
- Carry out street cleaning services
- Operate suction and discharge mechanism of vacuum tanker
- Cleaning of Municipal properties
- Carry out garden maintenance services
- Perform general maintenance duties to the swimming pools & sport grounds
- Perform required maintenance duties to swimming pools & sport grounds
- Provide relief in other swimming pools & sport grounds
- To ensure adequate support is made available regarding to safety requirements
- To provide support by cleaning unplug blocked toilets and drains to enhance their effectiveness
- Perform general work by pushing, pulling, lifting and moving objects, equipment & machinery as required
- Report to the Supervisor on problems encountered during the execution of the duties of the post

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Infrastructure Services, Mr MJV Owies at 053 632 9100.

Closing date: 19 December 2017 at 12h00

Notice no: 39/2017

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection 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.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.