



NGWATHE MUNICIPALITY **ADVERTISEMENT**

A well-established local municipality of integrity and a leader of best practices, Ngwathe Municipality is a high performance organization, gearing itself to a World Class City, which offers challenges and opportunities to all its employees at all levels.

Ngwathe Municipality is an equal opportunity employer. The Municipality invites applications from people with the necessary qualifications and experience for the following positions:

Reference No.	Position	Job level
010819/01	Director Strategic Development Services	Negotiable
020819/01	Human Resource Manager	0
020819/02	Legal services manager	0
020819/03	Administrator	7
020819/04	Assistant manager: ICT	4
020819/05	Paralegal	5
020819/06	Cleaners x 10	16
020819/07	Senior committee officer	5
020819/08	HR Officers x 2	7
020819/09	Records & registry officer	7
020819/10	Team leaders x 5	11
030819/01	Billing officer x 2	7
030819/02	Data capturer x 3	10
030819/03	Senior Meter reader	5
030819/04	Payroll officer	7
030819/05	Contract management officer	7
040819/01	By-law enforcers x 3	7
040819/02	Fire fighters x 11	8
040819/03	Senior firefighter x 2	5
040819/04	Station officers x 4	7
040819/05	Building control supervisor	6
040819/06	Building control officers x 4	7
040819/07	Senior Officer: Economic & research information	5
040819/08	CAD operator	10
040819/09	Lifesavers x 2	12
040819/10	Swimming pools caretaker	16
040819/11	Chief housing officer	3
040819/12	SPLUMA Manager	0
040819/13	Public safety & disaster manager	0
040819/14	Social services manager	0
040819/15	General Workers x 40: Community Services	16
050819/01	Electrical engineer	Negotiable
050819/02	Senior technicians: electrical	3
050819/03	Artisans x 12: electrical	10
050819/04	General workers x 50: Technical Services	16
050819/05	Lab sampling technicians x 5	5
050819/06	Process controller class 3 x 11	11
050819/07	Process controllers class V X 5	11
050819/08	Process controllers x 2	11
050819/09	Millwright	7
050819/10	Senior water technician	3
050819/11	Control plumber	7
050819/12	Plumbers x 5	7

050819/13	Fitter and turner x 5	7
050819/14	Senior technician: bulk water	3
050819/15	Supervisor: bulk water	6
050819/16	Technician: sewer bulk	5
050819/18	Supervisor: sewer reticulation	6
050819/19	Technician: sewer reticulation	5
050819/20	Supervisor: sewer bulk	6
050819/21	Technician: water services	5
050819/22	Technician: sewer services	5
050819/23	Technician: water & sewer	5
050819/24	Manager: integrated infrastructure planning	0
050819/25	Planning technicians x 2	5
050819/26	Environmental management officer	7
050819/27	Manager: built environment management	0
050819/28	Control building inspector	7
050819/29	Building inspectors x 10	7
050819/30	GIS Technician	5
060819/01	PMU Manager	
060819/02	Senior Project Coordinator	
060819/03	Technicians x 3	
060819/04	PMU Data capturer	
060819/06	EPWP Manager	
060819/07	EPWP Administrator	

NB: faxed, e-mailed and posted applications will not be considered.

Ngwathe Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Council reserves the right to place and move candidates anywhere within the municipality.

- I. Applications must be hand delivered at the municipal offices situated at Liebenbergstrek, Parys**
- II. The municipality reserves the right not to appoint any applicant to these positions.**

For detailed advertisements and full requirement of the position, please visit our website at: www.ngwathe.gov.za from Tuesday the 20th August 2019.

CLOSING DATE:

10 SEPTEMBER 2019 AT 12:00

IF YOU HAVE NOT HEARD FROM US AFTER 3 MONTHS OF CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION WAS NOT SUCCESSFUL. THE VALIDITY OF THIS ADVERT CAN AUTOMATICALLY BE EXTENDED TO A PERIOD BEYOND THE THREE MONTHS.

**BW KANNEMEYER
MUNICIPAL MANAGER**



NGWATHE LOCAL MUNICIPALITY **ADVERTISEMENT**

A well-established local municipality of integrity and a leader of best practices, Ngwathe Local Municipality is a high performance organization, gearing itself to a World Class City, which offers challenges and opportunities to all its employees at all levels.

Ngwathe Municipality is an equal opportunity employer. The Municipality invites applications from people with the necessary qualifications and experience for the following positions:

1. Director: Strategic Development Services: Ref. 010819/01

Reporting to the Municipal Manager, the Director: Strategic Planning and Services will be the custodian of Integrated Development Plan (IDP), Performance Management (PMS), Local Economic Development (LED), Spatial Planning and Land Use Management Act (SPLUMA).

Remuneration package: R932 548 (minimum); R1 078 089 (midpoint); R1 223 632 (maximum) per annum all-inclusive (as determined by Notice No: 42023 of 2018 on Upper Limits of Total Remuneration Package payable to Municipal Managers and Managers directly accountable to the Municipal Manager (TRP) for a Category 4 Municipality. Salary level will be determined by experience and competence in line with the TRP).

Term of contract: Five-year fixed-term performance-based contract

Place of work: Municipal Head Office, Parys

Minimum Requirements:

Bachelor's degree or BTech in Strategic Planning or equivalent • Certificate in Municipal Financial Management Programme as prescribed by National Treasury, • Membership of a professional body will be an added advantage • 5 years' experience in a Senior Management position at Local Government level/ public service • Extensive planning and management skills • Good interpersonal skills • Negotiation skills • Conceptual and analytical skills • Excellent communication and report-writing skills • Extensive knowledge and understanding of local government-related legislation • Knowledge and understanding of MS Word and PowerPoint • A valid driver's licence.

Key performance areas:

Provide strategic direction to the Strategic Planning and Services Directorate • Develop organisational policies and procedures • Execute all resolutions of the Municipality, as well as be accountable for the general supervision, control and efficiency of the Directorate • Formulate, support and implement the strategic goals of the Municipality in order to give effect to the Integrated Development Plan (IDP) • Participate in strategic management of the Municipality by advising the Municipal Manager • Ensure that municipal Performance

Management System is fully implemented in the Directorate • Ensure effective management of the Directorate.

Please note: Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all shortlisted candidates as well as undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidates who meet the above-mentioned criteria will be shortlisted. Prior to appointment the successful candidate will be subjected to a competency based assessment to be conducted over 3-days at the cost of the municipality. The successful candidates will be required to sign an employment contract before commencement of duty, and a performance and disclosure of financial interest within 60 days of appointment.

Interested persons meeting the above-mentioned requirements are requested to submit their Curriculum Vitae together with originally certified copies of their ID, Driver's License and Qualifications together with the application form, Annexure C of Regulations on the appointment and conditions of employment for Senior Managers, Government Gazette no. 37245 accessible on the municipal website (www.ngwathe.fs.gov.za) or www.gpwonline.co.za (NB: all applications should be on the application form). Applications are to be forwarded to the Municipal Manager, at Municipal Offices situated at Liebenbergstrek. Contact person Director: Corporate Services, Tel. 056 816 2700.

2. Human Resource Manager: Ref. 020819/01

Remuneration: R527 359. 79 P/A Job Level 0

Key requirements:

- A relevant tertiary qualification or equivalent (Degree/ Diploma) NQF Level 6
- MFMP minimum competency level qualification will also serve as strong recommendation
- A minimum of at least five years' work related experience at Senior Management level in the local government sphere.
- Practical knowledge of the local government environment
- Valid driver's licence
- Experience in working with HR Regulations, legislation and policies

Key competencies/ Key Performance Areas:

- Manage the HRM unit and set the necessary policies, rules and regulations in place to ensure proper and effective HR services namely:
 - HR administration and management
 - HR information and statistics

- Payroll and leave administration
- Benefit schemes
- Manage the full personnel recruitment cycle
- Remuneration
- Employment relations
- Occupational health and safety
- Organisation design, work-study and job evaluation
- Training and development
- Advise on relevant regulatory framework and legislation
- Stay abreast and interprets legislation in regards to HR and implement and communicate relevant changes timeously
- Guide, train and monitor adherence to all applicable legislation, rules and policies
- Continuously investigate and recommend the best HR solutions
- Deliver a specialised HR services to all employees, Councilors, community members and other government spheres, within Batho Pele principles and best practice

3. LEGAL SERVICES MANAGER: Ref. 020819/02

Remuneration: R527 359. 79 P/A Job Level 0

Key requirements:

- **A relevant legal qualification or equivalent (Degree/ Diploma) NQF Level 6 and right of appearance**
- **MFMP minimum competency level qualification will also serve as strong recommendation**
- **A minimum of at least five years' work related experience at Senior Management level in the local government sphere.**
- **Practical knowledge of the local government environment**
- **Valid driver's licence**

Key competencies/ Key Performance Areas:

- Management of the legal section
- Evaluating and presenting reports to the Director detailing the Department's performance against specific measures.
- Analysing and reporting to the Director the adequacy of coverage against loss and/ or damage arising out of accidents/ incidents and negligence to departmental assets (facilities, plant and equipment).
- Maintaining contractual procedures to facilitate assessment of financial/ legal administrative implications.
- Updating and maintaining the 'codes of delegations' and relevant legislation and informing/ circulating to Management and support personnel.

