



The home of harmony, prosperity and growth

# NGWATHE LOCAL MUNICIPALITY

## EXTERNAL ADVERT



The home of harmony, prosperity and growth

The Ngwathe Local Municipality situated in the Free State Province herby invites suitable qualified applicants to apply for the following vacant positions:

### DEPARTMENT: CORPORATE SERVICES

#### MANAGER: ADMINISTRATION AND SUPPORT (PERMANENT POSITION)

**REMUNERATION: R680 103.13 per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)**

**MINIMUM REQUIREMENTS:** Applicants must be in possession of a Matric, LLB Degree or equivalent. Three Years relevant experience in a Local Government environment in a Managerial position. Excellent organizational and administrative skills, Excellent analytic, problem solving ability, and high level of responsibility and confidentiality. Code B Driver's License.

#### KEY PERFORMANCE AREAS

The successful candidate will be responsible to: • Manage and oversee the rendering of an effective communication and customer care advice to ensure proper liaison with the community, councilors, Municipal Manager. • Coordinates and perform administrative support services related to council meetings by: compilation of Agendas, Drafting Notices, Keeping Minutes, Ensure timely delivery of documents to Councilors. • Plan, Manage, Organize and control the continuous provision of Corporate Administration and Support Services to promote service excellence to the Municipality and its customers. • Deal with day-to-day administration to promote sound office management in the division and to facilitate contract Management in the Municipality. • Oversee the maintenance and neatness of office buildings, town hall, kitchens and grounds.

### DEPARTMENT: CORPORATE SERVICES

#### HUMAN RESOURCE MANAGER (PERMANENT POSITION)

**REMUNERATION: R680 103.13 per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)**

**MINIMUM REQUIREMENTS:** • A Matric Certificate, Degree in Human Resource Management or equivalent, NQF Level 7 • 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 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. • Organization design, work-study and job evaluation. • Training and development. • Advise on relevant regulatory framework and legislation. • Stay abreast, interprets legislation in regards to HR, implement, and communicate relevant changes timely. • 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.

### DEPARTMENT: TECHNICAL SERVICES

#### MANAGER: ELECTRICITY AND POWER SUPPLY (PERMANENT POSITION)

**REMUNERATION: R680 103.13 per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)**

**MINIMUM REQUIREMENTS:** A Matric/ Grade 12, BSc Degree in Electrical Engineering or B Tech in Electrical Engineering, Government Certificate of Competency, Registration as Professional Engineer will serve as advantage, Valid Code B (8) driver's License, 5 years relevant experience which 3 years must be middle management.

#### KEY PERFORMANCE AREAS

Manage Ngwathe Electrical Engineering Services within delegated powers and responsibilities, Planning, organizing, coordinating and control of electricity supply function, Responsible for the sound utilization of allocated resources within Engineering Services, Budgeting and Financial Control, Utilization and development of personnel, Advise on all electricity supply matters, Ensure that Council's vision and strategies are achieved through cooperation and teamwork, Ensure compliance with Occupational Health and Safety Act and regulations, Responsible for the Directorates' Budget, Programme and Project Management •Financial Management •Service Delivery Management •Problem Solving Management •People Management & Empowerment •Client Orientation & Customer Focus •Communication •Competence in Self-Management •Knowledge of Performance Management & Reporting •Willingness to work irregular hours •A strategic thinker who possess leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures and systems •Understanding the transformation challenges and change management •Well developed conflict resolution, negotiation and communication skills and computer literate •Resource management skills •Financial and budgeting skills •Ability to manage performance •The ability to identify and develop opportunities to the benefit of the municipality •A foresighted developmental strategist on practical ordinary and intelligence security issues •Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.

### DEPARTMENT: TECHNICAL SERVICES

#### PROCESS CONTROLLERS CLASS IV: WATER TREATMENT WORKS (PERMANENT)

**LOCATION: Parys X 2, Koppies X 3, and Vredefort X3**

**REMUNERATION: R 196 710.72 per annum (Post Level Eleven (11) plus benefits as prescribed by collective agreements of local Authorities)**

**JOB DESCRIPTION:** Ngwathe Local Municipality is seeking

qualified and dedicated individuals to join our team as Process Controllers Class 4 for water treatment operations. We are committed to providing sustainable and excellent municipal services to our community.

