

Enquiries: NM Ngwenya
Telephone: 016 973 8392

NOTICE: 02/2023/2024 INTERNAL AND EXTERNAL (NATIONAL)

Metsimaholo Local Municipality, an employment equity employer, with its Head Office situated in Sasolburg, is looking for suitably qualified persons to fill the under-mentioned posts:

FULL DETAILS OF THE ADVERTISED POSITIONS AND THEIR JOB SPECIFICATION ARE OBTAINABLE ON THE MUNICIPAL WEBSITE (www.metsimaholo.gov.za)

OFFICE OF THE MUNICIPAL MANAGER

POSITIONS: MANAGER IDP & PMS
NETWORK ADMINISTRATOR
COMMUNICATION AND WEBSITE MANAGEMENT CONTROLLER
SENIOR ADMIN OFFICER – OFFICE OF THE MUNICIPAL MANAGER

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

POSITIONS: MANAGER ADMINISTRATION SERVICES
ASSISTANT MANAGER HUMAN RESOURCES

DIRECTORATE: FINANCIAL SERVICES

POSITIONS: MANAGER SUPPLY CHAIN MANAGEMENT

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

POSITIONS: SENIOR COORDINATING OFFICER – HOUSING AND PROPERTIES
(DENEYSVILLE / ORANJEVILLE)

DIRECTORATE: SOCIAL SERVICES

POSITIONS: MANAGER WASTE MANAGEMENT
ASSISTANT MANAGER HORTICULTURIST AND GROUND

The above advertised positions are Permanent Employment Contract stationed at the Head Office: Main Municipal Building in Sasolburg – Fichardt Street, **unless stated otherwise.**

INTERNAL MEMORANDUM

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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Attached also is the prescribed application form (**Annexure B**) of the Local Government Municipal Staff Regulations, which can be obtained at the Human Resources Division Room 108 or can be downloaded on the Municipal Website (www.metsimaholo.gov.za).

All applications **must** be in the Prescribed Application Form, including comprehensive CV with originally certified copies of qualifications (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document should be directed to: Mr. F J Motloutg, Acting Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947. Applications can also be hand delivered at our Head Office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106. Faxed, e-mailed, late applications and applications not made on the prescribed application form, Z83 applications will not be considered. Fraudulent qualifications or documentation will immediately disqualify offending applicant.

The shortlisted candidates will be subjected to, qualification verification, reference check, and criminal records checking (where applicable). Successful candidates will undergo a competency based assessment (where applicable). The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.

Correspondence will be limited to shortlisted candidates only. Candidates who have not been contacted within three (03) months of the closing date, should consider their application unsuccessful.

Closing date: 04 September 2023

AT 16:00

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

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OFFICE OF THE MUNICIPAL MANAGER

DIVISION: IDP & PMS

POSITION: MANAGER IDP & PMS (SASOLBURG)

Minimum requirements:

- B Degree in public administration /Development Studies/Performance Management/Project Management or relevant.
- 8 years or more relevant experience required plus previous experience of developing business plans within a political environment.
- Computer literacy.
- Valid driver's license.

Competency requirements:

- Service Delivery Orientation.
- Interpersonal Relationships.
- Client Orientation and Customer Focus.
- Communication.
- Organisational Awareness/Political Impact.

Main Duties:

Compliance.

- Managing the development of the IDP Review Process Plan and liaise with all relevant municipal Department and other spheres of government to ensure alignment of plans;
- In-depth understanding and knowledge of municipal legislation.
- Contributes toward addressing the Municipality's service delivery challenges.
- Conduct research on IDP-related activities and key government policies and directives.
- Ensure alignment of Council Strategic Goals with Provincial and National Government strategic directives.

Information Measuring and Monitoring

- Collects and reviews data regularly to monitor progress, especially following a specific campaign, or to ascertain effectiveness of communication.

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- Develops monitoring systems that are easy to use and provide data that is relevant and timely.
- Able to lead compliance monitoring processes and direct the monitoring and reporting of progress.