- Provides legal advice on any matter relating to the municipality
- Prepares and represents the municipality in disciplinary tribunal and cases referred for conciliation or arbitration
- By-laws, valuations, litigation, contract management and town planning matters
- Monitor legal consultants

4. ADMINISTRATOR: Ref. 020819/03

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- Three year relevant qualification or related (NQF Level 5)
- Computer literacy
- A minimum of at least three years' work related experience in the local government sphere.

Key competencies/ Key Performance Areas:

- Provides secretarial support to superior
- Attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence
- Communicates with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Department.

5. ASSISTANT MANAGER: ICT: Ref. 020819/04

Remuneration: R369 734.42 (Minimum) – R379 005.89 P/A Job Level 4

Key requirements:

- A relevant tertiary qualification or equivalent (Diploma) NQF Level 5
- A minimum of at least two years' work related experience in the local government sphere.
- Practical knowledge of the local government environment
- Valid driver's licence

Key competencies:

- Advise on the process of developing, implementing and monitoring ICT policy, Strategies and procedures,
- Support and advise corporate ICT risk,
- Support the establishment sound ICT practice and provide advice on the use of ICT to attain strategic objectives of the municipality;
- Assist in monitoring performance of ICT service providers in accordance with the SLA;
- Ensure that all ICT infrastructures are in a serviceable condition;
- Assist in user support and training ;
- Provide advice on new requirement in the field of ICT;
- Ensure that accurate records of all ICT infrastructures are kept;
- Coordinate and manage the GIS of the municipality.

6. Paralegal: Ref. 020819/05

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **A relevant tertiary qualification or equivalent (Diploma) NQF Level 5**
- **Paralegal Certificate advantageous**
- **3-5 years working experience and advanced knowledge in a legal environment**
- **Must have experience in dealing with legal matters**

Key competencies/ Key Performance Areas:

- Conduct basic legal research and gather relevant information
- Provide relevant legal support
- Effectively manage and attend to all legal records
- To support and assist the legal department in processing claims, disputes and lodging judgments against legal applications and matters required by the organisation from time to time.
- Arranging for the delivery of legal paperwork
- Typing correspondence and legal paperwork Transcribing legal proceedings and other recorded meetings
- Scheduling, coordinating and confirming legal dates, appointments, and meetings
- Conducting research in legal matters
- Maintain calendars and schedules of manager / legal obligations / deadlines / commitments and reminders of legal matters
- Understand the basics of a number of legal documents, such as summons and subpoenas
- Managing of legal contracts and expiry notifications when and if required;
- Arrange for the filing of legal documents
- Compiling and taking of minutes

7. CLEANERS (GENERAL WORKERS) x 10: Ref. 020819/06

Remuneration: R100 893.18 (Minimum) – R102 961.20 P/A Job Level 16

Key requirements:

- **Basic Adult Literacy**

Key competencies/ Key Performance Areas:

- Receiving instructions/ guidance from the immediate superior and attends to the preparation of work site. (e.g. loading/ off-loading equipment, tools, etc) and/ or fastening slings/ ropes and guiding/ holding material/ equipment during the loading/ off-loading sequence.
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences.
- Walking, picking up and loading refuse bags into the refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles.
- Attends to the loading/ offloading of refuse bags into/ from refuse vehicles at disposal sites.

8. SENIOR COMMITTEE OFFICER: Ref. 020819/07

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **Grade 12 , Matric certificate and administration qualification NQF Level 5**
- **Computer Literacy – Office Applications**
- **A minimum of at least three years' work related experience in the local government sphere.**
- **Good communication skills, written and verbal**

Key competencies/ Key Performance Areas:

- Referring to the approved schedule of Committee Meetings and confirming/ reporting deviations from plans with respect to catering requirements and/ or stationery and equipment needed for specific sessions to the immediate superior.
- Communicating with Directors and Managers to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items.
- Circulating notification, agenda and minutes of previous meetings to members.
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions

proposals and recommendations, and making available of copies of correspondence referred to in discussions to members.

- Using word processing applications to prepare minutes and notifications of meetings.
- Recording and updating registers of attendees to Committee meetings and, extracting and forwarding information on request with respect to long term/ continuous absenteeism of Officials and Councillors to Committee Chairpersons.
- Updating Committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences.

9. HR OFFICERS X 2: Ref. 020819/08

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Three year relevant qualification or related (NQF Level 5)**
- **Computer literacy**
- **A minimum of at least three years' work related experience in the local government sphere.**

Key competencies/ Key Performance Areas:

- Co-ordinates administrative requirements associated with the Human Resources functionality
- Co-ordinates specific sequences associated with the employment of personnel
- Co-ordinates procedural requirements associated with personnel development initiatives
- Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports
- Attends to specific sequences associated with the notification, arrangement and provision of support in respect of Sub Committee Meetings and Dispute Hearings

10. RECORDS & REGISTRY OFFICER: Ref. 020819/09

Remuneration: R242 810. 51 (Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Grade 12, Matric certificate (NQF Level 4)**
- **Computer literacy**
- **A minimum of at least three years' work related experience in the local government sphere.**

Key competencies/ Key Performance Areas:

- Receiving incoming/ outgoing mail and commences with recording sequence in registers, inserting dates, details of addressee, etc.
- Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details.
- Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and/ or detailing any special requirements with respect to priority mail, etc.
- Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution.
- Photocopying original documentation as per requests received from personnel.

11. TEAM LEADERS x 5: Ref. 020819/10

Remuneration: R141 559.88 (Minimum) – R152 531.65 P/A Job Level 11

Key requirements:

- **Grade 12**
- **Supervisory skills**
- **Good communication and interpersonal skills**

Key competencies/ Key Performance Areas:

- Allocating duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
- Monitoring the condition of the buildings and its surrounds and, interacting with Council's departments to activate specific maintenance sequences (electrical, plumbing, etc.)
- Controlling the stock levels of cleaning materials, associated consumables and equipment.
- Completing transactional documentation to activate orders to replenish stocks

- Observing and/ or participating with personnel in the loading/ offloading sequences of items and tools, (refuse bags, spades, brooms, brush cutters), checking requirements prior to departure from site or locations and/ or correcting deviations from safety procedures.

12. BILLING OFFICER X 2: Ref. 030819/01

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Grade 12, Matric certificate (NQF Level 4)**
- **Computer literacy**
- **A minimum of at least two years' work related experience in the local government sphere.**

Key competencies/ Key Performance Areas:

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Upload the meter readings on the system and print exceptional reports
- Correct all the exception reports before billing
- Run the dummy billing and Monthly billing
- Correct all wrong levies and update the master file
- Assist in procedures with respect to the reconciling of rates and services related to income
- Attending to the printing and posting of consolidated bills to customers.
- Open new stands on the system, assist in valuation roll, finalization of services contracts and the change of address
- Attend to internal and external audit queries and ensure implementation
- Handle the supply and termination of services by customers
- Capture water and electricity consumptions into the computer system and correct error or exceptional report.
- Correct and Implement tariffs and handle all meter readings related queries
- Capture data and journals into the system and handle customer related queries.
- Process computer report and monthly debtor statements.
- Assist in the maintenance of the budget on the financial system.

- Assist in transfer updating of receipts and deposits and running of monthly levies.
- Close the month and run all the month-end report
- Implement proper filling system and maintain the Revenue and Credit Control Manager's office
- Relieve cashiers and customer cares as and when requested
- Assist in training other personnel on the running operation of the system

13. DATA CAPTURER X 3: Ref. 030819/02

Remuneration: R154 745.33 (Minimum) – R169 495.69 P/A Job Level 10

Key requirements:

- **Grade 12, Matric certificate (NQF Level 3)**
- **Computer literacy**
- **A minimum of at least one-year's work related experience in the local government sphere.**

Key competencies/ Key Performance Areas:

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Assist in procedures with respect to the receipting and reconciling of rates and services related income, generating and forwarding printouts of payments and completing procedural forms for banking purposes.
- Attending to the printing and posting of consolidated bills to customers.
- Open new stands on the system, valuation roll, finalisation of contracts and change of address
- Attend to internal and external audit queries and ensure implementation
- Handle the supply and termination of services by customers
- Capture water and electricity consumptions into the computer system and correct error or exceptional report.
- Correct and Implement tariffs and handle all meter readings related queries
- Capture data and journals into the system and handle customer related queries.
- Process computer report and monthly debtor statement.
- Assist in the maintenance of the budget on the financial system.
- Assist in transfer updating of receipts and deposits and running of monthly levies.

- Implement proper filing system and maintain the Chief Accountant Income's office
- Relieve cashiers and customer cares when necessary

14. SENIOR METER READER: Ref. 030819/03

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **Grade 12, Matric certificate (NQF Level 3)**
- **Computer literacy**
- **A minimum of at least three years' work related experience in the local government sphere.**

Key competencies/ Key Performance Areas:

- Serves as a lead to lower level meter reading staff, which includes: prioritizing and assigning work; training staff on work methods and procedures; and/or, performing other related activities.
- Coordinates activities to ensure accurate and timely utility billing
- Conducts field readings of residential and commercial meters.
- Logs results utilizing established guidelines.
- Provides field customer service activities related to new service, service suspensions, service cancellations, high bill complaints, flow checks, and/or other related issues.
- Prepares and maintains a variety of records, logs, work orders, and/or other related documentation.
- Performs other duties as assigned.