**MINIMUM REQUIREMENTS:** • Class 4 Process Controller certification. • Proven experience in water treatment operations. • Strong problem-solving skills and attention to detail. • Ability to work effectively in a team environment.

#### KEY PERFORMANCE AREA

• Operate and monitor water treatment processes to ensure compliance with quality standards. • Perform routine maintenance and troubleshooting of equipment. • Maintain accurate records of operations and report any anomalies. • Ensure adherence to safety protocols and environmental regulations.

### DEPARTMENT: TECHNICAL SERVICES

#### PROCESS CONTROLLERS CLASS IV: WASTE WATER TREATMENT WORKS (PERMANENT)

**LOCATION: Parys X 2, Koppies X 3, and Vredefort X 3**

**REMUNERATION: R 196 710.72 per annum (Post Level Eleven (11) plus benefits as prescribed by collective agreements of local Authorities)**

**JOB DESCRIPTION:** Ngwathe Local Municipality is committed to providing high-quality services to its community. We are seeking a skilled and dedicated Process Controller Class IV to join our wastewater treatment team and contribute to maintaining environmental standards and public health.

**MINIMUM REQUIREMENTS:** • Relevant qualifications in wastewater treatment (aligned with DWS Schedule III requirements for Class IV Process Controllers). • Minimum of 3 years' experience in wastewater treatment operations. • Valid Code B driver's license. • Proficiency in languages spoken in the region. • Physically fit and able to work in various conditions.

#### KEY PERFORMANCE AREA

• Operate and maintain wastewater treatment plants and associated equipment. • Conduct regular inspections and ensure uninterrupted functionality of systems. • Perform water quality tests and record outcomes. • Handle chemicals safely and ensure proper dosing. • Monitor and report system performance, addressing any deviations promptly. • Maintain compliance with safety regulations and environmental standards.

### DEPARTMENT: TECHNICAL SERVICES

#### SENIOR TECHNICIAN – WATER TREATMENT WORKS (PERMANENT)

**LOCATION: Parys**

**REMUNERATION: R 526 494.48 per annum (Post Level Three (03) plus benefits as prescribed by collective agreements of local Authorities)**

**JOB DESCRIPTION:** Ngwathe Local Municipality is seeking a qualified and experienced individual to join our team as a Senior Technician in Water Treatment Works. We are committed to providing high-quality services to our community and ensuring the sustainable management of water resources.

**MINIMUM REQUIREMENTS:** • Relevant tertiary qualification in Water Treatment or Environmental Engineering. • Minimum of 5 years of experience in water treatment operations. • Strong knowledge of water treatment processes and equipment. • Excellent problem-solving and leadership skills. • Valid driver's license.

#### KEY PERFORMANCE AREA

• Oversee the operation and maintenance of water treatment facilities. • Ensure compliance with water quality standards and regulations. • Conduct regular inspections and troubleshoot technical issues. • Supervise and train technical staff. • Prepare reports and maintain accurate records.

### DEPARTMENT: TECHNICAL SERVICES

#### DATA COORDINATOR – IRIS SYSTEM SPECIALIST (PERMANENT)

**LOCATION: Parys**

**REMUNERATION: R 218 587.92 per annum (Post Level Ten (10) plus benefits as prescribed by collective agreements of local Authorities).**

**JOB DESCRIPTION:** Ngwathe Local Municipality is seeking a skilled and detail-oriented Data Coordinator to manage and optimize data processes within the IRIS System. This role involves overseeing the sampling of treatment works and ensuring data accuracy, compliance, and efficiency in line with departmental objectives.

**MINIMUM REQUIREMENTS:** • Diploma in Digital Marketing/ Public Relations, or a related field. • Proficiency in the IRIS System and data analysis tools. • Experience in sampling methodologies and treatment work processes. • Strong analytical and problem-solving skills.