Planning and organising

- Identifies and defines the immediate, short- and long-term objectives/ plans and controls associated with integrated development planning;
- Contributes to planning by compiling and collating information from research, surveys and studies of the IDP.
- Contributes to the development of the municipality's annual work plans.
- Projects and forecasts short, medium and long term needs for the Municipality.
- To develop an Integrated Development Plan through the effective coordination and facilitation of intergovernmental relations and public participation.
- Consultation with the District Municipality, ensure alignment of Municipality's IDP process with the District IDP Framework;
- Participate and represent municipality within the sections , public participation and communications engagements.

Project Management

- Establishes broad stakeholder involvement and communicates the project status and key milestones.
- Check quality of work against pre-determined specifications and Lead and manage the Performance Management issues programme / project goals.

Lead and manage the Performance Management issues

- Design, implement and monitor Performance Management to enable employees understanding of the goals of municipality and to identify how individual inputs contribute to the achievement of municipality's objectives, specifically through managing the performance cycle.
- Work in liaison with key stakeholders to establish and support the link between strategic business objectives and people's day-to-day actions and tasks by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual, team and organisational performance.

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- Develop and communicate the strategic vision, scope, priorities, processes, systems and tools of the performance management unit.
- Provide leadership and coordination for Performance Management and improvement initiatives, ensuring their alignment to improving municipal operational and program efficiencies and effectiveness.

Ensure the appropriate strategies, business plans, policies and procedures are developed, approved, communicated to the relevant stakeholders and implemented so that the municipal strategic imperative are meet.

- Researching, recommending and implementing procedures, systems and processes in line with relevant legislation, policies and agreement.
- Reviewing, recommending and implementing relevant policies, guidelines.
- Oversee and manages all activities related to the performance management cycle and manages all communication, sensitization and monitoring of the process to ensure its effectiveness and relevance.

Salary: R 713 434.12 per annum (post level 01) fixed, subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: OFFICE OF THE MUNICIPAL MANAGER

POSITION: SENIOR ADMINISTRATIVE OFFICER - (SASOLBURG)

Minimum requirements:

- National Diploma in Office Management /Public/ Administrative Management or relevant.
- 3 – 5 years' relevant experience with supervisory experience.
- Computer Literacy.

Competency requirements:

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

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MAIN DUTIES:

Coordination of Activities:

- Responsible for the efficient management of the Municipal Manager's Office administration.
- Executes and applies procedures with respect to co-ordinating the Municipal Manager's Diary and specific events.
- Maintain the code of confidentiality and access to information.
- Monitor correspondence, memos, letters, circulars of the Municipal Manager.
- Attend to office communication and ensure that good services are rendered at all times.
- Performs reception and secretarial duties and general office administration as in the office of the Municipal Manager.

Client Liaison:

- To liaise at a senior level with internal and external stakeholders on behalf of the Municipal Manager for office documentation and other related matter regarding the running of the office.
- Ensure an efficient customer service system by attending to all clients and establishing the related queries.
- Ensure an effective and efficient receptionist and administrative support function to the public on a continuous basis.

Office Management:

- Typing and compiling of minutes and agendas for meetings of Municipal Manager and stakeholders.
- Attending meetings and taking minutes when needed.
- Ensuring distribution of documents to stakeholders and relevant officials.
- Preparing and circulating attendance registers and reports for each meeting and keep records.
- Ensure high quality written communications which may include - letters, memoranda, e-mails, reports and other correspondence.

Document Distribution:

- Communicate with internal departments and / or external service providers in respect of the meeting requirements or stationery and equipment needed for specific sessions.
- Compiles and distribute the notices for meetings and make follow up on implementation of resolutions agreed upon.
- Referring documentation to departmental managers where appropriate.

Meeting Preparations:

- Responsible Allocate secretarial resources in accordance with the status and complexity of meetings and submit completed schedules for approval and execution.