15. PAYROLL OFFICER: Ref. 030819/04

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Grade 12, Matric certificate (NQF Level 4)**
- **Computer literacy**
- **A minimum of at least two years' work related experience in the local government sphere.**

Key competencies:

- Responsible for the payroll and related activities.
- Perform the activities required to process the payroll for the municipality
- Recordkeeping responsibilities for all the payroll documents which include processing payroll, bonuses and commission payments,
- Collecting and entering timesheets,
- Processing accounting transactions related to payroll, wage garnishments and levies,
- Filing all the payroll related documents
- Communicating with Human Resource on payroll changes
- Effect the payroll changes on the system
- Submits captured personnel documents to Human Resource for filing in personnel files
- Timeously preparing and issuing out the payslips
- Submitting payroll schedules to third parties
- Responding to payroll queries

16. CONTRACT MANAGEMENT OFFICER: Ref. 030819/05

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **B Degree in Logistics or Supply Chain Management on NQF 7 or similar**
- **Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage**
- **3 years' relevant experience in a Local Government environment.**

REQUIREMENTS AND SKILLS

- **Computer literacy in MS Office Applications with advanced MS Word & Excel;**
- **Valid Code B driver's license**
- **Proficiency in at least 2 of the official languages of the Western Cape (read, write and speak)**
- **Numerical accuracy and attention to detail**
- **Knowledge of the Municipal Finance Management Act, Supply Chain Management Regulations, Standard for Infrastructure Procurement and other related legislative requirements**
- **Excellent organizational and administrative skills**
- **Excellent analytic and problem solving ability**
- **High level of integrity, responsibility and confidentiality**
- **Good communication and negotiation skills**
- **Ability to give attention to detail and to work under pressure**

- **Willingness to work after normal working hours and during emergencies.**
- **Knowledge of the SAMRAS Enterprise Management System will be an added advantageous**

Key competencies/ Key Performance Areas:

- Co-Ordinate and control the key performance and result indicators associated with Acquisition-, Contract- and Compliance Management
- Participate in and contribute to the development of Policies and Standard Operating Procedures
- Administration of the registration, vetting & development of suppliers / service providers
- Coordinate the Administration of the Bid Committee System
- Administers the implementation of the Infrastructure Procurement Policy
- Coordinate contract management & administration processes
- Administrates and control Vendor Performance for all procurement
- Review prescribed procurement practices, requisitions and orders for approval
- Administrates access control on the financial management system in terms of delegations, authorisations and segregation of duties
- Administrates the good corporate governance and procurement risks within SCM processes
- Coordinates the pre-Audit review process and provide input on findings
- Attends to and controls tasks/activities associated with personnel performance, productivity and discipline
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Draft and compile compliance reports for submission to Management and Council
- Keeping abreast of developments, emerging trends and latest technologies in the profession.

17. BY LAW ENFORCERS X 3: Ref. 040819/01

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Law Enforcement Qualification**
- **Valid Driver's Licence**
- **Computer literacy**
- **A minimum of at least two years' work related experience in the local government sphere.**

Key competencies:

- Analyzing and evaluating requirements associated with specific investigations arising out of complaints received from the Public with respect to criminal activities, nuisances, public disturbance, etc.
- Participating and directing investigation sequences encompassing visiting locations and communicating with offenders, executing arrests and/ or removing evidence to support prosecution.
- Attending to the documentation and notification procedures with regards to the issuing of summons and, executing warrants of arrests
- Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the legal of law.
- Preparing plans to address specific interventions with due consideration given to resources.
- Visiting specific sites/ locations and checking on applications associated with identifying and communicating offences to community members.
- Monitoring maintenance requirements with respect to safety signage and/ or applications in the Municipal area and attending to the repair/ replacement of missing/ faulty items and/ or referring specific requirements/ hazards for further attention and decision-making.
- Participating in various meetings (Committees, internal and external forums) and provides comments/ opinions on functional issues with respect to service deliverables.
- Responding to queries/ questions, through the collection of factual information and/ or presenting and elaborating on findings to substantiate outcomes.
- Collaborating with external official departments (South African Police Services) on procedural applications and principles with a view to aligning internal processes.
- Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the immediate superior for consideration and inclusion into Council and Sub Committee reports.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.

18. FIRE FIGHTERS x 11: Ref. 040819/02

Remuneration: R202 188.78 (Minimum) – R231 547.27 P/A Job Level 8

Key requirements:

- **Grade 12 / Matric/NQF Equivalent**
- **Fire Fighting Certificates I and II**
- **Hazmat Operational Certificate**
- **Code EC1 driver's license**
- **First Aid Level 3**

Key competencies/ Key Performance Areas:

- Maintain all rescue equipment in a functional working order
- Inspect all firefighting vehicles in terms of vehicle inspection requirements to ensure that all vehicles are in working order; this includes ensuring that vehicles have relevant services to date, are functionally sound and tires are in order
- Inspect buildings to make sure they meet fire safety regulations and are safe terms of occupational health and safety requirements
- Evaluate the fire or rescue scene upon arrival in accordance with prescribed procedures
- Control and extinguish all types of fires by suppressing and combating fires according to prescribed methods
- Handle all identified emergencies/incidents according to the set standard operating procedures and SOGs
- Give presentations to schools and other community groups on safety
- Participate in the demonstration of fire prevention mechanisms in schools and the community groups within the Ngwathe Local Municipal area

19. SENIOR FIRE FIGHTERS x 5: Ref. 040819/03

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **Grade 12 / Matric/NQF Equivalent**
- **Fire Fighting Certificates I and II**
- **Hazmat Operational Certificate**
- **Code EC1 driver's license**
- **First Aid Level 3**

- **A minimum of at least three years' work related experience**

Key competencies/ Key Performance Areas:

- Maintain all rescue equipment in a functional working order
- Evaluate the fire or rescue scene upon arrival in accordance with prescribed procedures
- Control and extinguish all types of fires by suppressing and combating fires according to prescribed methods
- Handle all identified emergencies/incidents according to the set standard operating procedures and SOGs
- Rescue victims from vehicle, building, or structure with all the means at the fire fighter's disposal and stabilize vehicle, building, or structure and patient before extraction
- Deal with bomb alerts presented to the department
- Manage chemical spills (or other hazardous substances) and inspect for gas leaks within the communities
- Respond to emergency and non-emergency calls with a sense of urgency
- Respond to fires, accident scenes, hazardous material incidents and other emergency calls within the Municipal boundaries
- Guide Junior Fire Fighters and Fire Fighters on the scene of the emergency

20. STATION OFFICERS x 7: Ref. 040819/04

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Grade 12 / Matric/NQF Equivalent**
- **Fire Fighting Certificates I and II**
- **Hazmat Operational Certificate**
- **Code EC1 driver's license**
- **First Aid Level 3**
- **A minimum of at least three years' work related experience**

Key competencies/ Key Performance Areas:

- Maintain all rescue equipment in a functional working order
- Evaluate the fire or rescue scene upon arrival in accordance with prescribed procedures
- Control and extinguish all types of fires by suppressing and combating fires according

to prescribed methods

- Handle all identified emergencies/incidents according to the set standard operating procedures and SOGs
- Rescue victims from vehicle, building, or structure with all the means at the fire fighter's disposal and stabilize vehicle, building, or structure and patient before extraction
- Deal with bomb alerts presented to the department
- Manage chemical spills (or other hazardous substances) and inspect for gas leaks within the communities
- Respond to emergency and non-emergency calls with a sense of urgency
- Respond to fires, accident scenes, hazardous material incidents and other emergency calls within the Municipal boundaries
- Guide Junior Fire Fighters and Fire Fighters on the scene of the emergency

21. BUILDING CONTROL SUPERVISOR: Ref. 040819/05

Remuneration: R288 494.69 (Minimum) – R318 595.63 P/A Job Level 6

Key requirements:

- Qualification in the Building/Civil construction industry or equivalent NQF 7 with 5 years' relevant experience
- Valid driver's license; Valid EB driver's license
- Own transport
- Advance computer literacy (MS Office Applications)
- Excellent verbal and written communication skills
- Proficiency in English and at least two of the three official languages of the Ngwathe Municipality (read, write and speak)
- Excellent organizational and leadership skills
- Good administrative and interpretation skills
- Be able to work independently and function under pressure
- Reliable, trustworthy and maintain high ethical standards
- Willingness to work after normal working hours, during emergencies and planned overtime

Key competencies/ Key Performance Areas:

The incumbent will be responsible to provide supervising and implementation of the following:

- Coordinate sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of National Building Regulations and SABS codes of practice
- Perform specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works
- Monitor, control and execute regular building site inspections to prevent illegal building operations and signage
- Perform preliminary town planning and plans approval checks
- Enforcing compliance with all relevant legislation and regulations
- Prepare and present investigational reports on building encroachments
- Attends to and controls tasks/activities associated with personnel performance, productivity and discipline
- Responding to complex enquiries from the public.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Keeping abreast of developments, legislative changes, emerging trends and latest technologies in the profession

22. BUILDING CONTROL OFFICERS x 4: Ref. 040819/06

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- Qualification in the Building/Civil construction industry or equivalent NQF6 with 3 years' relevant experience
- Valid driver's license; Valid EB driver's license
- Own transport
- Advance computer literacy (MS Office Applications)
- Excellent verbal and written communication skills
- Proficiency in English and at least two of the three official languages of the Ngwathe Municipality (read, write and speak)
- Excellent organizational and leadership skills
- Good administrative and interpretation skills
- Be able to work independently and function under pressure
- Reliable, trustworthy and maintain high ethical standards
- Willingness to work after normal working hours, during emergencies and planned overtime

Key competencies/ Key Performance Areas:

- Coordinate sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of National Building Regulations and SABS codes of practice
- Perform specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works
- Monitor, control and execute regular building site inspections to prevent illegal building operations and signage
- Perform preliminary town planning and plans approval checks

- Enforcing compliance with all relevant legislation and regulations
- Prepare and present investigational reports on building encroachments
- Attends to and controls tasks/activities associated with personnel performance, productivity and discipline
- Responding to complex enquiries from the public.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Keeping abreast of developments, legislative changes, emerging trends and latest technologies in the profession.