#### KEY PERFORMANCE AREA

• Manage and maintain the IRIS System for data collection, analysis, and reporting. • Coordinate sampling processes for treatment work, ensuring adherence to established protocols. • Analyze and interpret data to support decision-making and operational improvements. • Collaborate with cross-functional teams to ensure data integrity and compliance with regulatory standards. • Prepare detailed reports and presentations for internal and external stakeholders.

### DEPARTMENT: TECHNICAL SERVICES

#### WATER SCIENTIST: QUALITY COMPLIANCE, NORMS, AND STANDARDS (PERMANENT POSITION)

**REMUNERATION: R 526 494.48 per annum (Post Level Three (03) plus benefits as prescribed by collective agreements of local Authorities)**

**MINIMUM REQUIREMENTS:** • Bachelor's degree in Bio-chemistry, microbiology and chemistry, Water Management, or a related field. • Proven experience in water quality analysis and compliance. • Strong knowledge of water treatment processes and environmental regulations. • Excellent analytical and problem-solving skills. • Certificate in Project Management. • Certificate in Industrial Management • Effective Communication and team work abilities.

#### KEY PERFORMANCE AREAS

• Conduct regular water quality testing and analysis to ensure compliance with national and local standards. • Develop and implement water quality monitoring programs. • Collaborate with relevant stakeholders to address water quality issues and improve service delivery. • Provide technical expertise on water treatment processes and environmental impact assessments. • Prepare detailed reports and documentation on water quality findings.

### DEPARTMENT: TECHNICAL SERVICES

#### WATER BUSINESS ASSISTANT MANAGER (PERMANENT POSITION)

**REMUNERATION: R 488 780.68 per annum (Post Level Four (04) plus benefits as prescribed by collective agreements of local Authorities)**

**JOB DESCRIPTION:** Ngwathe Local Municipality is committed to delivering sustainable and efficient municipal services to its community. We are seeking a dynamic and experienced Water Business Assistant Manager to lead our water services division and ensure the effective management of water resources and infrastructure.

**MINIMUM REQUIREMENTS:** • Bachelor's degree in Water Resource Management, Civil Engineering, or a related field. • Certificate in Project Management • Certificate in Industrial Management • Minimum of 5 years of experience in water services management. • Strong leadership and communication skills. • Knowledge of local government operations and policies. • Valid driver's license.

#### KEY PERFORMANCE AREAS

• Oversee the planning, development, and management of water supply systems. • Ensure compliance with local government regulations and policies. • Develop strategies for sustainable water resource management. • Manage budgets and financial planning for water services. • Lead a team of professionals to achieve operational excellence. • Engage with stakeholders, including community members and government entities.

### DEPARTMENT: TECHNICAL SERVICES

#### WATER OPERATIONS AND MAINTENANCE ASSISTANT MANAGER (PERMANENT POSITION)

**REMUNERATION: R 488 780.68 per annum (Post Level Four (04) plus benefits as prescribed by collective agreements of local Authorities)**

**JOB DESCRIPTION:** Ngwathe Local Municipality is a high-performing organization committed to delivering sustainable and excellent municipal services. We are seeking a dynamic and experienced individual to join our team as a Water Operations and Maintenance Manager.

**MINIMUM REQUIREMENTS:** • A relevant tertiary qualification in Civil Engineering, Water Management, or a related field. • Minimum of 5 years of experience in water operations and maintenance, preferably in a municipal environment. • Strong leadership and project management skills. • Knowledge of water quality standards and regulatory compliance. • Excellent communication and problem-solving abilities. • Valid driver's license.

#### KEY PERFORMANCE AREAS

• Oversee the daily operations and maintenance of water supply systems. • Ensure compliance with local and national water management regulations. • Develop and implement strategies for efficient water resource management. • Manage a team of technical staff and ensure their training and development. • Monitor and maintain water quality standards. • Prepare and manage budgets for water operations and maintenance. • Collaborate with stakeholders to address water-related challenges.

