



The home of harmony, prosperity and growth

INTERNAL /EXTERNAL ADVERT

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

DEPARTMENT: Technical Services

POSITION: Foreman: Electrical (Permanent Position) X2

REFERENCE NUMBER: TECH/26/08/26/01

REMUNERATION: R 463 327.29 Per Annum (Post Level Five (5) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12/ Senior Certificate.
- N6: Electrical. Recognised Trade Tested (Red Seal).
- 3-5 years relevant experience in electricity within a local government authority dealing with electrical works.
- Code C (10) driver's license with Public Driver's Permit (PDP).
- Code EC (14) driver's license will be an added advantage.
- Computer literacy (MS word, Excel, PowerPoint).
- Excellent communication and interpersonal skills.

KEY PERFORMANCE AREAS

The successful candidate will be responsible for:

Assisting the Senior Technician with regard to the planning of all Electrical duties by:

- Issuing work orders.
- Ensuring that all work activities are allocated and coordinated to relevant staff members according to functional structure and divisional objectives of the section.
- Assisting the Assistant Manager with all electrical complaints and attending meetings.
- Being responsible for all problems and deadlines relating to queries and goals.
- Controlling all activities according to Electrical issues.
- Handling all requests from the Assistant Manager.

To ensure continuous service delivery to the ratepayers of the council

Advise, assist and train subordinates through:

- Communication and on the job.
- Supervising special workmen, operators and drivers to control teams and obtain goals.
- Prioritizing activities according to needs of section that are determined by complaints/requests from the superintendent.

To ensure an effective work force in consultation with the Senior Technician

Reports and handles grievances of employees and health and safety matters by:

- Following the grievance procedure.
- Doing investigations and reporting all health and safety matters to the Senior Technician.

To ensure that the correct and appropriate action is taken:

- By filling out the relevant information on relevant forms.
 - Time sheets, fuel, recommending and handling sick leave and leave of subordinates.
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DEPARTMENT: Technical Services

POSITION: Electrician (Permanent Position) X5

REFERENCE NUMBER: TECH/26/08/26/02

REMUNERATION: R 344 445.02 Per Annum (Post Level Seven (7) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12/ Senior Certificate.
- Recognised Manpower Trade test in electrical.
- Qualification in electrical engineering or an equivalent NQF electrical engineering qualification.
- Statutory/regulated certification specific to vocation (if applicable).
- Computer Literate (MSWord & Excel).
- Code EB (08) driver's license (PDP added advantage).
- Knowledge and understanding of pre-paid electrical metering system.
- Knowledge and understanding of financial calculations, statistics, etc.
- Knowledge and understanding of identifying faults (physically).
- Knowledge and understanding of reading bulk meters (physically and electronically).

KEY PERFORMANCE AREAS

The successful candidate will be responsible to:

Investigate and check electrical consumption to ensure correct usage and correct faulty accounts based on outcome of investigations, including but not limited to:

- Bulk Meters.
- Commercial Electricity.
- Household Electricity.

Responsible for the supervision and monitoring of the pre-payment metering system:

- Maintain services in the absence of the general workers.
- Investigate and identify possible illegal usage of electricity.
- Program bulk meters.
- Program prepaid meters.

Revenue Collection:

- Read bulk meters on a monthly basis (by the first of each month) and prepare accounts for Financial Services.
- Performing financial calculation based on the information received.

Performs electrical engineering duties that require exercise of judgment and application of standard engineering principles and practices:

- Works from instructions, drawings, proposals and specifications.
 - Prepares specifications and documents in accordance with requirements.
 - Investigates technical problems and establish procedures and corrective actions to avoid recurrences.
 - Identify and resolve software and potential hardware problems
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DEPARTMENT: Technical Services

POSITION: Assistant Manager – Revenue Protection X1 (Permanent position)

REFERENCE NUMBER: TECH/26/08/26/03

REMUNERATION: R 524 496. 13 Per Annum (Post Level Four (4) plus benefits as prescribed by collective agreements of local Authorities).