23. SENIOR OFFICER: ECONOMIC & RESEARCH INFORMATION: Ref. 040819/07

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **Relevant degree or diploma equivalent in Economics, political economy business leadership or commerce**
- **3 years relevant experience**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Consolidate an interactive database and profile of Small, Medium and Micro Enterprises (SMME's) both informal and formal
- Develop Comprehensive and up to date profiling of SMMEs in both electronic & hard copies
- Collate and analyse data to ensure a complete understanding of the trends, opportunities and challenges facing the SMME sector in the district
- Review the prevailing legislative framework and analyse the status of SMMEs in the Rustenburg area
- Set targets as to which direction the municipality should take in the promotion of SMMEs
- Design relevant financial and non-financial business interventions to sustain development and growth of SMMEs
- Provide input in the formulation of economic development strategy, relating to small business development and procurement
- Provide information and linkage to service agencies to enable existing and emerging small business to gain full access to technical and funding support
- Promote linkage between large businesses, industrial development zone (IDZ) and small businesses to ensure combination of efforts to achieve better results
- Coordinate Training Workshops for SMMEs, including conducting training needs analysis
- Provide sound policy advice to the municipality to enable the creation of a climate conducive to business growth and job opportunities

- Facilitate development of Market Opportunities for SMMEs including export opportunities
- Facilitate Access to Funding for SMMEs

24. CAD OPERATOR: Ref. 040819/08

Remuneration: R154 745.33 (Minimum) – R169 495.69 P/A Job Level 10

Key requirements:

- National Certificate/Diploma in Construction/Quantity Surveying/Engineering/Architecture with CAD/GIS as a subject or relevant qualification NQF level 5
- 3 years' relevant experience
- a valid Code B driver's licence
- computer literacy, with extensive CAD experience
- familiarity with CAD and GIS systems will serve as a recommendation.

Key competencies/ Key Performance Areas

- Ensure that all drawings utilised by the department are up-to-date and captured on CAD
- Ensure that the GIS system is up-to-date, indicating the location and information relating to all services
- Maintain a drawing filing system
- Maintain a database of infrastructure assets
- Responsible for the issuing and policing of wayleaves • supply cadastral information to developers, estate agents, public, etc.
- Comment on development applications and building plans
- Liaise with consultants and developers and attend project meetings
- Responsible to conduct site inspections in order to point out the location of services
- Manage small construction projects.

25. LIFESAVERS x 2: Ref. 040819/09

Remuneration: R130 876.16 (Minimum) – R139 665.37 P/A Job Level 12

Key requirements:

- **Basic Adult Literacy**
- **Certificate in Valid Level 2 First Aid certificate**
- **Valid lifeguard certificate**
- **Physically fit**
- **2-3 years experience**

Key competencies/ Key Performance Areas:

- Following stipulated procedures relating to Tower/ Radio/ Lookout Lifeguard, backup Lifeguard, Spare Lifeguard and patrol Lifeguard
- Conducting and assisting with rescues

- Rendering first aid
- Taking care of lost children and working with Law Enforcement to unite them with parents in the vicinity of the swimming pool
- Promoting pool safety
- Assisting with enforcement of By-Laws (Swimming pool By-law)
- Assisting with control and operation of Swimming Sites
- Setting out the swimming area
- Complying with instructions and all rules, regulations and procedures
- Administrative functions
- Assist in Supervising Swimming pool Caretaker
- Upholding the professional image of the Department including involvement in assisting with the retention of Blue Flag Standards and Status
- Power craft operations

NOTE:

The Lifeguards will be reporting directly to the relevant Senior Beach Lifeguard or Principal Facility Officer.

Incumbents will be required to undertake and pass regular Skills and Fitness Tests as per the set standards.

Incumbents will be required to keep essential qualifications valid at all times.

Incumbents must be willing to work irregular hours including weekends and public holidays.

Incumbents must be prepared to work in various geographical areas if required.

26. SWIMMING POOLS CARETAKER: Ref. 040819/10

Remuneration: R100 893.18 (Minimum) – R102 961. 20 P/A Job Level 16

Key requirements:

- **Basic Adult Literacy**

Key competencies/ Key Performance Areas:

- Receiving instructions/ guidance from the immediate superior and attends to the preparation of work site. (e.g. loading/ off-loading equipment, tools, etc) and/ or fastening slings/ ropes and guiding/ holding material/ equipment during the loading/ off-loading sequence.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles.
- Maintaining and cleaning the swimming pools

27. CHIEF HOUSING OFFICER x 7: Ref. 040819/11

Remuneration: R408 250.00 P/A Job Level 3

Key requirements:

- **Relevant B. Degree or National Diploma in Building Control**
- **A minimum of three years work-related experience and knowledge at Middle Management level**
- **Computer literacy in MS Office**
- **A valid Code driver's license**
- **Good knowledge and understanding of relevant policies and legislation**
- **Good knowledge and understanding of institutional governance systems and performance management**
- **Appointee will be required as a condition of his/her appointment to have obtained MFMP or obtain it in 12-18 months after appointment**

Key competencies/ Key Performance Areas:

- Draft policy and compile items for submission to Council
- Oversee the implementation of policy and council resolutions and provide feedback to staff and management
- Approve plans and systems for the Unit
- Prepare and manage the annual capital and operating budget of the section within the budgetary constraints of Council
- Provide input regarding building plan fees and budget allocations
- Motivate the budget and budget amendments to the Directors approval
- Develop and manage the circulation process and work procedure for the different building plan applications
- Conduct a final evaluation of inputs from all role players on building plan applications and other applications
- Inspect, make the necessary corrections/recommendations and approve building plan applications
- Monitor inspectors and senior inspector to monitor that evaluation of building plans comply with legal requirements and council policy

28. SPLUMA MANAGER: Ref. 040819/12

Remuneration: R527 359. 79 P/A Job Level 0

Key requirements:

- **A recognised degree/post graduate degree in Town and Regional Planning with 5 years' post registration as the professional town and regional planner with "South African Council of Planners" (or SACPLAN).**
- **Extensive people management experience.**
- **Computer literacy**
- **Valid driver's license**
- **Appointee will be required as a condition of his/her appointment to have obtained Municipal Finance Management Programme or obtain it in 12-18 months after appointment**

Key competencies/ Key Performance Areas:

The successful candidate will be responsible to:

- Ensure the application of town and regional planning in land development.
- Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning in the Municipality
- Ensure adherence to legal requirements.
- Coordinate, evaluate and monitor the implementation of development in compliance with Spatial Planning and Land Use Management Act (or SPLUMA) and other applicable legislation and town & regional planning standards and guidelines.
- Interpret and implement legislation; policies; guidelines and regulations.
- Compile and review periodically the Municipal Spatial Development Framework (SDF).
- Compile guidelines and evaluate Land Use Management Scheme and precinct plans. Mentor, train and manage officials in the Municipal Planning Directorate and submit monthly reports to the Director of Corporate Services.
- Supervise performance management and development; office administration and budget in the Planning Directorate.
- Ensure continuous research and development for the betterment of planning in the Municipality.
- Provide assistance and support in the housing, local economic development and IDP directorates of the Municipality.
- Compile the planning reports for the Municipal Council for consideration and approval.

- Facilitate the process of obtaining inputs of relevant parties and departments for town planning and township establishment activities, and to ensure implementation of policies and spatial plans.
- Attend to public enquiries, site inspections, etc.