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- Sorting and distributing correspondences and filling them, sending receiving and distributing fax messages and e-mails to ensure the efficient functioning of the Municipal Managers Office.

Task Management:

- Communicate with office bearers to establish items for inclusion on the agenda and the submission of general reports and proposals supporting the agenda items.
- Provide support to the management of projects related to the Municipal Managers Office.
- Managing information flow in a timely and accurate manner.
- To collect and collate information from internal and external sources, present the information in a structured format and keep records of all relevant documents.

Salary: R 508 847.49 – R 534 736.41 per annum (post level 04), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: ICT

POSITION: NETWORK ADMINISTRATOR (SASOLBURG)

Minimum requirements:

- National Diploma in ICT or relevant.
- 2 – 5 years' experience in computer networks and systems maintenance
- Valid drivers license.

Competency requirements:

- Organisational awareness Skills.
- Consulting Skills.
- Monitoring and Control.
- Oral and written communication.

MAIN DUTIES:

Installation and Integration:

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- Maintaining the standards for server installations and applications. Install, configure and maintain all systems used.
- Responsibility of installing, maintaining and optimising the municipality network and several types of computer systems and configurations that exist.
- Install configure, troubleshoot, operate Microsoft server platforms on windows 2003,2008/2008 R2 and maintain server volumes and hardware.
- Install and configure pc's, servers, printers, radio links, applications and other peripherals that integrate with the LAN.
- To ensure effective and efficient applications and good infrastructure.

Operations:

- Maintaining a Windows Server (2003/2008) environment and supporting infrastructure.
- Administer exchange 2010, Active Directory, DNS, DHCP to ensure proper functioning of the systems.
- Up keeping the Disaster recovery plan and maintaining backup routines (Data Centre Operations).
- Incident / problem resolutions and troubleshooting from start to finish or escalate problems to the appropriate external vendors.
- Monitoring the performance of the network and access control to the network.

User Support:

- Provide IT staff / users with support regarding the use of applications and the network functionality.

Monitoring and Control:

- Assign duties to subordinates and assign due dates into assignments, tasks, and delegations.
- Effectively communicates milestones and expected results.

Business Communication:

- Act as a primary point of contact for the Municipality with the service providers of the systems being used for planning, forecasting processes and support.
- Assist in the development and delivery of an end user training programme for the support of the systems.
- Supporting end users, liaising with service providers and suppliers.

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Salary: R 508 847.49 – R 534 736.41 per annum (post level 04), subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension, Group Insurance)

**POSITION: COMMUNICATION AND WEBSITE MANAGEMENT
CONTROLLER - (SASOLBURG)**

Minimum requirements:

- National Diploma in ICT or relevant.
- 2 – 5 years' experience in website management, maintenance and computer networks.
- Valid drivers license.

Competency requirements:

- Organisational awareness Skills.
- Consulting Skills.
- Monitoring and Control.
- Oral and written communication.

MAIN DUTIES:

Installation and Integration:

- Manage digital information on a website through creating and maintaining content without prior knowledge of web programming or markup languages.
- Install content management applications (CMA) and content delivery applications (CDA).
- Integrate digital marketing tactics such as email, social media, print and other advertisements to the website.

Operations:

- Maintain, expand, and scaling the municipality website.
- Update web-based databases.
- Develop interfaces for input and update of data.
- Update and align the website with current IT industry trends.
- Integration between various web channels, Social media co-ordination and implementation.
- Develop reports required.

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- Import and update data from
- external sources.

Business Communication:

- Act as a primary point of contact for the Municipality with the service providers of the systems to be used for planning, forecasting processes, effective electronic communications and support.
- Working with other departments to extend concept and visuals to other internal and external marketing-related material.
- Assist in the development and delivery of an end user training programme for the support of the systems.

