

Enquiries: NM Ngwenya
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NOTICE: 14/2022/2023

OFFICE OF THE MUNICIPAL MANAGER

DIVISION: IDP & PMS

POSITION: PMS COORDINATOR (SASOLBURG)

Minimum requirements:

- B Degree in public administration /Development Studies/Performance Management/Project Management.
- 5 - 8 years relevant experience in Performance Management.
- Computer Literacy.
- Valid code 08 driver's license

Competency requirements:

- Planning and organising.
- Information Measuring and Monitoring.
- Project Management.
- Organisational Awareness and Political Impact.
- Communication.
- Interpersonal Skills.

Main Duties:

Provide strategic support to the Manager on matters pertaining to the performance management.

- Assisting, advising, and conveying information on developments in the performance management processes in line with legislations.
- Providing assistance in the process of identification of KPA's, KPIs and performance targets of the organisation.
- Participate in the process of ensuring alignment of the performance management system to the strategic documents (IDP and Budget) of the municipality.

Co-ordinate PMS -related activities to ensure the development and effective implementation of PMS.

- Co-ordinating the process of the development and implementation of the PMDS policy framework.
- Co-ordinating the process of development of the Top layer SDBIP.
- Co-ordinate the process of development of the performance agreements and plans for Senior Managers.

INTERNAL MEMORANDUM

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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Perform performance management related activities to ensure effective monitoring of municipal performance.

- Developing reporting templates as monitoring tools for municipal performance.
- Developing municipal performance reports (Quarterly, Midyear, Annual).
- Co-ordinate the process of publicizing municipal performance reports.

Report to the following institutions/ persons to execute the duties of the post

- Co-ordinating the submission of municipal performance reports to the relevant stakeholders (Council, CoGTA, Treasury, Auditor General, Community).

Salary: R 482 777.51- R 507 340.05 per annum (post level 04) subject to job evaluation, plus transport allowance based on 650 km per month.

DIRECTORATE: FINANCIAL SERVICES

DIVISION: EXPENDITURE

POSITION: MANAGER BUDGET AND EXPENDITURE (SASOLBURG)

Minimum requirements:

- B Com Degree with financial accounting as a major subject.
- 08 years relevant experience in Local Government financial management processes and reporting, which 3 years must be on managerial level in budget, financial reporting and compliance.
- Municipal Financial Management Programme will be an added advantage.

Competency requirements:

- Financial Process Management.
- Written Communication.
- Ethics and Professionalism.
- Problem Solving.
- Financial Reporting.
- Costing.
- Budgeting.
- Accounting.

Main Duties

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Ensure that Management Reports are produced timeous in terms of MFMA requirements:

- Compile reports in line with MFMA.
- Monitor that information as prescribed or required by Provincial Treasury and DPLG is furnished timeously.
- Prepare the report to Finance Committee, Mayoral Committee and Council.
- Submit inputs for the compilation of annual report.

Financial Statement:

- Effective financial control and correct financial statements.
- Compile financial statements in accordance with prescribed standards and policies.
- Monitor the reconciliations of all statements of position items are submitted for audit purposes.
- Prepare working papers for audit purpose.
- Ensure that audit queries are handled effectively.
- Prepare Audit Action Plan.

Monitor the Budget Process to ensure that they meet the requirements of MFMA and National Treasury guidelines:

- Prepare the budget aligned to the IDP and Treasury regulations.
- Review budgets in line with National Treasury guidelines.
- Review budget guidelines for all directors to follow in the preparation of the budget.
- Revise budget and prepare adjustment budget.
- Monitor to ensure that budget review meetings take place.
- Monitor to ensure that directors explain variances on their budgets.
- Monitor to ensure effective coordination and consolidation of various budget inputs from directors.
- Monitor to ensure that budget cycle is presented to Council 90 days before start of the new financial year.
- Monitor that directors operate within approved budgets.
- Monitor to ensure that budget is loaded accurately on the system.
- Review tariffs and submit application to regulatory body.