29. PUBLIC SAFETY & DISASTER MANAGER: Ref. 040819/13

Remuneration: R527 359. 79 P/A Job Level 0

Key requirements:

- **A relevant tertiary qualification or equivalent (NQF Level5)**
- **A minimum three years relevant working experience**
- **Practical knowledge of Local Government**
- **In depth knowledge application of procedures, and laws and by-laws**
- **Computer literacy**
- **Valid driver's license**
- **Appointee will be required as a condition of his/her appointment to have obtained MFMP or obtain it in 12-18 months after appointment**

Key competencies/ Key Performance Areas:

- Communicating with the Head of Department of Community Services division on specific Key Performance areas (Public Safety, Fire, Emergency Services and Disaster Management) with a view to aligning functions and service delivery objectives against the capacity and capability of the section
- Analyzing service delivery trends and capacity against requirements and submit reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives
- Defining the role boundaries workflow processes and job designs against laid down service delivery requirements
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated skills development plan of the Department
- Evaluating the operating functionality and conditions of vehicles, plant and equipment through perusal of inspector's checklists, service records and registers

with a view of identifying with risks and the availability of alternative courses of action

- Discussing and/or investigating workplace accidents/incidents, seeking reasons from supervisory personnel on any non-compliance/deviation and providing direction on courses of action for execution
- Assessing the adequacy of control procedures with respect to firearms and ammunition and assets and, addressing/investigating specific deviations with a view to instituting disciplinary measures
- Inspecting work sits and/or conducting observations of work sequences and determining extent of awareness and/or the need for corrective/remedial measures
- Co-ordinates and monitors the implementation of Council
- Implementing specific procedures during fire and rescue operations, instructing and/or leading firefighting teams and executing applications or sequences to control damages/disaster
- Coordinating inspection of facilities to determine the adequacy of fire safety and disaster control procedures and/or issuing compliance notification for specific offences

30. SOCIAL SERVICES MANAGER: Ref. 040819/14

Remuneration: R527 359. 79 P/A Job Level 0

Key requirements:

- **A recognized Diploma/Bachelor's/post graduate degree in Public Administration/Social Sciences or equivalent at an acceptable tertiary institution**
- **A minimum of 5 years' work-related experience and knowledge at Middle Management level**
- **Proven successful institutional transformation within the public or private sector, preferably in the local government sphere**
- **Computer literacy in MS Office**
- **A driver's license**
- **Good knowledge and understanding of relevant policies and legislation**
- **Good knowledge and understanding of institutional governance systems and performance management**
- **An understanding of: * Council operations and delegation of powers * Cemetery management, * waste management * Parks and recreation management •**
- **Appointee will be required as a condition of his/her appointment to have obtained MFMP or obtain it in 12-18 months after appointment**

Key competencies/ Key Performance Areas:

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Social Services management.
- This will be through the coordination of operations associated with the enforcement of Municipal Policing Laws and By-laws
- Align the departmental key performance areas
- Monitor and report on programme implementation on monthly and quarterly as per the SDBIP
- Ensure the service delivery for all relevant areas within the Municipality
- Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Social Services Unit Structure
- Provide leadership and planning for the unit
- Be responsible for overall Social Services, which amongst other things includes, overall waste management including landfill sites, cemeteries and Parks
- Monitor expenditure against budgetary provisions and prepare motivations with reasons to seek approval for additional funding for specific programmes or activities
- Maintain and be responsible for staff discipline
- Execute any other lawful duties that may be assigned by the Municipal Manager/Director Community Services.

31. General workers x 40: Community services: Ref. 040819/15

Remuneration: R100 893.18 (Minimum) – R102 961. 20 P/A Job Level 16

Key requirements:

- **Basic Adult Literacy**

Key competencies:

- Walking, picking up and loading refuse bags into the refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles.
- Attends to the loading/ offloading of refuse bags into/ from refuse vehicles at disposal sites.
- Placing and stacking tools in designated storage areas and/ or verbally reporting the

condition/ status of tools to the immediate superior.

- Cutting/ trimming lawns and verges using hand held machines (brush cutters, lawnmowers) and/ or tools (shears, lashers) for the clearing of overgrown shrubs.
- Weeding, cleaning and shaping flower beds using hand held gardening tools.
- Excavating/ backfilling trenches using hand held equipment (spades, picks) and/ or positioning and erecting fencing structures in accordance with pre-determined markings/ indicators.
- Picking up litter and/ or items lying in open spaces.
- Removing and replacing refuse bags from collection bins in public areas.
- Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags/ materials and or garden refuse into/ from vehicles.

32. ELECTRICAL ENGINEER: Ref. 050819/01

Remuneration: Negotiable

Key requirements:

- **Relevant B. Degree in Electrical Engineering Heavy Current or equivalent NQF level 7 qualification.**
- **Registered as a Professional Engineer or technologist with ECSA.**
- **10 years relevant experience in the Electrical Engineering Environment.**
- **Experience in a municipal environment would be an advantage.**
- **Government Certificate of competency (GCC).**
- **Valid code B driver's license.**

Key competencies/ Key Performance Areas:

- To manage the provisioning and maintenance of electrical engineering services.
- Financial control: compile, manage and control of capital and operational budgets to ensure economical and sound financial viability.
- Manage and control the Electrical department assets.
- Manage and control the consumer complaints received for punctual and proper attention.
- Manage and control of administrative responsibilities to ensure effective administration of the department.
- Management of existing high voltage and low voltage electrical networks to ensure a reliable and safe electrical supply to consumers.
- Management of streetlight network to provide sufficient area lighting.
- Management of installation of new equipment to provide services to new consumers, ensure continuity of supply and the provision of new area lighting.
- Management of prepayment, conventional and bulk meters to ensure that all consumers are metered in order to be billed for actual consumption.

- Achieving national directives by reporting to national bodies as legally required.

33. SENIOR TECHNICIANS: ELECTRICAL: Ref. 050819/02

Remuneration: R408 250.00 P/A Job Level 3

Key requirements:

- Relevant B. Degree in Electrical Engineering Heavy Current or equivalent NQF level 7 qualification.
- 5 years relevant experience in the Electrical Engineering Environment.
- Experience in a municipal environment would be an advantage.
- Valid code B driver's license.

Preferred requirements:

- At least 10 years' experience in the electricity distribution industry,
- Experience in 11kV network equipment is a prerequisite and experience up to 88kV is preferred.
- At least 2 years proven managerial experience and 5 years supervisory experience

Key competencies/ Key Performance Areas:

- Serves as an advisor to the Director on electric matters pertaining to substations, power quality, system loading, power factor, SCADA and other general system operation functions.
- Assists in planning, organizing and directing the work of the Electric Distribution Division.
- Investigates customer complaints.
- Assists with system protection and coordination studies.
- Oversees the duties and responsibilities of the Electrical Substation Maintenance Technician(s) and Electrician(s) and is responsible for scheduling the work activities of those positions.
- Assists with the development of objectives related to the preventive maintenance, construction, and repair of electrical facilities and of the electrical distribution system, including developing and implementing short-term plans to accomplish objectives.
- Inspects the condition of the electrical distribution system and makes recommendations to the Electric Distribution Superintendent.
- Supervises the maintenance, construction and repair of electric substations to ensure reliable electric utility service.

34. ARTISANS X 12: ELECTRICAL: Ref. 050819/03

Remuneration: R154 745.33 (Minimum) – R169 495.69 P/A Job Level 10

Key requirements:

- Qualified trade tested Electrician
- Ideally N4 + 5 Years electrical or equivalent
- Recognized Trade Test is essential
- Qualified Electrician
- 5 years' experience
- Electrical experience on high-speed lines

35. GENERAL WORKERS x 50: TECHNICAL SERVICES: Ref. 050819/04

Remuneration: R100 893.18 (Minimum) – R102 961. 20 P/A Job Level 16

Key requirements:

- **Basic Adult Literacy**

Key competencies/ Key Performance Areas:

- Receiving instructions/ guidance from the immediate superior and attends to the preparation of work site. (e.g. loading/ off-loading equipment, tools, etc) and/ or fastening slings/ ropes and guiding/ holding material/ equipment during the loading/ off-loading sequence.
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences.
- Excavating and backfilling trenches and ancillary road-works to defined levels and widths using hand held tools (e.g. spade, picks, etc.).
- Laying and compacting materials (e.g. crusher run, asphalt, etc.) using hand held tools (e.g. hand-stamper, spade etc).
- Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade, etc.)
- B. Removing and washing off debris from tools and equipment.
- C. Placing and stacking tools/ equipment in the vehicle, observing sequences and procedures supporting safe transit.
- D. Physically loading materials and other products and/ or holding and guiding plant/ equipment during the hoisting and placement.
- E. Removing debris/ rubble, etc and cleaning worksites

36. LAB SAMPLING TECHNICIANS x 5: Ref. 050819/05

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- Degree in Chemistry, biochemistry, environmental science, geology or related qualification
- Management qualifications will be an added advantage
- Computer literacy
- Valid driver's license

Key competencies/ Key Performance Areas:

- conducting and supporting scientific investigations and experiments
- planning, setting up and undertaking controlled experiments and trials
- recording and analysing data
- demonstrating procedures
- collecting, preparing and/or testing samples
- maintaining, calibrating, cleaning and testing sterility of the equipment
- providing technical support
- presenting results to senior staff
- writing reports, reviews and summaries
- keeping up to date with relevant scientific and technical developments
- supervising staff
- carrying out risk assessments

37. PROCESS CONTROLLER CLASS 3 x 11: Ref. 050819/06

Remuneration: R141 559.88 (Minimum) – R152 531.65 P/A Job Level 11

Key requirements:

- Grade 12 (Matric) Certification and registration as Class 111 Process Controller
- 3 years relevant experience

REQUIREMENTS AND SKILLS:

- Valid Driver's license (Code EB)
- Computer Literacy
- Required to work in all weather conditions
- Good problem solving abilities
- Must have good communication skills.
- Be responsible, reliable and work independently

Key competencies/ Key Performance Areas:

- Coordinate, control and monitor all operational activities within a defined shift period relevant to the operations of a Water Treatment Plant.