Salary: R 508 847.49 – R 534 736.41 per annum (post level 04), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: ORGANISATIONAL DEVELOPMENT & CORPORATE SERVICES

DIVISION: ADMINISTRATION SERVICES

POSITION: MANAGER ADMINISTRATION SERVICES - (SASOLBURG)

Minimum requirements:

- B Degree in Office Management /Public/ Administrative Management or relevant.
- 8 Years relevant experience of which 2 years must be Supervisory level.
- Computer Literacy.
- Valid drivers licence.

Competency requirements:

- Written Communication.
- Client Orientation and Customer Focus.
- Impact and Influence.
- Planning, Organising, Leading and Controlling.
- Attention to detail.
- Direction Setting.

Main Duties

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Provide Committees and Council Support Services:

- Support appropriate decision-making process.
- Facilitate meeting plans.
- Organise logistic arrangements including agendas and minutes.
- Render committee / secretariat functions for the municipal planning tribunal and liaise with members.
- With reference to Council's schedule of meetings, oversee arrangement and confirmation of venues with due consideration given to the number of delegates attending.

Communication:

- Liaise with various directorates to facilitate the implementation of Council resolutions.
- Coordinate and provide functional administrative, secretarial and logistical support to the political office bearers.
- Communicate with office bearers to establish items for inclusion on the agenda and the submission of general reports and proposals supporting the agenda items.

Document Tracking:

- Ability to scrutinise own work and that of others to ensure accuracy and compliance with municipal standards.
- Develop, implement, maintain and support document management system.
- Oversee that notice and templates in order to make follow up on implementation of resolutions agreed upon is compiled and distributed.
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Oversee preparation of Agendas and Taking of Minutes of Meetings of Meetings of all Council Committees:

- Oversee that typing and compiling minutes and agendas of Senior Management, Portfolio Committees, Memorandum Committee, Ethics Committee, MPAC, Training Committee, Local Labour Forum, Audit Committee, Risk Committee, Mayoral Committee and Council meetings is done at all times.
(All Committees, and Ad-hoc committee meetings as and when Subordinates are not present to do the job).
- Attending meetings with admin staff.
Overseeing distribution of abovementioned documents to Councillors and relevant officials.

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- Oversee circulation of attendance registers in each meeting.
- Oversee that official minutes are regularly sent to printers for binding and overseeing to the safekeeping thereof.
- Oversee those notices inviting public to Council meetings is distributed in all Council approved languages.

Salary: R 713 434.12 per annum (post level 01) subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: HUMAN RESOURCES

POSITION: ASSISTANT MANAGER HUMAN RESOURCES - (SASOLBURG)

Minimum requirements:

- B Degree in Human Resources Management or relevant with supervisory experience.
- 6 - 8 years' relevant experience required.
- Computer Literacy.
- Valid drivers licence.

Competency requirements:

- Communication.
- Planning and organising.
- Project Management.
- Evaluation and Research.
- Financial Management.
- Service Delivery Orientation.
- Team Orientation.
- Accountability and Ethical Conduct.

Main Duties

Develop and implement Labour Relations Policies:

- Compile reports and advise management on all matter pertaining to labour relations.
- Handle staff grievances, disputes, incapacity, and disciplinary matters by representation and/or coordination at disciplinary hearings, conciliations

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and arbitration hearings and mediate disputes between employees and management.

- Provide advice and support to departments on labour relations issues by investigating complaints, cases of misconducts and incapacity.

Education, Training Development and Career Management:

- Provides tactical direction on talent management and retention initiatives.
- Manage progression, career and succession management functions.
- Directs the development and implementation of a formal comprehensive training plan based on a training needs analysis.

Administration and Management:

- Apply control measures and ensuring that work performance will result in achieving aims.
- Develop and implement suitable work procedures and methods.

Reporting:

- Write reports regarding personnel policies, wages and salaries, conditions of employment, fringe benefits and amendments of procedures.
- Control reports and letter from Senior Personnel Officer, Senior Labour Relations Officer, Skills Development Facilitator and Occupational Health and Safety Officer.
- Write letters of advanced in nature regarding aspects such as personnel policies, conditions of employment and fringe benefits.