MINIMUM REQUIREMENTS

- Grade 12/Senior Certificate.
- National Diploma (Electrical Engineering).
- Understanding of Network Controller. Knowledge of network calculation programme.
- Statutory/regulated certification specific to vocation (if applicable).
- Computer Literacy (MSWord, Excel, and PowerPoint).
- Valid Driver's License. Excellent Communication and Interpersonal Skills.
- Proven Management skills (including analytical thinking, empowerment, adaptability, communication, interpersonal skills, leadership skills, conceptual skills, presentation skills, conflict and stress management, and negotiation skills).
- Competent in interpretation, implementation, enforcement of relevant legislation and applicable policies.

KEY PERFORMANCE AREAS

The successful candidate will be responsible to:

Investigate and check electrical consumption to ensure correct usage and correct faulty accounts based on outcome of investigations, including but not limited to:

- Bulk electrical meters, commercial and residential meters.
- Supervision, coaching and identifying training courses to enhance performance.
- Coach staff by appropriate delegations (outputs/authority) defining roles and responsibilities.
- Manage staff performance. Maintain relationships, develop communication structures, and align council policies and practices, related to EAP/Benefits. Motivation of staff.

Project Management:

- Plan and identify areas that needs to be audited based on the data from the system to assist the council to get income and reduction in electrical losses.

Responsible for the supervision and monitoring of the prepayment metering system:

- Responsible for reading of the bulk meters monthly and prepare the accounts for financial services.
- Logistical Management of Assets.
- Identify needs to ensure that the cluster is well equipped in terms of logistics to ensure effective and efficient service delivery.

Administration Management:

- To ensure that administrative functions (i.e., signing of leave forms, signing of attendance registers, compilation of monthly and quarterly reports, signing of outgoing documents, etc.) are rendered.
- To ensure efficient functioning of the Section by providing administrative guidelines and supervision to subordinates.
- To ensure compliance with relevant legislation.
- Evaluate, manage, and control performance management systems of internal staff and external service providers.
- To ensure the cluster operates smoothly and complies with company policy, procedures, protocols and relevant legislation applicable to the operations of the sections managed.

Personnel Management:

- To assist in identifying workforce shortages and assist in facilitating, recruitment and selection of suitable candidates.
- Responsible for performance management of subordinates.
- Managing time and attendance.
- Communication management in the sections managed and coordination with other sections and departments.
- To ensure that sectional communication is within the framework of the divisions and Council's communication strategy.
- Continuous Professional Development.
- To stay updated with developments in the field of Administration and Committees to ensure

sustainable development.

- Perform any other related ad hoc tasks as and when required or instructed by Management.

Responsible for operations related to administration and in particular the Electrical Section:

Proper workflow planning in terms of:

- Register all new electrical prepaid meters, update consumer data on the vending database and investigate the purchase patterns of consumers to eliminate the unauthorised use of electricity and tampering with electricity meters.
 - By handling all requests from ratepayers, Manager or Director pertaining to the general electrical enquiries within the area of responsibility.
 - First line computer maintenance and management of computer consumables for the proper maintenance of the prepaid vending system.
 - Responsible for first-line vending computer and vending program maintenance; to ensure that the information is updated and correctly entered onto the system for effective service delivery.
 - Extracting data from the vending database and from special query reports than sifting through information on computer spreadsheet for documented reports for investigations by subordinates, by using photocopies of all electricity meters and electricity units issued to be stored for future audited reports.
 - Scan the consumer database and prepare reports to identify defective meters and possible tampering by consumers, to ensure that defective meters can be repaired/replaced and that tempered meters may be replaced with new units that are registered onto the system and necessary action is taken by the individuals responsible for the illegality.
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DEPARTMENT: Technical Services

POSITION: PMU Technician (Permanent position) X2

REFERENCE NUMBER: TECH/26/08/26/04

REMUNERATION: R 579 133.28 Per Annum (Post Level Three (3) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12/ Senior certificate.
- Computer literacy

- 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.
- 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.