- Collecting water samples as per prescribed monitoring program for chemical and biological analyses.
- Undertakes preventative maintenance on plant equipment and report complex repair works to relevant Sections.
- Adhere to safety procedures and guidelines (Occupational Health and Safety Act)
- Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Attends to and controls tasks/activities associated with personnel performance, productivity and discipline
- Keep abreast of developments, emerging trends and latest technologies in the profession.

38. PROCESS CONTROLLERS CLASS V X 5: Ref. 050819/07

Remuneration: R141 559.88 (Minimum) – R152 531.65 P/A Job Level 11

Key requirements:

- Matric/Grade 12 (or NTC III) plus Water Treatment practice N3
- or Matric/ Grade 12 (or NTC III) plus Wastewater Treatment practice
- 3 years of experience as an Assistant Process Controller; or National Diploma or National Technical Diploma or NTC VI
- 3 year BSc (in Water related field) plus 1.5 years of experience
- Willing to work a shift cycle
- Knowledge of Computer essential (Opstat, SCADA, etc.)
- Blue Drop Requirements: Ability to be Accepted as a Class V Process controller
- A valid Driver's License

Key competencies/ Key Performance Areas:

- Monitoring water quality during the purification process
- Tracking water quality trends on a continuous basis to ensure compliance to SANS 0241 class 1 and Municipal Water and Sewer Standards
- Report deviations from specifications immediately to Manager Water Services
- Monitor dosing of chemicals to prevent overdosing

39. PROCESS CONTROLLERS X 2: Ref. 050819/08

Remuneration: R141 559.88 (Minimum) – R152 531.65 P/A Job Level 11

Key requirements:

- Matric/ Grade 12 (or NTC III) plus Water Treatment practice N3;
- or Matric/ Grade 12 (or NTC III) plus Wastewater Treatment practice plus 3 years of experience as an Assistant Process Controller;
- or National Diploma or National Technical Diploma or NTC VI or 3 year BSc (in Water related field) plus 1.5 years of experience
- Willing to work a shift cycle
- Knowledge of Computer essential (Opstat, SCADA, etc.)

- **Blue Drop Requirements: Ability to be Accepted as a Class V Process controller**
- **A valid Driver's License**

Key competencies/ Key Performance Areas:

- Monitoring water quality during the purification process
- Tracking water quality trends on a continuous basis to ensure compliance to SANS 0241 class 1 and Municipal Water and Sewer Standards
- Report deviations from specifications immediately to Manager Water Services
- Monitor dosing of chemicals to prevent overdosing

40. MILLWRIGHT: Ref. 050819/09

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Matric/ Grade 12 (or NTC III) ; or Matric/ Grade 12 (or NTC III) plus millwrights practice Wastewater 3 years of experience as an Assistant millwright ;**
- **Willing to work a shift cycle**
- **Knowledge of Computer essential**
- **A valid Driver's License**

Key competencies/ Key Performance Areas:

- Replace defective parts of machine or adjust clearances and alignment of moving parts.
- Align machines and equipment, using hoists, jacks, hand tools, squares, rules, micrometers, and plumb bobs.
- Connect power unit to machines or steam piping to equipment, and test unit to evaluate its mechanical operation.
- Repair and lubricate machines and equipment including pumps
- Assemble and install equipment, using hand tools and power tools.
- Position steel beams to support bedplates of machines and equipment, using blueprints and schematic drawings, to determine work procedures.

41. SENIOR WATER TECHNICIAN: Ref. 050819/10

Remuneration: R408 250.00 P/A Job Level 3

Key requirements:

- **B degree in Civil Engineering or Equivalent (Mechanical, Chemical, Water, microbiology, etc.)**
- **Project management qualifications will be an added advantage**
- **Computer literacy**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Monitoring, setting up and operating laboratory instruments
- Analysing water sample from different towns and reservoirs
- conducting titration tests for water analysis
- Recording and reporting test results
- Trouble shooting and setting contingency plans
- Operating and maintaining world class water and sewerage purification plant
- Analysing final effluent
- People management in the plant
- Maintaining healthy and safe working environment
- Adherence to all required water standards as per DWAF specifications

42. CONTROL PLUMBER: Ref. 050819/11

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Matric or Grade 12**
- **N2 Trade Tested**
- **1 years relevant experience**
- **Basic supervision and communication skills.**
- **Must be physically fit and healthy**
- **Code EB drivers' license**

Key competencies/ Key Performance Areas:

- Review building plans and specifications to determine the layout for plumbing and related materials
- Identify required tools and special equipment
- Install supports and hangers for pipe, fixtures and equipment
- Assemble and install valves and fittings
- Repair and maintain water treatment equipment, piping and controls
- Repair and maintain underground storm sanitary and water piping systems
- Repair and maintain leaking pipes, geysers, sinks, tubs and toilets
- Install, repair and maintain plumbing fixtures, appliances and trim
- Test pipe systems and fixtures for leaks
- Participate in the workplace safety inspections to ensure compliance to safety requirements
- Monitor the quality of work done by other service providers
- Advise the municipality on remedial work needed to facilities to ensure good standard of work done

- Supervise the performance of subordinates
- Provide advice and direction on daily duties
- Recommend disciplinary action and undertake preliminary investigations
- Monitor and ensure that health and safety procedures are adhered to
- Identify training needs
- Train subordinates on the job
- Monitor and verify time and log sheets
- Attend to routine personnel administrative matters

43. Plumbers x 5: Ref. 050819/12

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Grade 12, Matric certificate (NQF Level 3)**
- **Trade test certificate in plumbing**
- **A minimum of at least one years' work related experience in the local government sphere.**

Key competencies:

- Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders.
- Interacting with the Engineering Stores and checking allocated components and materials against job cards prior to commencing with loading.
- Providing guidelines and specific instructions to personnel with respect to the preparation of work site for major/ minor works and/ or setting up of traffic signage.
- Attending to deviations in performance or disciplinary/ conflict issues and counseling personnel to correct/ adjust behavior prior to applying laid down disciplinary procedures.
- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.
- Forwarding to the relevant personnel for processing.
- Referring to work schedules and registers to correct deviations in entries raised during processing
- Providing guidelines and specific instructions to personnel with respect to the storage of materials, equipment and/ or hitching of trailers and checking and correcting any deviations from safety procedures.
- Transporting personnel/ material and monitoring the off-loading of materials and equipment.
- Engaging controls to operate mechanisms (mounted cranes) to facilitate specific

sequences (hoisting, etc)

- Reading and interpreting drawings/ works orders detailing layout and specifications.
- Marking routes for the running in and laying of pipes and/ or measuring, marking and drilling plastered surfaces using hand held power tools.
- Installing valves, flow meters and/ or bends, joins and diverts pipes using couplings and/ or seam welding techniques.
- Constructing support structures using bricklaying techniques and applying finishing procedures, sealing joints and seams and plastering/ covering open spaces.
- Inspecting works prior to commissioning and communicating with the immediate superior with regards to tests, adjustments and functionality of the installation.

44. SENIOR TECHNICIAN: BULK WATER: Ref. 050819/14

Remuneration: R408 250.00 P/A Job Level 3

Key requirements:

- **B degree in Civil Engineering or Equivalent (Mechanical, Chemical, Water, microbiology, etc.)**
- **Project management qualifications will be an added advantage**
- **Computer literacy**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Monitoring, setting up and operating laboratory instruments
- Analysing water sample from different towns and reservoirs
- conducting titration tests for water analysis
- Recording and reporting test results
- Trouble shooting and setting contingency plans
- Operating and maintaining world class water and sewerage purification plant
- Analysing final effluent
- People management in the plant
- Maintaining healthy and safe working environment
- Adherence to all required water standards as per DWAF specifications

45. TECHNICIAN: SEWER BULK: Ref. 050819/16

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **B degree in Civil Engineering or Equivalent (Mechanical, Chemical, Water, microbiology, etc.)**
- **Project management qualifications will be an added advantage**
- **Computer literacy**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Management of personnel working for bulk sewer
- Monitoring, setting up and operating laboratory instruments
- Analysing sewer samples from different towns
- conducting tests for sewer analysis
- Recording and reporting test results
- Trouble shooting and setting contingency plans
- Operating and maintaining world class sewerage purification plant
- Analysing final effluent
- People management in the plant
- Maintaining healthy and safe working environment
- Ensure compliance to green drop requirements
- Adherence to all required water standards as per DWAF specifications

46. **TECHNICIAN: SEWER RETICULATION: Ref. 050819/19**
Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **B degree in Civil Engineering or Equivalent (Mechanical, Chemical, Water, microbiology, etc.)**
- **Project management qualifications will be an added advantage**
- **Computer literacy**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Management of personnel working for sewer reticulation
- Monitoring, setting up and operating laboratory instruments
- Analysing sewer sample from different towns
- conducting tests for sewer analysis
- Recording and reporting test results

- Trouble shooting and setting contingency plans
- Operating and maintaining world class water sewerage reticulation
- Ensuring that spillages are attended to on time
- Monitor any outsourced work efficiently
- People management on the reticulation network
- Maintaining healthy and safe working environment
- Adherence to all required water standards as per DWAF specifications