Ensure effective budgeting and correctness of income and expenditure allocations (budget control):

- Monitor expenditure to be limits of the amounts appointed for the different votes.
- Monitor revenue received and correctly brought into the books.
- Compare levies from billing system to budget to ensure that target is reached.

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Ensure proper management of assets in line with prescribed Accounting Standard Board guidelines:

- Monitor that an accurate asset register is maintained and updated at all times.
- Review the physical asset count to verify the existence of all assets.
- Review the reconciling of the Asset Ware system with SOLAR in order to ensure that all capital items purchased are loaded on the asset register.
- Review the depreciation of assets to ensure that it is done accurately and in line with Legislation.
- Ensure that all new assets are labelled/marked and loaded correctly on the asset register.
- Monitor that assets are written off in line with Council resolutions.

Financial Management:

- Advises on application of planning and control processes in budgeting & costing.
- Analyse and interpret reports to external stakeholders in line with prescribed legislation.
- Able to make investment decisions in line with banking policy, legislation.
- Respond and report on queries from internal audit and auditor general management letter items.
- Collates information about maintenance of financial systems.
- Develops of sustainable strategies to address revenue shortfalls.

Monitor and implement the amended budget process:

- Review budgets in line with National Treasury Guideline.
- Review budget inputs from various directors.
- Monitor to ensure effective coordination and consolidation of various budget inputs from directors.
- Report to Council amended budget.
- Monitor to ensure that the budget is loaded accurately on the system.

Salary: R 676 882.47 pa fixed (post level 01) subject to job evaluation.
Plus, transport allowance based on 850km per month.

**DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND
CORPORATE SERVICES**

DIVISION: LEGAL SERVICES

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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POSITION: LEGAL ADVISORS (X2 POSTS) SASOLBURG

Minimum requirements:

- B Degree in Law.
- 2 - 5 years relevant legal experience as a practicing attorney with 02 years' experience in local government.

Competency requirements:

- Written Communication / Drafting
- Oral Communication.
- Advocacy.
- Ethics and Professionalism.
- Litigation Management.

Main Duties

Handling all written concerns or enquiries:

- Prepares considered, high quality draft written communications including correspondence, pleadings, legal memoranda, legal opinions and legislation.
- Drafts Legal Opinions on various topics of law.
- Drafts various municipal related policies and by-laws.
- Drafts lease and sale agreements for different municipal sections.
- Ensure that all parties to the agreements understands the terms and conditions of agreements.
- Provide legal support for the establishment and the development of the municipality.
- Handling of contract management
- Deal with queries regarding legal matters and submit them to the manager for follow up.
- Attend to general services as requested.

Provide Advocacy Dispute Resolutions:

- Represents the municipality in various dispute resolution forums.
- Assist other sections with execution of labour related activities.
- Analyses and manages the resolution of minor to significant legal disputes.
- Engages external service providers (legal firms) representing the municipality and assess options on litigation matters.
- Engages line departments in order to advise on legal proceedings.

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- Recommends a course of action based upon evaluation of relevant facts and issues.
- Update grievance and disciplinary cases.

Conducts Research Analysis:

- Analyses complex legal factual matters and legal concepts.
- Tracks the development of the law, identified through research and provide analysis thereto.
- Provides practical legal ideas and solutions to address issues presented.
- Advises and communicates ideas an innovative legal solution to the municipality.
- Offer advice on relations by implementing of the municipality and assisting with the development of employee relations policies.
- Draft lease and sales agreements for different municipal sections.

Salary: R 482 777.51 – R 507 340.05 pa (post level 04, subject to job evaluation) plus transport allowance based on 650 km per month.

DIVISION: ADMINISTRATION SERVICES

POSITION: SNR ADMIN OFFICER – COMMITTEES (SASOLBURG)

Minimum Requirements

- National Diploma in Office Management/Public/Administrative Management.
- 3 - 5 years relevant experience with supervisory experience.

Competency requirements:

- Task Management.
- Written Communication.
- Accountability and Ethical Conduct.
- Planning and organising.