KEY PERFORMANCE AREAS

- 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 plans 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.
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DEPARTMENT: Technical Services

POSITION: Process Controller Water Treatment Works - X8 (Permanent Position)

REFERENCE NUMBER: TECH/26/08/26/05

REMUNERATION: R 344 445.02 Per Annum (Post Level Seven (7) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12/ Senior Certificate

- Diploma/ Degree in Water and Sanitation
- Class 5 Process Controller certification (Compliance with Regulation 3630)
- Proven experience in water treatment operations.
- Strong problem-solving skills and attention to detail.
- Ability to work effectively in a team environment.

KEY PERFORMANCE AREAS

- 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.
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DEPARTMENT: Technical Services

POSITION: Senior Technician Sanitation (Permanent position) X1

REFERENCE NUMBER: TECH/26/08/26/06

REMUNERATION: R 579 133.28 Per Annum (Post Level Three (3) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 / Senior Certificate.
- National Diploma/ Degree in Civil Engineering/ an equivalent qualification recognised by SAQA .
- Sanitation management or related field. Two (2) to Five (5) Years relevant experience of which.
- Valid Code B (08) Driver's License.
- Computer Literacy.
- Ability to work under extreme pressure.
- Ability to work with difficult persons and to resolve conflict.

KEY PERFORMANCE AREAS

- Planning.
- Maintenance management – sanitation sub-divisions.

- Sanitation provision.
 - Project management.
 - Monitor fleet and equipment.
 - Preventative maintenance of Water and Sanitation infrastructure.
 - Report writing.
 - Personnel development – training.
 - Compliance to the Occupational Health & Safety Act.
 - Operation and maintenance of Sanitation.
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DEPARTMENT: Technical Services

POSITION: Senior Operations and Network maintenance Technician (Permanent position) X1

REFERENCE NUMBER: TECH/26/08/26/07

REMUNERATION: R 579 133.28 Per Annum (Post Level Three (3) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 / Senior Certificate.
- National Diploma/ Degree in Civil Engineering/ an Equivalent Qualification recognised By SAQA.
- Sanitation Management or related field. Five (5) to Eight (8) Years relevant experience of which 3 years must be a supervisory level preferably in local government.
- Valid Code B (08) Driver's License.
- Computer Literacy.
- Ability to work under extreme pressure.
- Ability to work with difficult persons and to resolve conflict

KEY PERFORMANCE AREAS

- Oversee the daily operations and maintenance of water supply system.
 - 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.
 - Collaborate with stakeholders to address water related challenges.
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DEPARTMENT: Community Services

POSITION: Disaster Coordinator X1 (Permanent position)

REFERENCE NUMBER: COMSERVE/26/08/26/08

REMUNERATION: R 579 133.32 per annum (Post Level Three (3) plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12/ Senior Certificate.
- Bachelor's Degree / Advanced Diploma in Disaster (Risk) Management.
- Computer Literacy: MS Office.
- Code B or C1 driver's license.

KEY PERFORMANCE AREAS

- Demonstrate detailed knowledge of the main areas of D(R) M, disciplines or practices, including an understanding of and an ability to apply the key terms, concepts, facts, principles, rules and theories of that field, discipline or practice - to unfamiliar but relevant contexts; and demonstrate.
- Knowledge of Disaster Management or areas of specialisation and how that knowledge. Relates to other fields, disciplines or practices.
- Leads operational and tactical planning.
- Supports and participates in strategic planning; and Knowledge and experienced in project and programme management.
- **Disaster (Risk) Management** Manages a continuous and integrated multi-disciplinary and multi-sector process of planning and implementation of measures to prevent or reduce the risk of disasters, mitigate the severity thereof, manage the preparedness and responses to emergency situations and post disaster recovery.
- **Disaster Risk Prevention and Reduction** Manages a continuous and integrated multi-disciplinary and multi-sector process of planning and implementation of measures to stop disasters or prevent an occurrence from becoming a disaster, anticipation of future disaster risk, reducing existing exposure, hazard and vulnerability, and building community resilience.
- **Disaster Mitigation** Able to devise strategy and implementation plans that reduce hazard, exposure and vulnerability; and reduces the sources and enhance the mitigation capacity for disaster risks and climate change.