47. TECHNICIAN: WATER SERVICES: Ref. 050819/21

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **B degree in Civil Engineering or Equivalent (Mechanical, Chemical, Water, microbiology, etc.)**
- **Project management qualifications will be an added advantage**
- **Computer literacy**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Management of personnel working for bulk water(Plant, reservoirs, etc)
 - Monitoring, setting up and operating laboratory instruments
 - Analysing water sample from different towns and reservoirs
 - conducting titration tests for water analysis
 - Recording and reporting test results
 - Trouble shooting and setting contingency plans
 - Operating and maintaining world class water and sewerage purification plant
 - Analysing final effluent
 - People management in the plant
 - Maintaining healthy and safe working environment
- Adherence to all required water standards as per DWAF specifications

48. TECHNICIAN: SEWER SERVICES: Ref. 050819/22

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **B degree in Civil Engineering or Equivalent (Mechanical, Chemical, Water, microbiology, etc.)**
- **Project management qualifications will be an added advantage**

- **Computer literacy**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Management of personnel working for bulk water(Plant, reservoirs, etc)
- Monitoring, setting up and operating laboratory instruments
- Analysing water sample from different towns and reservoirs
- conducting titration tests for water analysis
- Recording and reporting test results
- Trouble shooting and setting contingency plans
- Operating and maintaining world class water and sewerage purification plant
- Analysing final effluent
- People management in the plant
- Maintaining healthy and safe working environment
- Adherence to all required water standards as per DWAF specifications

49. **TECHNICIAN: WATER & SEWER: Ref. 050819/23**
Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- **B degree in Civil Engineering or Equivalent (Mechanical, Chemical, Water, microbiology, etc.)**
- **Project management qualifications will be an added advantage**
- **Computer literacy**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Management of personnel working for bulk water(Plant, reservoirs, etc)
- Monitoring, setting up and operating laboratory instruments
- Analysing water sample from different towns and reservoirs
- conducting titration tests for water analysis
- Recording and reporting test results
- Trouble shooting and setting contingency plans
- Operating and maintaining world class water and sewerage purification plant
- Analysing final effluent
- People management in the plant

- Maintaining healthy and safe working environment
- Adherence to all required water standards as per DWAF specifications

50. MANAGER: INTEGRATED INFRASTRUCTURE PLANNING: Ref. 050819/24

Remuneration: R527 359. 79 P/A Job Level 0

Key requirements:

- A relevant qualification or equivalent (Degree/ Diploma) NQF Level 5
- MFMP minimum competency level qualification will also serve as strong recommendation
- A minimum of at least five years' work related experience at Senior Management level in the local government sphere.
- Practical knowledge of the local government environment
- Valid driver's licence

Key competencies/ Key Performance Areas:

- Ensure that all infrastructure sector plans are updated and reviewed annually
- Ensure that all infrastructure sector plans are updated and reviewed annually
- Ensure that all sector plans are appropriately costed
- Ensure that there is proper public participation on all sector plans
- Development of short, medium- and long-term plans for the execution of the plans
- Development of master plans from the sector plans;
- Ensure that the SDBIP are aligned;
- Establish a stakeholder planning forum;
- Monitor and evaluate all the plans from various departments;
- Ensure that all Departments comply with legislation pertaining to its function;
High knowledge of the civil engineering design process and the ability to prepare civil engineering design works to a high standard;
- Demonstrated exceptional and effective interpersonal and written communication skills with external and internal stakeholders; and
- Sound negotiation skills with an outcome focus

51. PLANNING TECHNICIANS x 2: Ref. 050819/25

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- Degree in Civil Engineering or related qualification
- Project management qualifications will be an added advantage
- Computer literacy
- Valid driver's license

Key competencies/ Key Performance Areas:

- Provide input into town planning related issues that arise within the municipality to ensure that water and sanitation services are catered for in the town and regional planning issues
- Comment on applications for development and township establishment plans
- Identify existing water & sewer networks next to developments
- Plan for water and sewer services provisions for developments
- Manage the provision of water and sewerage services to the municipality to meet the needs of the community
- Approve design drawings for the township establishment
- Advise on the extension of new and old networks in the municipality by comparing existing and new infrastructure development requirements
- Review and approve building plans with regard to water and sewer connections and other means of sanitation in order to comply with the National Building Regulations and municipal by-laws
- Draft a master plan for demand accommodation, maintenance and upgrading of the water and sanitation infrastructure

52. ENVIRONMENTAL MANAGEMENT OFFICER: Ref. 050819/26

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- Diploma/Degree in Environmental Management/Natural Science/ or relevant qualification equivalent NQF6
- 3 years relevant experience in Environmental Management.
- Code B driver's license
- Project Management Skills
- Proficiency in English and at least 2 of the official languages of the Ngwathe Municipality (read, write and speak)

- **Computer literacy (GIS, MS Office applications)**
- **Good human relations, interpersonal and communication skills**
- **Ability to give attention to detail.**
- **Analytical Skills**
- **Ability to work under pressure.**
- **Willingness to work after normal working hours, during emergencies and planned overtime.**

Key competencies/ Key Performance Areas:

- Plan, develop and control the environmental management and conservation of the natural environment of the Municipality in accordance applicable legislation and Municipal By Laws (NEMA 107 of 1998 as amended)
- Liaise with relevant role players/stakeholders/local environment forums with relation to the management of sensitive and protected areas.
- Initiate Environmental Management systems, programs and plans, and monitor implementation compliances.
- Manage and control own sectional budget
- Continuous auditing and alignment of appropriate environmental mechanisms, plans and programs with the strategic objectives of the Municipality
- Participates in the delivery of awareness and educational programs on environmental management approaches to the community
- Manage environmental approval, authorization processes and applications for human settlement, bulk infrastructure and other municipal development projects
- Manage and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Keep abreast of developments, legislative changes, emerging trends and latest technologies in the profession.

53. MANAGER: BUILT ENVIRONMENT MANAGEMENT:

Ref. 050819/27

Remuneration: R527 359. 79 P/A Job Level 0

Key requirements:

- **Minimum 5 (five) year Tertiary qualification as per Regulation A16 of the National Building Regulations and Building Standards Act (103 of 1977), as amended i.e. in Architectural, Civil Engineering, Quantity Surveying, etc. or equivalent NQF 6/7,**
- **5 year minimum managerial experience in a municipal building control environment.**
- **Code EB driver's license and own reliable transport**
- **Computer Literate**
- **Proficiency in English and at least two (2) of the three (3) official languages of the Ngwathe Municipality (read, write and speak)**
- **Good management, human relations, interpersonal and communication skills.**

ADDED ADVANTAGE: Compliance with the relevant Municipal Minimum Competency Levels and or to obtain within 18 months from date of appointment.

Key competencies/ Key Performance Areas:

- Direct and oversee execution of Strategic Operational plans and procedures associated with provision of quality and efficient service in approval of Building planning/ developments
- Direct and control the KPI's and outcomes of personnel within the section • Design and develop strategic procedures, systems and controls to regulate specific work sequences/ operations
- Implement sound and compliant financial management practices
- Complete Annual Departmental Budget • Implement Supply Chain Management as per Legislation/ Policies
- Check and verify design details and construction specifications detailed on building plans to conform with regulations prior to approval
- Inspect building construction process as per National Building Regulations and other applicable legislation
- Disseminate technical operational information on outcomes, current developments, problems and constraints
- Direct and Coordinate specific administrative and reporting requirements associated with the key performance and result indicators of functionality
- Keep abreast of current developments, legislative changes, emerging trends and latest technologies in the profession • Report writing, presentation and analytical skills • High level of responsibility and confidentiality
- Ability to give attention to detail
- Ability to work independently and under pressure
- Willingness to work outside normal working hours and during emergencies

54. CONTROL BUILDING INSPECTOR: Ref. 050819/28

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **Relevant Diploma with Building discipline and Law enforcement certificate**
- **Valid driver's license**
- **A minimum of at least five years' work related experience**

Key competencies/ Key Performance Areas:

- Develop and implement strategic and operational policies
- Manage building plan processes
- Monitor the compliance of developments
- People Management
- Stakeholder management
- Administration

55. BUILDING INSPECTORS x 10: Ref. 050819/29

Remuneration: R242 810. 51(Minimum) – R281 457.75 P/A Job Level 7

Key requirements:

- **3 years Senior tertiary education (Building discipline Certificate)**
- **Law enforcement certificate, other requirements/skills**
- **Valid driver's license**

Key competencies/ Key Performance Areas:

- Visit specific work-sites and conduct inspections to establish that materials, the construction of the works and procedures are in accordance with approved design drawings, specifications and statutory regulations (National Building Regulations and SABS codes of practice)
- Undertake specific inspections at various stages of construction to check tolerances, compaction, etc., and compares findings with stipulated specifications/ requirements
- Measure and ensure conformity to specifications of screen walls, openings and interior angles and arches
- Check the use of protective materials and layers to prevent water penetration, cracks etc.
- Calculate fees in accordance with laid down tariffs, receipting payments received and forwarding documentations for further processing
- Peruse through the submitted plan and identify deviations in specifications, estimation, calculations and positioning of proposed construction on site taking into account access to services, elevation, etc. and referring to specific building codes
- Verify design and structural details to determine applicability and conformity to specifications
- Approve building plans and forwarding to relevant departments for further comments and processing
- Complete details on statutory forms and notices, verify and approve content and submit for verification prior to circulation
- Collate information from field reports, inspections and contractual documentation for inclusion into management reports
- Complete investigative reports, recording details of findings from inspections/ observations and forwards to management for perusal and guidance on unresolved/ pending outcomes
- Prepare and present investigational reports
- Provides direction to contractors/ departmental teams on resolution of referred problems associated with inaccurate data or information hindering processing in related departments

56. GIS TECHNICIAN: Ref. 050819/30

Remuneration: R326 614.53 (Minimum) – R352 346.93 P/A Job Level 5

Key requirements:

- Three year relevant qualification or related (National Diploma)
- Computer literacy
- A minimum of at least three years' work related experience in the local government sphere.