Main Duties:

Coordination:

- Provide Help desk for the Municipality by ensuring that the buildings are properly maintained.
- Ensure distribution of work for Cleaning and inspect all floors and overall image of the building to ensure compliance with OHS Act.

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- Make sure that all faults and maintenance issues are reported and attended to i.e., air-cons, plumbing, lifts electrical etc.
- Prepare resource allocation schedules (cost, material and time spread) and priority programmes for execution and, prioritising urgent works to accommodate needs and requirements relating to office occupation/ space.
- Co-ordinate procedural requirements associated with maintenance of the building and surrounds and provision of general support services.
- Maintain required records and ensure adequate inventories are maintained in all areas.

Facility Management:

- Understands the technical and non-technical aspects of the area of work;
- Administer operations and maintenance of the facilities
- Identify task specific problems and analyse all factors that influence the solution
- Updating equipment register and exercises stock control of material issued.

Workplace Safety:

- Explains safety equipment and procedures
- Identifies safety issues and problems
- Detects hazardous working conditions
- Checks equipment and / or work area regularly
- Reports or corrects unsafe working conditions; makes recommendations and / or improves safety and security procedures; enforces safety regulations and procedures.

Salary: R 482 777.51 - R 507 340.05 pa (post level 04) subject to job evaluation.

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

DIVISION: URBAN PLANNING

POSITION: ASSISTANT MANAGER URBAN PLANNING (SASOLBURG)

Minimum requirements:

- B Degree in Urban Design/Town and Regional Planning/equivalent Planning Degree.
- Registration as a professional Planner/Urban Designer/Architecture.
- 5 - 8 years relevant experience.
- Computer Literacy: MS Office.

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- Valid code 08 driver's license.

Competency requirements:

- Planning and Organisation.
- Attention to detail.
- Planning and Organising.
- Problem solving skills.
- Communication skills (Oral and Written)

Main Duties:

Monitoring and Control

- Establish a system to follow up on projects / tasks / assignments.
- Vigilantly watches over project processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
- Initiates action to correct quality problems or notifies others of quality issues as appropriate; and
- Gathers information on the probability of success and the consequences of failure.

Negotiation

- Understands the issues and positions of the parties to the negotiation and seeks a win win solution through a give and take process.
- Wins concessions without damaging relationships.
- Can be direct, but still maintains a high degree of diplomacy and politeness.
- Stays focussed on resolving the deadlocks and avoids personal issues and attacks.
- Presents and seeks practical, fair and equitable solutions or positive course of action; and
- Ensures that all parties are aware of agreements and required actions when the issues are resolved.

Planning and Organizing

- Develops integrated plans for the work unit and that interface with the department's budget.
- Taps into the resources of other units and departments, employing methods such as cross functional teams, secondments, developmental assignments and collaborative funding to achieve results.
- Develops scenarios on projects.

Spatial Planning

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- Able to translate the vision for the municipality into appropriate land use and spatial plans.
- Creates the context and policy content for planning zones and precincts (public open spaces, green belts, etc.).
- Able to formulate policy responses to defined problems.
- Critically analyses and evaluates the impacts of planning proposals on the municipality, and on municipal services plans.
- Sets strategic direction in the allocation of funding based on the utilization of cost-benefit.

Land Use Management

- Monitors land use management trends on a district level and can identify policy and process interventions to support achievement of the municipality's spatial development plans.
- Makes practical recommendations to the appropriate approval structures.
- Assists in the development of land use management policies and operational requirements.
- Displays strong analytical ability and judgment in undertaking research and audits.
- Has in-depth knowledge of research methodologies and processes and is able to apply these under the appropriate circumstances.
- Leads external and internal consultation processes on land use policy issues.
- Advises applicants and developers on complex land use development applications and land use management processes.
- Displays in-depth knowledge of municipality's supply chain management policies and processes and can review and assess tender documentation for municipality projects.