Recruitment and Selection:

- Keep abreast of available labour provisions as well as adhering to subject literature and enquiries at other institutions.
- Provides guidance to departments in case of vacancies regarding the filling of posts and the possible relocation of functions and possible restructuring.
- Coordinates the compilation of recruitment advertisements as well as media in which recruitment adverts are placed.
- Provides guidance regarding the selection process and interviews.
- Coordinates the appointment of personnel and that appointments occur in compliance with HR policies and practices.

Compensation and Benefit Management:

- Keep abreast Monitors and evaluates efficiency and effectiveness of job evaluation/ compensation/ benefits/rewards processes.
- Integrates rewards with other HR practices.

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Occupational Health and Safety:

- Confidently engages and advises line management on ill health and medical and incapacity cases.
- Able to assess the health risks per job category.
- Has detailed knowledge of statutory processes related to Occupational Health and Safety.

Salary: R 635 917.46 per annum (post level 02) subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: FINANCIAL SERVICES

DIVISION: SUPPLY CHAIN MANAGEMENT

POSITION: MANAGER SCM - SASOLBURG

Minimum requirements:

- B Degree in Supply Chain Management, Logistics and Procurement or relevant.
- 8 years or more relevant experience covering all aspects of the relevant SCM process; and management of SCM information or having gained specialist experience in a SCM discipline.
- Computer literacy.
- Valid drivers licence.

Competency requirements:

- Planning and Organising.
- Written and Oral Communication.
- Ethics and Professionalism.
- Problem Solving.
- Service Delivery Orientation.

Main Duties

Coordination of implementation of functions procedures, Systems and Control:

- Housing: Advising the immediate superior on SCM policies and processes as well as providing clarity on implementation approach.

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- Aligning information systems, work processes and role boundaries to support functional outcomes related to stock control, requisition, procurement and utilisation.
- Control of stock receipting, storage and issuing applications, investigative deviations and monitoring the application of corrective procedures.

Demand Analysis:

- Aligning needs analysis outcomes to budgetary provisions to establish and comment on costs versus allocations.

Procurement and Tenders:

- Reviews and updates policies to align with prevailing legislation, norms and standards and community dynamics.
- Prepares standard documents for presentation to bid committees.
- Responds and reports on queries from internal audit and auditor general management letter items; and
- Quality controls the tenders in terms of process, systems and professional conduct of practitioners.

Information Management:

- Manages, reviews and analyzes SCM information and conclusions.
- Drafts / Reviews reports and conclude on results obtained.
- Maintains various electronic packages and systems required for SCM management.

Acquisition, Appointment, Contractual Agreements and Disposal:

- Applying appropriate processes and bid systems to solicit responses in the form of quotations from suppliers/vendors or service providers.
- Attending to the verification and pre-qualification of person/companies participating in the bidding process.
- Controlling administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids.
- Arranging and attending specifications and site meetings to communicate and/or inform prospective bidders on requirements and specific terms and conditions.
- Forwarding outcomes to committees (Evaluation or Adjudication) for assessment providing input into the purchasing of commodity or observing

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conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non-compliance or conflicting issues requiring remedial action.

Stakeholder Management:

- Participating in meetings and providing information on specific SCM processes and procedures.
- Attending trade shows, product demonstrations to keep abreast of technological changes and improvements to specifications to help improve efficiencies and save costs.
- Meeting and/or interacting telephonically with sales personnel to seek information on pricing, product availability or introduction of new product ranges.
- Conducting supplier audits and evaluation to ascertain applicability and adherence to standards and regulations.

Financial Process Management:

- Formulates finance / SCM strategies.
- Develops and implements SCM / financial policies and systems.
- Oversees the financial management aspects of the municipality including outsourced service providers financial value add.
- Develops of sustainable strategies to address shortfalls/risks.
- Supports the accounting officer to oversee SCM financial management aspects of the municipality; and
- Prepares of multi-year expenditure forecasts.