Key competencies/ Key Performance Areas:

- Provide accurate and efficient maintenance of cooperate Geographic information systems (GIS) and datasets, including acquisition, verification, maintenance, management and documentation
- Provide effective and efficient spatial data analysis, including presentation and dissemination of spatial data
- Provide leadership and support in new project developments relating to spatial data
- Contribute to ICT projects within the information service team
- Healthy and safety
- Enhancing Values

57. PROJECT MANAGEMENT UNIT (PMU) COORDINATOR (THIS IS A THREE (3) YEAR FIXED TERM CONTRACT): Ref. 060819/02

Total Remuneration: R584 009.17 per annum (Total Cost to the Employer)

MINIMUM REQUIREMENTS:

- An appropriate B-Tech in Civil Engineering or Equivalent qualification prescribed in Engineering Profession Act, 1990
- At least five (5) years' experience in Civil Engineering Services and Project Management
- Registered with Professional body will be an added advantage
- Proven liaison and verbal & written communication skills
- Strong computer skill with extensive knowledge of Micro Soft package
- Good planning, organizational and negotiation skills
- Knowledge of Municipal Finance Management Act and other related policies, regulations and guidelines
- A valid code 08 driver's license.

DUTIES: The successful candidate will primarily be responsible to integrate, co-ordinate, project management, and financially administer the Municipal Infrastructure Grant (MIG) allocation within the jurisdiction of Ngwathe Local Municipality (NLM). Develop business plans and feasibility studies required to access MIG funding. Submitting monthly, quarterly, bi-annual and ad hoc reports to COGTA as determined in the applicable legislation by the

MIG Management Unit. Manage PMU teams and outputs. Facilitate and compile IDP portion on capital infrastructure for NLM. Forge and sustain effective liaison with Provisional and National Government on issues relating to infrastructure. Implementation of MIG programmes.

**58. PROJECT MANAGEMENT UNIT (PMU) CIVIL ENGINEERING TECHNICIAN X 3
(THIS IS A THREE (3) YEAR FIXED TERM CONTRACT): Ref. 060819/03**

TOTAL REMUNERATION: R555 535 .56 per annum (Total Cost to the Employer)

MINIMUM REQUIREMENTS:

- **An appropriate National Diploma in Civil Engineering or Equivalent qualification prescribed in Engineering Profession Act**
- **At least three (3) years' experience in Civil Engineering Services and Project Management field**
- **Project Planning and Management skills**
- **Computer literacy**
- **Valid code 8 driver's license.**

DUTIES: Provide Technical support and evaluation of projects in alignment with Municipal IDP. Coordinate project based capacity building in terms of job creation, Introduce and manage the labour-intensive projects. Arrange project progress meetings with service providers. Ensure compliance with all legal aspects and conditions required from different spheres of government. Conduct site visits /meetings to ensure business plan compliance. Facilitate community liaison linkage to ensure participation. Manage cash flow and project expenditure. Verify payment certificates and prepare monthly payment schedules. Monitor and evaluate projects. Assist with other related Municipal Infrastructure Programs.

**59. PROJECT MANAGEMENT UNIT (PMU) DATA CAPTURER (THIS IS A
THREE (3) YEAR FIXED TERM CONTRACT): Ref. 060819/04**

TOTAL REMUNERATION: R366 487 .50 per annum (Total Cost to the Employer)

MINIMUM REQUIREMENTS:

- **National Diploma in Administration/Secretariat or an equivalent qualification.**
- **Two (2) years relevant experience.**
- **Strong computer skill with extensive knowledge of Micro Soft package.**
- **Good communication skills (verbal and written).**

DUTIES: Administrative and coordination support attached to Project Management Unit (PMU). Capture data on the MIG-MIS System. Liaison with COGTA regarding the information captured and makes the follow-up of assessment of technical reports and registration of projects for record purposes. Administer office of the PMU. Perform secretarial duties during MIG meetings. Perform any other duties assigned by the office of Director Technical Services.

60. EPWP MANAGER: Ref. 060819/06

Remuneration:

- A BSC or BTECH n Civil Engineering or equivalent – NQF Level 6
- Minimum of 3 to 5 years appropriate experience in Local Government and in managing multi-disciplinary projects
- Registered engineer or technologist with extensive experience in civil engineering and building project especially rural project
- A valid driver's license • Competency in the use of computers especially in Excel, Power Point, Outlook, Internet

Key Competencies/Key Performance areas

Knowledge of the Local Government Sector and applicable legislations

Planning and Organizing, Administrative, Good communication Skills

Willingness and readiness to work long hours and under pressure Aptitude to provide the necessary support for the success performance of the Infrastructure Development and Municipal Services The overall management of the PMU to ensure that infrastructure projects are implemented within the specified timeframes, quality and specifications as required by the Municipality within its IDP

To maintain administration, financial control and reporting systems • Manage all municipal infrastructure grant projects and other capital projects that the Municipality is implementing Manage all PMU staff including performance management • To assist the technical services department with its IDP process, planning of all projects, budget allocation as well as finding and preparation of business plans, registering of projects on MIG/MIS, technical reports and feasibility studies • Liaise with all stakeholders and funding organizations • To manage all consultants and contractors as well as support staff from other organizations responsible for project implementation within Municipality • Assist in contract administration of all projects including quality assurance, risk management, approval of professional fee claims and contractor's certificates • Prepare and disseminate monthly progress reports to the Province as well as other stakeholders. Ensure capitalization of projects upon completion so that there is correct unbundling of assets.

Ensure that all project information is filled both physically and electronically. Encourage that all projects maximize labour intensive implementation in order to reduce unemployment and poverty.

61. EPWP ADMINISTRATOR: Ref. 060819/07

Remuneration:

- Grade 12 and national diploma in administration or equivalent.\Recommendation
- Working knowledge of reporting systems.
- Good understanding of the following: Internal office procedures, National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Public Service reporting procedures.

- Providing customer and personal services.
- Administrative and clerical procedures and systems.
- Working knowledge of applicable EPWP systems.

Key competencies/ Key Performance Areas:

- Provide administrative support to management: Assist with logistical arrangements i. e. booking of venues and transport arrangements, filing of work related documents,
- ensure that stationery is replenished, prepare documents, take minutes of meetings.
- Keep portfolio of evidence of projects received and work captured: Follow up and provide written feedback on the performance of municipalities with regards to the Expanded Public Works Programme
- Display high levels of accuracy with record keeping process, and liaise with relevant stakeholders to ensure that performance data is captured and reported on.

NB: FAXED, E-MAILED AND POSTED APPLICATIONS WILL NOT BE CONSIDERED.

NGWATHE LOCAL MUNICIPALITY IS COMMITTED TO THE ACHIEVEMENT AND MAINTENANCE OF DIVERSITY AND EQUITY IN EMPLOYMENT, ESPECIALLY IN RESPECT OF RACE, GENDER AND DISABILITY.

COUNCIL RESERVES THE RIGHT TO PLACE AND MOVE CANDIDATES ANYWHERE WITHIN THE MUNICIPALITY.

- III. Applications must be hand delivered at the municipal offices situated at Liebenbergstrek, Parys
- IV. Applications must be accompanied by a covering letter, updated CV inclusive of three references and contact details, certified copies of all qualifications, identity document and drivers licence where applicable.
- V. Please indicate the reference number and title of the position applied for on the covering letter
- VI. Candidates who are applying for more than one position must submit a separate application for each position.
- VII. No applications will be accepted after the closing date.
- VIII. Preference will be given to persons from designated groups, especially with regard to gender, race and disability to boost maintenance of diversity and equity in employment.
- IX. Please note that some of these positions are re-advertised, therefore candidates that applied previously must re-apply.
- X. For detailed advertisements and full requirement of the position, please visit our website at: www.ngwathe.gov.za
- XI. Contact Person Me. Anna Marosha at Tel. 056 816 2700
- XII. The municipality reserves the right not to appoint any applicant to these positions.

CLOSING DATE:

10 SEPTEMBER 2019 AT 12:00

IF YOU HAVE NOT HEARD FROM US AFTER 3 MONTHS OF CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION WAS NOT SUCCESSFUL. THE VALIDITY OF THIS ADVERT CAN AUTOMATICALLY BE EXTENDED TO A PERIOD BEYOND THE THREE MONTHS.

**BW KANNEMEYER
MUNICIPAL MANAGER**