Research, Information Analysis and Policy

- Has detailed knowledge of the municipality's socio-economic and demographic databases and is able to manipulate the data to create reports in the required format.
- Is aware of internal and external research (is networked), can assess the research and make recommendations for the inclusion of the data in the municipality's databases.

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- Develops cost effective and practical research programmes and plans that facilitate improvement in service delivery (identifies and analyses options).
- Has detailed knowledge of research and survey methodologies.
- Establishes support and projects authority and credibility; and
- Engages line and executive managers on research strategies and facilitates the executive decision making on the change agenda of the department.

Urban Design

- Creates the platform for the development of useful, attractive, safe, environmentally sustainable, economically successful, and socially equitable places.
- Critically analyses and evaluates the impacts of urban design proposals on the city, and on municipal services plans (WSDP, ITP, WMP, etc.).
- Sets strategic direction in the allocation of funding based on the utilization of cost-benefit thinking to established IDP priorities.
- Displays an in-depth knowledge of national policy and legislation impacting on municipal planning; and
- Displays in-depth understanding of Provincial and National Planning
- Programmes and priorities can translate into planning initiatives for the municipality (PGDS and other programmes).

Salary: R 603 337.25 pa fixed (post level 02) subject to job evaluation, plus transport allowance based on 850 km per month.

POSITION: TOWN PLANNERS X2 (SASOLBURG)

Minimum requirements:

- B Degree in Urban/Town and Regional Planning or relevant qualification.
- Professional Registration with the South African Council for Town and Regional Planners (SACPLAN) as a professional planner.
- 4-8 years relevant experience in Town Planning or related field.
- Valid code 08 driver's licence.

Competency requirements:

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- Show professionalism in working individually or as part of a team.
- Report Writing Skills.
- Demonstrate an understanding of different methods of land use management and development controls.

Main Duties:

Spatial Planning

- Demonstrate a good understanding of the conceptual approach to spatial planning.
- Prepare and develop spatial plans.
- Demonstrate an understanding of the methodology, processes, and content of an IDP as set out in the Municipal Systems Act (2000), including the Spatial Development Framework.
- Demonstrate an understanding of the rationale for spatial planning, and its inherently strategic nature.
- A clear understanding of the Spatial Planning and Land use management Act 16 of 2013.
- Able to contribute to planning policy documents and processes at different scales (Metropolitan/districts/neighbourhood/ etc).

Land Use Management

- Monitors land use management trends on a district level and is able to identify policy and process intervention to support achievement of the municipality's spatial development plans.
- Understands the planning context and can apply this understanding in the evaluation of building and development applications.
- Makes practical recommendations to the appropriate approval structures.
- Assist in the development of land use management policies and operational requirements.

Information Management

- The ability to scrutinize and interpret building and site plans.
- Facilitate processes to identify issues and seek input, categorise, analyses and report on issues.
- Advanced understanding of the nature of strategic approaches, analysis and planning.
- Perform any other town planning functions as might be required.

Public Consultation

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- Stakeholder engagement and management skills.
- Participate in the planning and design of housing development projects from conceptualization to implementation.
- Communicate and engage with users and stakeholders in various spatial contexts with regards to place making issues, factors, and attributes.
- Professional in interaction with public and stakeholders.

Salary: R 482 777.51 – R 507 3340.05 per annual (post level 04, subject to job evaluation) plus transport allowance based on 650 km per month.

POSITION: BUILDING CONTROL OFFICER (SASOLBURG)

Minimum requirements:

- Relevant National Diploma in Civil Engineering/Structural Engineering/Architecture/Building Management/Building Science/Building Surveying or Quantity Surveying.
- Be eligible to be registered as a Peace Officer (Law Enforcement Officer)
- 5 -8 years' experience in building industry which 03 years must be in Supervisory capacity.
- Valid code 08 driver's licence.

Competency requirements:

- Monitoring and Control.
- Negotiation.
- Planning and Organising
- Communication Skills (Oral and Written).