### DEPARTMENT: TECHNICAL SERVICES

#### ROADS AND STORM WATER TECHNICIAN (PERMANENT POSITION)

**REMUNERATION: R 526 494.48 per annum (Post Level Three (03) plus benefits as prescribed by collective agreements of local Authorities).**

**JOB DESCRIPTION:** Ngwathe Local Municipality is seeking a qualified and experienced individual to join our team as a Roads Technician. We are committed to delivering high-quality infrastructure services to our community and fostering a culture of excellence.

**MINIMUM REQUIREMENTS:** • Relevant qualification in Civil Engineering or Road Construction (Diploma or Degree). • Minimum of 3 years of experience in road maintenance or construction. • Strong knowledge of road construction materials and techniques. • Excellent communication and organizational skills. • Valid driver's license.

#### KEY PERFORMANCE AREAS

• Conduct inspections and maintenance of municipal roads. •

Supervise road construction projects and ensure compliance with safety standards. • Prepare reports and documentation related to road conditions and projects. • Collaborate with contractors and municipal staff to ensure timely project completion.

### DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

#### BUILDING CONTROL OFFICERS X 2 (PERMANENT POSITION)

**REMUNERATION: R313 137.50 per annum (Post Level Seven (7) plus benefits as prescribed by collective agreements of local Authorities)**

**MINIMUM REQUIREMENTS:** Minimum 3 (three) 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, Building Science, Building Management, Building Survey or equivalent NQF Level 6. Minimum 3 (three) year experience in a municipal building control or relevant public / private sector environment. Excellent verbal and written communication skills. Good administrative and interpretation skills. Proficiency in English and at least two of the three official languages of the Ngwathe Municipality (read, write and speak) Computer literacy (MS Word, Excel, PowerPoint). Code EB driver's license and own reliable transport. Be able to work independently and function under pressure. Willingness to work after normal working hours, during emergencies and planned overtime.

#### KEY PERFORMANCE AREAS

• Approve building plans and forwarding to relevant departments for further comments and processing. • 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, pacifications and statutory regulations (National Building Regulations and SABS codes of practice). • Verify design and structural details to determine applicability and conformity to specifications. • Inspect building construction process as per National Building Regulations and other applicable legislation • 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. • Monitor, control and execute regular building site inspections to prevent illegal building operations and signage. • Perform specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works. • Coordinate sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of National Building Regulations and SABS codes of practice • Prepare and present investigational reports on building encroachments • Enforcing compliance with all relevant legislation and regulations.

### DEPARTMENT: FINANCE

#### ASSET AND FLEET MANAGER (PERMANENT POSITION)

**REMUNERATION: R680 103.13 per annum (Post Level Zero (0) plus benefits as prescribed by collective agreements of local Authorities)**

**MINIMUM REQUIREMENTS:** • Relevant tertiary qualification in Asset Management, Logistics, or a related field. • Minimum of 5 years of experience in asset and fleet management. • Strong analytical and organizational skills. • Proficiency in asset management software and tools. • Valid driver's license.

#### KEY PERFORMANCE AREAS

• Manage and oversee municipal assets and fleet operations. • Develop and implement asset management strategies and policies. • Ensure compliance with relevant legislation and regulations. • Monitor and report on asset performance and fleet utilization. • Coordinate maintenance schedules and procurement processes.

Appointments will be made according to the municipality's employment equity policy and affirmative action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications (Certified copies must not be older than 3 months). Applications should be forwarded to the following postal address: **THE MUNICIPAL MANAGER, NGWATHE LOCAL MUNICIPALITY, P.O. BOX 359, PARYS 9585** or hand delivered to: **LIEBENBERGSTREK AVENUE, PARYS.**

Application forms are available from the municipal office and/or may be downloaded from the municipal website; [www.ngwathe.fs.gov.za](http://www.ngwathe.fs.gov.za). Enquiries can be directed to: Mr. S Caleni HR Manager, Tel: 078 422 6084. Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

#### FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. Ngwathe Local Municipality reserves the right to make no appointments.

**CLOSING DATE: 24 APRIL 2025**

**DR. FP MOTHAMAHA  
MUNICIPAL MANAGER**