

MUNISIPALITEIT EMTHANJENI *MUNICIPALITY*



NOTICE: NO 14/2018

EXTERNAL ADVERTISEMENT

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 SERVICES

1. PROJECT MANAGEMENT UNIT: MANAGER

Salary: R412 018.00 – R534 812.00 (Task Level 15)

Abovementioned post offers the following benefits:

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

Qualifications & Skills requirements:

- BSC Engineering or B Technical Civil Engineering;
- Project Management
- NQF Level 7
- Project management skills
- Statutory requirements (OHSA, municipal systems act, municipal structures act, MFMA, environmental conservation act, water services act, national water act)
- Computer literacy – auto cad, all relevant software
- Code B driver's license
- Good communication, negotiation and interpersonal skills
- Code EB driver's license

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- Knowledge and understanding of local languages
- 4 years' experience at management level
- Local government experience

Responsibilities:

- Provide project management support;
- Ensure the provision of effective spatial planning services and regulate building control activities;
- Identify projects and execute feasibility studies
- Administer contracts and projects
- Plan, implement and manage externally funded capital and maintenance projects;
- Administer MIG / EPWP / External funds
- Coordinate project-based capacity building programs
- Compile business plans for projects and submit for funding to various Departments and external funders.

2. BUILDING CONTROL OFFICER

Salary: 281 913.00 – 365 939.00 (Task Level 12)

Abovementioned post offers the following benefits:

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

Key requirements:

- NQF Level 6 or equivalent qualification relevant to a building discipline
- At least 2 years relevant experience required
- Knowledge of and ability to interpret the National Building Standards and Building Regulations Act, Town Planning schemes, Occupational Health and Safety Act and other applicable legislation and regulations.
- Knowledge of Local Government Legislation
- Ability to respond positively to and act under pressurized environment
- Good interpersonal relations to interact with personnel and the public
- Ability to handle conflict and sound computer skills
- Proficiency to speak, write in at least two official languages of the Northern Cape
- Code EB driver's license

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Responsibilities:

- Monitor compliance and quality standards, measures and specifications applicable to building construction works.
- Evaluate building plans to ensure that specifications, standards and statutory requirements controlling development and construction are observed.
- Ensure that building plan applications are processed within the established time-frames.
- Coordinate activities associated with the implementation of financial procedures and monitors compliance with approved budgets.
- Develop technical know-how and understanding of specific applications, procedures and sequences applicable to building control.
- Ensure that key responsibilities are identified, objectives aligned and appropriate procedures implemented on approval to guide and direct compliance with operational needs and standards.
- Perform specific administrative tasks associated with updating and maintaining records.
- Perform human resources activities to ensure good employer-employee relations: and promote a high level of employee morale.
- Report encountered problems to Supervisor to ensure that proper reporting procedures are executed.

3. SUPERINTENDENT: MECHANICAL SERVICES

Salary: R238 792.00 – R309 963.00 (Task Level 11)

Abovementioned post offers the following benefits:

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

Qualification & Skills requirements:

- N6 Qualified Mechanic Certificate
- NQF Level 6 qualification or equivalent
- Vehicle courses and experience
- Artisan Certificate
- Heavy vehicle driver's license Code C1
- Candidate must be technically minded with attention to detail
- Communication and negotiation skills
- Ability to communicate in at least two official languages used in the province
- At least 4 years relevant technical experience

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Responsibilities:

- Coordinate tasks/activities and sequences associated with maintaining the functionality of petrol/diesel driven mechanical plant and vehicles;
- Ensure that scheduled, planned and predictive maintenance cycle and work procedures are complied with to enable uninterrupted and optimum functionality of vehicles and plant;
- Coordinate tasks/activities and sequences associated with trouble shooting/fault finding and repairing mechanical breakdowns;
- Ensure faults are detected and repaired and the functionality is restored with minimal disruption to services;
- Interpret and coordinate specific pre-work/site requirements with regards to repairs and planned and predictive maintenance sequences and guide the activities of personnel;
- Ensure that requirements are coordinated and instructions communicated and understood, enabling the efficient execution and completion of tasks/activities;
- Complete internal transactional documents and related forms such as time sheets, log sheets, progress and productivity reports etc;
- Ensure details of activities are accurately recorded to facilitate the processing of information relating to personnel productivity, time and material allocation and utilization for specific assignments;
- Perform acquisition activities by collecting quotations, completing requisitions collect parts from suppliers to ensure proper functioning of mechanical workshop;
- Manage and coordinate fleet administration to ensure effective, efficient and economical fleet maintenance service, fleet control and utilization of Council vehicles;
- Ensure proper reporting procedures are adhered to by drivers and vehicle users to eliminate irregular, improper or unauthorized usage of vehicles in line with Council policies and procedures.