Main Duties:

Building Development Control:

- Ensure enforcement of National Building Regulations and Building Standards Act (Act 103 of 1977).
- Ensure that instructions given in terms of the relevant legislation are carried out by undertaking inspections to verify that the legislated building control obligations of the City are being professionally and rigorously fulfilled.
- Submit reports regarding non-compliance with any condition on which approval was given in terms of the Act.

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Building Control Technical Competences:

- Performing building inspections.
- Investigating of complaints and, if necessary, instituting prosecution.
- Receipt and scrutiny of building plans.
- Calculation of building plans.
- Valuation of Council property.
- Studying new building methods.
- updating building plans register.

Monitoring and Evaluation:

- Visit sites and conduct inspections to establish materials, construction work and procedures that are in accordance with approved design drawings, specifications, statutory regulation (national Building regulations) and town planning scheme.
- Evaluate and provide guidance on the adequacy of supporting structures, ventilation and waste-water drainage systems.
- Inform owners of issues of non-conformity on site and forward findings to facilitate problem solving sequences prior approval.
- Ensure that development policies, procedures and practices are adhered to with regard to this statutory function of the municipality.
- Provide support and guidance on specific procedural requirements (record keeping, measurements, work organisation, coordination) with a view to capacitating individuals through skills transfer.

Verification of Designs Details:

- Calculate fees in accordance with laid down tariffs, receipting payments received and forwarding documentation for further processing.
- Issue written approvals of erection of any building in respect of which plans and specifications are to be drawn and submitted in terms of the Act.
- Perusing through the submitted plans and identifying with deviations in specifications, estimations, calculations and positioning of proposed construction on site taking into account access to services, elevation etc. and referring to specific building codes.

Administration Matters:

- Update and maintain records or information.
- Complete details on statutory forms and notices, verifying and approving content.
- Submit reports.
- Collection of information from field reports, inspections and details findings from inspections / observations and forwarding it to management for perusal and guidance on unresolved or pending outcomes.

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DIRECTORATE: SOCIAL SERVICES

DIVISION: WASTE MANAGEMENT

POSITION: ENVIRONMENTAL OFFICER (SASOLBURG)

Minimum Requirements:

- B Degree in Environmental Health.
- Registration as an Environmental Health Practitioner with the Health Professions Council of South Africa (HPCSA) for independence practice.
- 2 – 5 years relevant experience with Legislative requirement of minimum 01 year completed community services.
- Computer Literacy: MS Office.
- Code 08 driver's license.

Competency Requirements:

- Planning and Organising.
- Communication.
- Project Management
- Organisational Awareness.
- Stakeholder Management.

Main Duties

Strategy Development & Implementation:

- 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)
- Continuous auditing and alignment of appropriate environmental mechanisms, plans and programs with the strategic objectives of the Municipality.

Coordination:

- Liaise with relevant role players/stakeholders/local environment forums with relation to the management of sensitive and protected area.
- Participates in the delivery of awareness and educational programs on environmental management approaches to the community.

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Compliance and Enforcement:

- Undertake compliance and enforcement investigations in terms relevant legislations
- Draft compliance notices
- Serves statutory notices and notifications to stop or correct specific sequences to enable compliance
- Monitors conformance with served orders through scheduled or ad hoc inspections
- Institutes further or urgent measures such as termination of operations and closure of premises and issuing of fines and / or other court action.
- Conducts inspections and investigations of residential, commercial or other occupied premises and/or
- Ensuring enforcement of municipal by-laws relating to environmental management.

Facilitate & coordinate capacity building:

- Conduct capacity analysis to assess the capacity of the municipality to carry out their environmental management mandate.
- Participate in the municipal planning processes such as Integrated Development Planning, District Development Model and ensure the integration of environmental priorities.
- Presenting educational talks on community-based initiatives aimed at improving the quality of life through acceptable
- Support the implementation of Sector Expanded Public Works Programmes.
- Arranging community awareness campaigns in collaboration with municipal health services and other Departments which play roles in environmental management/conservation to secure environment and eliminate degradation of the environment.

