

EMTHANJENI MUNICIPALITY



INTERNAL / EXTERNAL ADVERTISEMENT

NOTICE NO: 26/2017

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 SERVICES

1. **ELECTRICIAN: CONNECTIONS & METERS (De Aar x 1)**
NETWORKS LOW & MEDIUM VOLTAGE (Hanover x 1, De Aar x 1)

Salary: R202 261 – R262 550 (Task Level 10)

Abovementioned post offers the following benefits:

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

Qualifications & Skills requirements:

- Qualified Electrician Apprenticeship / Trade Test
- National Technical Certificate (NTC6)
- Wireman's license (3 Phase)
- NQF Level 5
- 2 years relevant experience
- Code EC1 driver's license with PRDP
- Computer literacy
- Bilingualism

- Technical Skills
- Communication Skills
- At least 2 years working experience Ability to lift heavy objects and climb up ladders
- Climbing poles with climbing shoes

Duties & Responsibilities

- Co-ordination and supervision repairs, planned and predictive maintenance
- Monitors and supervisors utilisation, application and maintenance of machinery, equipment, tools and material.
- Perform driver activities using a vehicle to transport machinery, equip & people to and from the workplace.
- Construction and installations of medium/low voltage electrical networks.
- Provide electrical maintenance services on cabling of the electrical/power supply system.
- Ensure that planned and predictive maintenance cycle & work procedures are complied with to enable uninterrupted and optimal functionally.
- Fault finding/repairs to medium/low voltage reticulation and electrical systems.
- Ensure installation safety procedures and guidelines are complied with
- Ensure that tasks are executed in accordance with standards associated with quality workmanship.
- Provide electrical maintenance services on MV (11kv) and LT (up to 400v) cabling.
- Report to Supervisor on performance and problems encountered in the course of execution of his/her duties.

DIRECTORATE: INFRASTRUCTURE SERVICES

2. GENERAL WORKER (WATER TREATMENT - BRITSTOWN)

Salary: R88 194 – 104 129 (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
- Experience: at least 3 months' work experience
- Functional Literacy
- Physical work performance (general worker responsibilities)
- Manual labour requires good health condition
- Ability to work under pressure

Duties & 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 works to ensure completion of tasks in accordance to laid down instructions.
- Cleaning worksites, store 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 procedures are executed.

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, Mr MJR Owies on 053 632 9100.

DIRECTORATE: CORPORATE SERVICES

3. MANAGER: OFFICE OF THE MAYOR

Salary: R412 018 – R534 812 (Task Level 15)

Abovementioned post offers the following benefits:

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

Key Requirements:

- B-degree, Major in Public / Municipal administration
- NQF Level 6/7 or equivalent qualification
- 5 years managerial experience in Local Government
- Computer literacy
- Communication and interpersonal skills
- Bilingualism, public speaking & presentations skills
- Leadership and management skills
- Facilitation and motivational skills

Duties & Responsibilities:

The incumbent of the post will be responsible to:

- Plans, coordinates and manages the activities of the division
- Develops divisional vision and strategy and ensure implementation
- Manages performance of employees in the division
- Plans and manages utilization of resources
- Develop and monitors systems, policies, procedures and processes
- Scheduling and planning executive diary and events
- Administration/secretarial support
- Information Recordkeeping
- Councillors Support
- Planning and overseeing of Projects
- Managing and coordination: Special Programmes
- Managing and monitoring policies, procedures and implementation of Youth, Gender and Disabilities matters
- Responsible for the financial administration of the special programmes
- Brief the Mayor/Speaker on political and special programmes matter of concern and secures information required for proper action on such matters

- Handles the advising, researching, advocacy and monitoring of Legislation/Policy Strategy that relate to special programmes development
- Perform public and client service functions

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: Support Services, Mr M Jack on 053 632 9100.

Closing date: **14 July 2017 at 16h00**

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 0536329100**

- 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.