

EMTHANJENI MUNICIPALITY



INTERNAL ADVERTISEMENT

NOTICE NO: 4/2022

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: INFRASTRUCTURE SERVICES

1. MANAGER: TECHNICAL SERVICES

Salary: R 516 320.00 – R 670 199.00 (Task Level 15)

Abovementioned post offers the following benefits:

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

Head Office: De Aar

Key Requirements:

- B.Sc Civil Engineering or B.Tech Civil plus Pr Eng or Pr. Tech Eng.
- NQF Level 7
- Code B driver's license
- Exposure to the managing of a technical division
- 5 years applicable experience
- Informed about the relevant legislation
- Good human relations
- Bilingual
- Accuracy
- Administrative and financial orientated
- Basic Computer Literacy
- Be able to deal with emergencies
- Be able to plan properly and amend the operational plan
- Systematic approach to things as they come so to solve them in acceptable manner

- Be able to work under pressure

Key responsibilities:

- Plans, coordinates and manages the activities of the Technical Services division through the sections Mechanical Services and Civil Engineering Services examine, verify and correct on a daily basis and financial reconciliation on a monthly basis and daily management of the sections.
- Making recommendations to the Senior Manager Infrastructure Services in terms of changes to changes to current service delivery or need for new services, e.g. telephone system, copiers, maintenance.
- Provide policy and operation direction to the division by interpreting policies, legislation and trends and guiding the division in implementing updated policies and procedures
- Control the activities of the division to ensure that all the required objectives are met and that the set standards are adhered to.
- Supervise and issue instructions to the heads of sections in the division to ensure the well-being of the workforce.
- Develop divisional vision and strategy and ensure implementation by identifying customer (internal and external) needs by conducting surveys, through public debate or personal contact or Councillors requests.
- Provide inputs on operational units and generating aspects that should be included in the organizational strategic plan (IDP).
- Compiling reports on divisional activities and progress in terms of action plans.
- Representing the division in local, district and public meetings and committees by providing inputs, communicating information between the organization and the relevant body to ensure participation and inputs in all forums.
- Manages and effect internal co-ordination meetings and progress reports.
- Plans and manages utilization of resources in order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the section/division contribute positively to the Directorate's service level objectives and outcomes.
- Directs and controls the professional, technical and operational outcomes associated with the functions related to roads and storm-water maintenance.
- Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints by implementing sequences associated with establishing databases reflective of all capital, rehabilitation and special maintenance projects relating to roads and storm-water drainage to be undertaken in the regions/wards.
- Responsible for the utilization, application and maintenance of machinery, equipment, tools and material by delivering defective machinery and equipment to the workshop or vendors for repairs or instructing reporting staff to repair minor defects.
- Responsible for the planning, organizing and administering of all activities within the Technical Services Division to execute control thereof.
- Assist with the management of contracts and tendering by drafting of technical specification for an invitation to tender.
- Assist with the evaluation of tenders
- Participate in negotiations on technical issues relating to tenders.
- Perform any other related duties as instructed by supervisor.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Director: Corporate Community and Development Services and the Manager Corporate Services.

Closing date : **4 February 2022 at 12h00**

- 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.

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