Salary: R 376 772.18 – R 470 942.79 pa (post level 6/5 subject to job evaluation)

DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES

DIVISION: CIVIL ENGINEERING SERVICES

POSITION: MANAGER CIVIL ENGINEERING SERVICES (SASOLBURG)

Minimum requirements:

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- Relevant B Degree in Civil Engineering.
- Registration as a Pr Tech Eng.
- Computer literacy: MS Office, MS Project, and other related engineering design programmes.
- Valid code 08 driver's license.
- 08 years or more relevant experience post registration with at least 05 years proven managerial and Supervisory experience.

Competency requirements:

- Attention to Detail.
- Design.
- Project Management.
- Construction.
- Operations and Maintenance.
- Service Delivery Orientation.
- Interpersonal Relationships.
- Impact and Influence.

Main duties

Management, control and all administrative functions:

- Responsible for the overall control and supervision of the Civil Engineering branches in all the units.
- Setting norms on performance and policy for all sections (design & planning, water, sewer, roads & stormwater, buildings) to which the standard of work (within SA Building Regulations) and performance (time frames for quantities handled).
- Evolving and implementing systems (standard forms for auditing) within the department to ensure that work is executed, and statistical evidence is kept.
- Writing reports to get Council policy in place such as with bylaws to set norms as to the connections and usage of water as well as sewer connections and networks.
- Writing reports on labour issues (final approval can be with the Council or Director).
- Approving material requisitions submitted by the divisions before purchases can be made

Supervises the maintenance and construction of Council's Assets:

- Instructing assistant manager to set up program for internal projects to be executed with internal staff, projects such as installing of new water, storm water and sewer pipelines, building of new roads and buildings.
- Prioritises projects in terms of budget availability.

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- Evaluates proposed projects, determines requirements and capacities by applying broadly defined engineering principles, produces draft plans and cost estimates, evaluates to find optimum solution.
- Communicates with Town Planners, Consulting Engineers, and Developers on broadly defined technical matters for proposed development projects and seeks the guidance engineers where necessary.
- Giving final approval for projects to be execute. according to time limits set in bar chart and expenditure in accordance with business plan compiled by assistant manager.
- Verifying through progress reports submitted in weekly management meetings that projects are executed to set standards/quality, performance goals and within financial budget.

Conduct Analysis:

- Analyses survey reports, maps, drawings, blueprints.
- Analyses data such as survey reports, long range plans, and maps to be able to plan projects effectively.
- Responsible for some of the designs and construction for Capital Projects.
- Plan and design transportation or hydraulic systems and structures, following construction and government standards, using design software and drawing tools.
- Compute load and grade requirements, water flow rates, and material stress factors to determine design specifications.
- Inspect project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards.
- Direct construction, operations, and maintenance activities at project site.
- Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.
- Consider cost of construction, possible hazards to the environment, government regulations, and other necessary factors.
- Estimate quantities and cost of materials, equipment, or labour to determine project feasibility.

Construction, Administration and Monitoring:

- Preparation of tenders for construction specifications, bids to clients including draft cost estimates.
- Develop solutions to complex engineering problems.

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- Working with clients and municipal line departments to capture their requirements.
- Compilation of contract documentation and specification including measurement files.
- Develop knowledge of the commercial aspects of project management.
- Check and inspect constructed works for compliance with design and specifications.
- Manages multiple maintenance and construction projects.
- Reviews and approves the construction programmes of contractors.
- Manages grant funded programmes and applications and reporting.
- Understands risk and guides the management of risk.
- Considers operational implications on a municipal wide basis, plans and manage departmental resources.
- Liaises with other both internal and external on integrated service delivery matters.