Salary: R 713 434.12 per annum (post level 01) fixed, subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

DIVISION: HOUSING & PROPERTIES

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**POSITION: SENIOR COORDINATING OFFICER HOUSING & PROPERTIES
(DENEYSVILLE / ORANJEVILLE)**

Minimum requirements:

- National Diploma in property management or related field.
- 2 – 5 years relevant experience of which atleast 2 years includes supervisory exposure.
- Computer literacy.
- Valid drivers licence.

Competency requirements:

- Organisational awareness Skills.
- Consulting Skills.
- Communication Skills (verbal and written).
- Negotiation Skills.

Main Duties:

Administrative Systems Coordination:

- Determine Area of Jurisdiction and target areas for human settlement projects.
- Allocation of residential stands to the plight of the poor (Informal Settlement re-locations).
- Administer and implement housing strategies, plans and budgets, or commission and manage such functions.
- Record keeping / files.
- Daily maintenance of Erf and Occupational data base. The Occupational Register of the municipality in electronic format to reflect a summary of erf info and occupational data & serves as quick reference & control document confirming the status of occupational and ownership data (transferred or not).
- Confirmation of addresses based on erf and occupational data.
- HSS operational and to undertake subsidy registration function.
- The HSS data system confirm the project (no), description, town, Contractor name, program objective, stand info, beneficiary info / project info, milestone claims demolishing / foundation / wall-plate / completion / retention / professional fees / cost per unit / total completion costing.
- Securing of ownership / RDP Transfer Management.

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Identify needs of the community:

- Carry out the identification of community needs for relocation processes / residential erf allocations to informal settlement and housing delivery.
- Secure funding where required.
- Carry out maintenance / updating of Housing Sector Plans.
- Identify availability to create stands for residential uses and areas to be earmarked for relocation purposes, incorporation with urban planning and section properties.

Accreditation:

- Strategies to address objectives and capacity Requirements for Accreditation.
- Implementation Process.
- Roles and Responsibilities and reporting.
- Key Performance Indicators.
- Risk Management Plan.
- Management of Accreditation Process.
- Budget costing and Allocations.
- Cash Flow Requirement.
- Ongoing Operational Costs.

Allocation of Stands:

- Incorporation with Urban Planning and technical services, determine the status on erf creations, lay-out plans with surveying data (pegs) and availability to basic services.
- Carry out the identification of stands, erf numbers, erf boundaries and corner pegs in line with general plans.
- Ensure that allocations be approved in terms of delegated power approvals and referred for capturing on Erf Data System.
- Carry out surveys to determine unauthorized movement of residents and updating / recording with all role players.
- Carry out administration in the event of the beneficiary fail to conclude or to fulfil any term or condition of an allocation agreement and to inform the manager.

Housing Delivery:

- Carry out all administration for reviewing the Housing sector plan.

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- Identify year planning objectives for housing delivery and to review with provincial government.
- Carry out arrangements for and conclusion of land availability agreements.
- To carry out completion of application forms and deeds of sales, to make copies of agreements and to ensure that originals are referred to properties for safe keeping.
- Monitor the establishment of a housing disaster policy for the municipality or region.
- Facilitate the involvement of national housing institutions in the housing delivery process.
- Carry out and administer rent unit / housing administration.
- Ensure that surveys be executed regularly to determine any occupational status changes.
- Implement and monitor policies, delegated powers or regulations for implementation.

Rental Units:

- Carry out and administer rent units / hostel administration.
- Ensure that surveys be executed regularly to determine any occupational status changes/
- Ensure that data system be updated.
- Carry out and administer rental houses that qualify under discount home benefit scheme and ensure transfer to qualifying occupants and that title deeds are issued to them.