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

DIRECTORATE: COMMUNITY SERVICES

DIVISION TRAFFIC SERVICES

4. SUPERINTENDENT: TRAFFIC SERVICES

Salary: R357 356.00 – 463 887.00 (Task Level 14)

Abovementioned post offers the following benefits:

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13th Cheque

Pension fund benefits

Medical aid fund benefits

Leave and housing benefits

Car allowance benefits

Qualification & Skills requirements

- National Diploma in Traffic Management
- Traffic Officers Diploma
- Examiner of Motor Vehicles
- Examiner of Driver's & Learners licenses
- NQF Level 6 qualification
- Code A and EC Driver's licenses
- Capability to act independently and problem solving skills
- A well-developed verbal power of reasoning as well as bilingualism in language proficiency
- Creativity and analytical thinking
- Proven supervisory skills
- Sound employee management and human relations
- Good verbal & written communication negotiation and computer literacy with presentation skills
- Incumbent will be required to work flexi-hours and be available for standby service
- At least 5 years proven experience at Superintendent level or equivalent with proven Municipal Traffic Law Enforcement;

Responsibilities:

- Perform planning and management activities of the division to ensure the delivery of Traffic Services;
- Develop divisional strategy and ensures implementation of action plans in order to track progress thereof;
- Develop internal controls and monitoring systems to ensure a well-organized Traffic Service
- Allocate resources to different teams as per identified needs in order to meet divisional priorities;
- Reporting internally/externally on implementation outcomes with regards to Law interventions;
- Manage overall staff performance, attendance and training interventions in accordance to Human Resource Policies and Procedures;
- Collaborate with external departments e.g. SAPS on procedural applications and principles with a view to align internal processes;

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- Develop and maintain proper recordkeeping systems and facilitate regular updating of registers, schedules and filing system;
- Compile reports and keep statistics of learners and driver's licenses;
- Ensure proper reporting procedures are executed and adhered to by staff

5. TRAFFIC OFFICER

Salary: R179 653.00 – R233 206.00 (Task Level 9)

Abovementioned post offers the following benefits:

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

Key requirements:

- A Traffic Officer Diploma
- Registered as a Traffic Officer and Examiner of learners licences
- Graded and registered as an examiner of driver's license – Grade A
- Graded and registered as an examiner of vehicles – Grade A
- Code A as well as Code EC driver's license is a must
- Computer literacy
- Communication skills
- Interpersonal skills
- Minimum of 2 years of experience
- No criminal record

Responsibilities:

The incumbent of the post will be responsible to:

- Perform Traffic services to ensure the execution 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, 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 the normal functions

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Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Manager: Support Service. Enquiries can be directed to the Acting Superintendent: Traffic, Mr A Boucher at 053 632 9100.

DIRECTORATE: CORPORATE SERVICES

6. TRANSLATOR (Permanent Position) – (DE AAR)

Salary: R238 792.00 – R309 963.00 (Task Level 11)

Abovementioned post offers the following benefits:

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

Qualifications:

- B-Degree or equivalent with majors in Afrikaans, English and Isixhosa Languages and Translation Studies;
- 3 Year's translating experience with knowledge of municipal environment/terminology;
- General knowledge, well developed verbal powers of reasoning as well as language proficiency (bilingualism);
- Interpersonal skills;
- Sound interpersonal relations, communication, negotiation and presentation skills;
- Project management and computer literacy;
- Membership/accreditation with the SATI will be a recommendation.

Key responsibilities:

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

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7. LABOUR RELATIONS OFFICER/PRACTIONER

Salary: R238 792.00 – R309 963.00 (Task Level 11)

Abovementioned post offers the following benefits:

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

Qualification and Skills Requirements:

- A Bachelor's degree in Law or equivalent qualification
- An appropriate qualification at NQF Level 7
- Knowledge of Human Resources Legislation
- Interpersonal and negotiation skills
- Knowledge and understanding of labour legislation, collective agreements and Council policies
- Knowledge of predominantly spoken languages in the district or at least bilingualism essential
- 2 – 3 years relevant experience as a Labour Relations Officer/Practitioner
- Code B driver's license

Responsibilities:

- Perform administrative and support duties regarding disciplinary processes to ensure sound employee relations;
- Arrange disciplinary hearings to ensure smooth operation of hearings and accompanying procedures;
- Provide assistance to management regarding employee relations issues;
- Coordinate grievance procedure to ensure that the correct advise is provided to line management and correct procedures are followed;
- Ensure alignment of labour legislation, policies and collective agreement to enhance a positive and productive labour relations environment;
- Perform specific litigation functions to ensure proper supportive services;
- Facilitate the implementation and monitoring of an Employment Equity Plan in terms of the applicable legislation to ensure compliance;
- Formal and informal reporting on statistics and updated records to Supervisor;
- Interact and liaise with employees, management and Council to ensure efficient communication.

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Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Manager: Support Services. Enquiries can be directed to the Director: Corporate Services, Mr TM Msengana at 053 632 9100.

Closing date: 29 June 2018

**I Visser
Municipal Manager
Emthanjeni Municipality
P O 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.

Kennisgewing/Notice: 14/2018