Perform preparation of Design Specifications:

- Manages and assigns resources to designs projects.
- Prioritizes design in terms of budget availability.
- Regulates development proposals for urban and rural developments, scrutinizes and approves broadly defined infrastructure designs
- Plans and designs upgrades to existing networks.
- Interprets and scopes design requirements for service' delivery as guided by master plans, prepares concept proposals, and seeks and provides advice on latest technology, prepares contract documentation.
- Incorporate special features which relate to the project at hand into specifications. These include order of work, physical conditions at the site, construction work schedules, method of payment and measurement, construction procedures and special methods, and coordination with contractors and other stakeholders.
- Provide guidance and technical advice to various persons and departments, including engineering personnel, Branch Chief, Section Chief, Engineering and Construction Department, and Architect-Engineer firms where necessary to develop basic specification procedure and policies to cover new types of projects and structures, and to make clearer various phases of the construction work.

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- Communicate with higher authorities on issues concerning specifications, engineering interpretations and explanations, supply of items, and items of work, and offer recommendations on reviewing specifications.

Maintenance:

- Develop and monitor operating rules and procedures for systems.
- Anticipates events, situations and incidents that may impact on the operation of the system.
- Integrates conservation and demand management requirements into IDP and GDPs.
- Develops Sector Development Plans.
- Develops infrastructure strategies and policies that are relevant to the department.
- Determines technical specifications for Infrastructure requirements.
- Develops municipal operating, maintenance and modification / renewal budgets.
- Liaises with other both internal and external on integrated service delivery matters.
- Undertakes long term planning and forecasting of infrastructure requirements.

Salary: R 676 882.47 pa fixed (post level 01, subject to job evaluation) plus transport allowance based on 850 km per month.

POSITION: SENIOR ENGINEERING ASSISTANT DESIGN & PLANNING (SASOLBURG)

Minimum requirements:

- Relevant B Degree in Civil Engineering.
- Eligibility for registration as Pr Eng/Pr Tech Eng.
- Computer literacy: MS Office
- Knowledge of Civil design software(s)
- 5 - 8 years of relevant experience post registration
- Valid code 08 driver's license.

Competency requirements:

- Planning
- Attention to Detail

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- Design
- Project Management
- Construction
- Operations and Maintenance
- Service Delivery Orientation
- Interpersonal Relationships
- Impact and Influence
- Communication

Main duties:

Management And Control:

- Managing the design and planning section of the Metsimaholo Local Municipality which includes the draughting subsection.
- Updating of all civil engineering plans, services plans and layout plans.
- Managing the execution facets of the section under his control by making use of set administrative systems such as work orders, time sheets, requisition books and vehicle.
- Using computer with appropriate software programs such as WORD and EXCEL to do reports, schedules, letters, etc.
- Using specialised computer software to keep GIS system updated, service layout plans updated, draw plans and make prints of layouts during query solving (ALLYCAD, MICROSTATIONS)
- Defining norms on performance and policy for section.
- Implementing set systems (standard forms for auditing) within the section to ensure that work is executed, and statistical evidence is kept.
- Writing informative letter to the Manager CES which could be used to formulate council policy such as bylaws to set norms as to the connections and usage of water as well as sewer connections and networks.
- Writing letters on labour issues such as shortage of labour growth needed, applications for medical unfitness, action in higher positions, job promotions.
- Solving telephonically complaints received either directly or by channelling complaints to appropriate section or other department in Council or by having it investigated and after discussion with manager CES make final decisions on how should be solved.
- Processing all verbal and written queries related to CES from developers, consulting engineering, architects, and the public.
- Giving approval of building plans after checking for the existence of services and servitudes.

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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- Reviewing all designs of consulting engineers as to all civil engineering services on MIG funding and other projects.
- Initiating the redesign of services when existing services are being exceeded (own design or using consultants) after approval by Manager CES.
- Giving final approval of servitudes to be used for services to be laid by other service providers, e.g. Telkom.
- Ensuring that servitudes are put on plan by drawing office for future reference.
- Making final decisions on problems forwarded by the workforce in the daily managing of the sections under their control involving labour disputes, complaints received, management problems, design problems, with reports.
- Analysing informative letters and preparing reports from them.
- Finalising compilation of sectional budget under his control.
- Checking financial systems and expenditure profiles and consult with section as to better the expenditure curves set by manager.
- Approving material requisitions up to 20 000.
- Recommending material requisitions above R20 000 submitted by the section to the Manager CES for final approval.
- Recommending leave applications before the final approval by the Director.
- Implementing training program within the section.
- Doing estimating and ordering of materials.
- Chairing sectional preliminary disciplinary hearings.
- Training and supervising of personnel under his control.
- Seeing to it that OHSA is adhered to.
- Attending safety meeting and that registers are kept up to date.