Technical Aspects:

- Ensure daily planning for and to facilitate the acquisition of land identified as sustainable, viable and appropriately located and to include land geo-spatial services.
- Acquisition of landed property with improvements, buildings, structures and services, objects, roles, powers and duties of the Human Settlement Section.
- Fast-track land acquisition and housing development services for the purpose of creating sustainable human settlements.
- To confirm legislative requirements like National Development Plan 2030 and Housing Code.

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- Maintain Integrated Human Settlement Plan (IHSP).
- Promote the resolution of conflicts arising in housing development.
- Initiate, plan, co-ordinate, facilitate and enable appropriate housing development or to plan and manage land use and development or to be accredited to national housing programs.
- Alignment with Building Plans and approval.
- Milestones (foundation, wall plates, roofs, completion).

Salary: R 508 847.49 – R 534 736.41 per annum (post level 04), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: SOCIAL SERVICES

DIVISION: WASTE MANAGEMENT

POSITION: MANAGER WASTE MANAGEMENT (SASOLBURG)

Minimum requirements:

- B Degree in Public Health / Environmental Science/Environmental Health/ Environmental Management/ Natural Science/ Urban Studies/ Waste Management or relevant.
- Relevant professional registration.
- 8 years or more relevant experience required and minimum of 3 years managerial experience.
- Computer Literacy.
- Valid driver's license.

Competency requirements:

- Communication.
- Planning and Organising.
- Project Management.
- Evaluation and Research.
- Financial Management.
- Coaching and Mentoring.

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- Team Orientation.
- Advocacy / Negotiation.

Main Duties:

Waste Management:

- Plans, develops, monitor and report on waste management activities from an Environmental Health related aspect.
- Development and updating of medium to long term waste planning, to ensure future availability of an efficient integrated waste service.
- Participation in meetings (internal and external, e.g. consultants, communities, officials and business) and dissemination of information, aimed at a safer, increasingly integrated, and more sustainable management of waste in the municipality.

Strategic Planning:

- Provides a framework for the implementation of related policies and procedures.
- Ensures that all National and Provincial guidelines and procedures have been implemented in the municipality.
- Analyzing service delivery trends and capacities against requirements and preparation of draft capital operational budgets to support plans and objectives.
- Reviewing policies, strategies, plans, by-laws and procedures, and recommending specific changes based on trends and practices nationally.
- Ensuring the formulation and implementation of a Waste Minimization strategy (recycling) and zero waste strategic plan within Provincial and National Policy and guidelines, for the sustainable reduction of waste to landfill.

Financial Management:

- Develop budgetary requirements for Cleansing services.
- Well versed in the application of the Municipal Finance Management Act and related legislation.

Development Management:

- Monitoring and reporting on processes relevant to integrated Waste Services and developing and updating the Integrated Waste Management

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Plan, and aligning it with the Integrated Development Plan (IDP) for the municipality, as required by current legislations.

- Ensuring the effective implementation of capital and operational projects and programmes undertaken for the purpose of waste management.
- Facilitating cooperation and bi-lateral initiatives with stakeholders for the optimal implementation of waste management.
- Ensuring community awareness on self-regulation, such as effective at source waste minimization, extended producer responsibility, cleaner production, recycling, reuse, enforcement, tariff setting, incentives and disincentives.
- Assisting with compilation of policies and by-laws that promote the objectives of waste minimization.
- Participating in benchmark processes to compare Waste Minimization performance with other authorities and institutions.

Refuse Removal and Management of Landfill Site:

- Manage Management of the day to day activities of the Waste Management and Refuse removal functions.
- Management of all landfill sites (waste disposal facilities) in terms of the permit conditions for each landfill site.
- Management of the transfer stations for the transportation and storage of waste.
- Ensuring that activities associated with waste management and refuse removal are coordinated and implemented according to regulations.
- Ensuring that all work is completed in terms of planned operational work plans.
- Conducting visual inspections to ensure that activities were implemented according to quality standards.
- Ensuring the provision of domestic, household and business refuse removal services together with sweeping/cleansing in terms of streets and public places
- Ensure that staff responds to urgent and unscheduled work requests.
- Manage the stock control processes for the department and liaise closely with SCM w.r.t. financial transactions and ensure safeguarding of supplies and equipment.
- Management of the waste management fleet.
- Conducting vehicle inspections.