- **Disaster Preparedness and Response** Manage a continuous and integrated multi-disciplinary and multi-sector process of planning and implementation of measures aimed at: Managing the establishment of a state of readiness which enables organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilise, organise and provide relief measures to deal with an impending or current disaster or the effects of the disaster; and Managing the development of knowledge and capacities among government departments, professional response and recovery organisations, communities and individuals to effectively anticipate, respond to and recover from the impacts of likely, imminent or current hazard events or conditions.
 - **Disaster Recovery and Rehabilitation:** Creating a situation where normality in conditions caused by a disaster is restored by the restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors Mitigating the effects of a disaster; and Creating circumstances that will reduce the risk of a similar disaster occurring.
 - **Disaster operations, emergency communications, control Planning, co-ordinating:** and controlling disaster operations and emergency communications.
 - **Emergency operations management:** Ability to apply principles and procedures of Emergency Management in the event of incidents and disasters.
 - **Disaster risk assessment and profiling:** Ability to identify and analyse potential risks and hazards.
 - **Disaster risk education, training and public awareness:** Promote disaster risk management through public information campaigns, education and training, and liaison with communities.
 - **Disaster information management and communication:** Gathering, analysis and Communication of disaster information and data.
 - **Problem solving:** The ability to identify potential problems, break the problem into components and develop potential solutions for implementation.
 - **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
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DEPARTMENT: Community Services

POSITION: Social Service Coordinator x1 (Permanent position)

REFERENCE NUMBER: COMSERVE/01/07/26/09

REMUNERATION: R 579 133.28 Per Annum (Post Level Three (3) plus benefits as prescribed by collective agreements of Local Authorities)

MINIMUM REQUIREMENTS

- **Grade 12/Senior**
- **Bachelors Degree/ B.Tech/ National Diploma in Environmental Management/Environmental Health**
- **Driver Licence: EB; and**
- **Computer literacy: MS Office.**
- **Minimum 3-5 years in waste, parks and cemeteries management**

KEY PERFORMANCE AREAS

- Oversees the development and implementation of waste reduction strategies in compliance with environmental regulations. Manage waste collection schedules, coordinate with recycling centers, and ensure proper disposal methods are followed to minimize environmental impact. The coordinator also conducts training sessions for staff on waste segregation and promotes sustainable practices within the organization.
- Adherence to health and safety regulations to prevent environmental contamination and protect workers. Plays a crucial role in implementing these protocols within waste handling and disposal processes.
- Monitoring compliance with Occupational Safety and Health Administration (OSHA) standards and ensuring proper hazardous waste segregation. Proper training and regular audits contribute to reducing workplace accidents and environmental hazards.
- Supervise and monitor the maintenance of parks and cemeteries.
- Implement greening projects in Parks and Cemeteries.
- Coordination of burial and exhumation activities.
- Oversee the correct cemetery data capturing and correct issuing of grave plot.
- Implement the current technologies of cemetery management and systems.

Appointments will be made according to the municipality's employment equity policy and affirmative action practices. The completion of application forms is mandatory, must be accompanied by detailed and comprehensive curriculum vitae, and is to be accompanied by

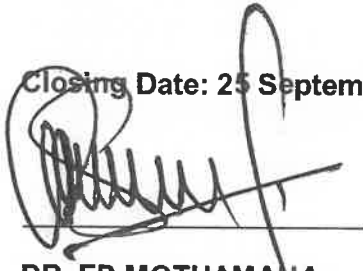
originally certified copies of ID and qualifications (Certified copies must not be older than 3 months). Applications should be forwarded to the following postal address: **THE MUNICIPAL MANAGER, NGWATHE LOCAL MUNICIPALITY, P.O. BOX 359, PARYS 9585** or hand delivered to: **LIEBENBERGSTREK AVENUE, PARYS.**

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.ngwathe.fs.gov.za. Enquiries can be directed to: **Ms. SS Mayeza HR Manager, Tel: 083 299 5349.** 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: 25 September 2026



DR. FP MOTHAMA
MUNICIPAL MANAGER