Planning:

- Manages the planning inputs of junior engineering personnel.
- Develops scenarios and undertakes analysis of options.
- Applies broadly defined engineering knowledge, skills, and experience to prepare detailed production plans of infrastructure as determined by long-term master planning.
- Analyses costs and financial implications.
- Understands the needs of the community and tailors engineering solutions to meet the needs of the community.
- Considers institutional arrangements and capacities in planning and proposing engineering solutions to meet community needs.

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Design:

- Checks designs and detailing of junior engineering personnel.
- Designs broadly defined engineering infrastructure and processes.
- Liaises with client departments regarding design specifications.
- Signs off designs and drawings for broadly defined projects.
- Seeks advice for complex engineering problems and new technologies.
- Make inputs/recommends contract and tender documents.
- Considers the appropriateness of engineering solutions in the context of the community needs.
- Uses appropriate technologies in meeting community needs.
- Informing the manager of shortage in workforce and equipment needed for execution of maintenance and capital projects.

Project Management:

- Plans and assigns resources to internal works projects.
- Compiling tender documents
- Evaluates and gives input during appraisal of tenders.
- Manages the construction, refurbishment, or replacement of infrastructure services.
- Ensures project compliance with EPWP policies and ensures use of labour-intensive construction methods.
- Monitors achievements of KPAs and general compliance with grant conditions such OH and S plan.
- Prioritizes multiple resources to meet competing deadlines and manages multiple budgets.
- Compiling payment certificates to be made to consultants, contractors, sub-contractors, and suppliers.
- Informing and instructing consultants on civil projects regarding materials and labour.
- Chairing site meetings and reporting back.
- Attending site and technical meeting chaired by consultant.
- Controlling physical execution of all MIG funded projects.
- Verifying payment certificates on MIG funded projects before they are submitted to assistant manager for recommendation.
- Chairing site handover meetings of council's internal funded projects.
- Controls, supervises, and coordinates the construction and maintenance of council's internal funded projects.
- Setting up an execution program.
- Compiling business plans and bar charts.

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- Compiling progress reports.
- Instructing engineering assistant to provide survey reference points and levels.

Preparing construction sites and setting out (measuring) pipes and fittings to be installed:

- Notify Assistant Manager to set up program for internal projects to be executed with internal staff, projects such as installing of new meter, storm water and sewer pipelines, building of new roads and buildings.
- Giving final approval for projects to be executed according to time limits set in bar chart and expenditure in accordance with business plan compiled by assistant manager.
- Uses discretion in situations of deviation from design assumptions.
- Verifying through progress reports submitted in weekly management meetings that projects are executed to set standards/quality, performance goals and within financial budget.
- Identifies and implements corrective action.
- Liaises effectively with external authorities and other stakeholders on project specific issues.

Operations & Maintenance work:

- Attending weekly departmental managerial meetings.
- Chairing departmental disciplinary hearings (involves the legal advisor, human resource representative, union representative).
- Applies engineering knowledge, skills, and experience to put infrastructure into service.
- Understands and applies engineering knowledge, skill, and experience in a specific service delivery.
- Draws on innovation and best practice in devising broadly defined solutions to ensure service delivery is provided with minimum interruption and to a satisfactory standard.
- Develops operating procedures for infrastructure systems and manages operations and maintenance teams.
- Commissions and / or decommissions engineering works safely and with minimum disruption to municipal service provision.

Salary: R 482 777.51 – R 507 340.05 pa (post level 04), subject to job evaluation. plus transport allowance based on 650 km per month.

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS TO THE ABOVE POSITION.