Enquiries: NM Ngwenya
Telephone: 016 973 8392

- Review and update relevant By-laws.

Salary: R 713 434.12 per annum (post level 01) fixed, subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: PARKS & RECREATION

POSITION: ASSISTANT MANAGER HORTICULTURIST AND GROUNDS - (SASOLBURG)

Minimum requirements:

- B Degree in Horticulture, Botany or Natural Science / Facility Management or related.
- 3 to 5 years' experience in native landscaping.
- Computer Literacy.
- Valid driver's license.

Competency requirements:

- In-depth knowledge and understanding of horticulture.
- Commitment to the mission, vision and values of the municipality.
- Ability to work independently with minimal supervision.
- Good interpersonal skills.
- Resilience.

Main Duties:

Manage Horticulturist and Grounds Strategy Alignment:

- Walk the Mapping out current and future Horticulturist and Grounds requirements taking into consideration operational needs, skill scarcity and retention into consideration operational needs, skill scarcity and retention capacity as influential factors.
- Drafting immediate and short and long term result indicators to address critical public needs and interventions for key functional areas within the organisation in accordance with statutory legislation vision and mission statement.

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- Analysing the organisation's investment in its human capital strategy and preparing and consolidating estimates of requirements to support continuous improvement and personnel development for inclusion into the Horticulturist and Grounds Budget.
- Preparing and presenting to the Manager; Parks, Sports, Recreation, Arts and culture forward plans, strategic intent and intervention designed to drive transformation within the Organisation.

Manage and Monitor the design of Ground Landscape and maintenance:

- Responsible for maintaining all irrigation systems and install new irrigation when necessary.
- Provide inputs regarding the design of improvement of beautifying the environment and landscaping.
- Responsible for all horticulture improvements to the ground including planting, watering, trimming.
- Remove non-native invasive weeds (with and without the assistance community volunteers).
- Assure that tools are sanitized between uses to avoid contaminating plants with pathogens (i.e Phytophthora, weed seed, Euwallacea).
- Research appropriate plants for placement in plant communities based upon educational opportunities, appropriateness as wildlife habitat and continuity in regard to other plant communities. Collaborate with the department of environment to identify opportunities for educational awareness and competitions.
- Consult with the department of environment experts' educational session for indigenous plants communities.

Personnel and Performance Management:

- Defining adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulations.
- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and short term targets and standards.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrence of abuse and/or workplace conflict through the implementation of corrective measures in accordance

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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with Human Resources Policies and Procedures and Codes of Good Practice encapsulated in Employment Legislation.

Facility Management:

- Responsible for management short, medium and long terms planning of maintenance operations, scheduling of work and resource planning maintenance of facility records and
- Compiles and monitors budgets of respective facilities
- Walk the grounds and assure trails are safe. Prepare and complete operating procedures check lists.
- Water plants in the propagation area, as well as unestablished new planting (before the heat of the day).
- Responsible for all facility maintenance and ensure that grass is well maintained, free of littering and debris.
- Keep water fountains and ponds systems clear of debris and ensure pumps and water flow system are functioning, correctly and shutting down system if necessary.
- Responsible for notifying the Manager / Director of any safety hazards that are not easily corrected and update risk register.

Manage and Monitor Healthy Environment:

- Responsible for growing, procuring, maintaining grounds, flowers and facilities of the municipality.
- Maintain database of plants propagated including methods used, successes and failure.
- Assist in promoting municipality in the national competitions.

Salary: R 635 917.46 per annum (post level 02) fixed, subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

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