

VACANCIES

Enquiries: NM Ngwenya
Telephone: 016 973 8392

NOTICE: 02/2024/2025 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: IDP COORDINATOR
COMPLIANCE COORDINATOR (RE-ADVERT)

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

POSITIONS: MANAGER RECORDS & AUXILLARY SERVICES
SENIOR ADMIN OFFICER (MPAC)

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

POSITIONS: MANAGER HOUSING & PROPERTIES
ASSISTANT MANAGER HOUSING

DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES

POSITIONS: SENIOR ENGINEERING ASSISTANT – GENERAL MAINTENANCE
(DENEYSVILLE / ORANJEVILLE)

DIRECTORATE: FINANCIAL SERVICES

POSITIONS: ACCOUNTANT BUDGET & FINANCIAL STATEMENTS
SCM PRACTITIONER DEMAN & ACQUISITION

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

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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 Motloun, 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: **6 September 2024**

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: IDP COORDINATOR (SASOLBURG)

Minimum requirements:

- B Tech/ Bachelor Degree in Public Administration / Development Studies/ Performance Management/ Project Management.
- 5 - 8 years relevant experience required.
- Computer competency.
- Appropriate valid driver's license.

Competency requirements:

- Planning and organising skills.
- Information Measuring and Monitoring
- Project management
- Organisational Awareness and Political Impact
- Communication and interpersonal skills

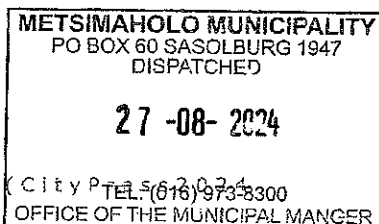
Main Duties:

Coordinates IDP -related activities to ensure the effective control and implementation thereof:

- Preparing and communicating the Process Plan to ensure understanding of the phases and activities.
- Coordinate compilation of credible municipal IDP document.
- Promote intergovernmental relations such as IDP representative forum.
- Developing reports on implementation progress and highlighting problem areas to Management and Council.

Compliance in relation to compilation and review of IDP:

- Preparing and publishing of all IDP activities to allow and promote community involvement.
- Conduct IDP workshops to ensure the integration and alignment of the IDP/ Budget in terms of the Municipal Finance Management Act and Systems Act.
- Ensure alignment and incorporation of IDP projects as per DoRA.
- Facilitate the submission of the Reviewed IDP to the Council for approval and MEC for further assessment.



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Perform strategic development:

- Coordinate municipal strategic workshops.
- Coordinating the process of developing and identifying municipal strategic objectives.
- Collects and reviews data regularly to monitor progress, especially following a specific campaign, or to ascertain effectiveness of communication, or to anticipate service delivery needs.

Coordinate Public participation:

- Coordinate and facilitate stakeholder (internal and external) participation.

Salary: R 508 847,49 – R 534 736,41 per annum (post level 04), subject to job evaluation. Plus (Car Allowance of 650km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: RISK UNIT

POSITION: COMPLAINEE COORDINATOR (RE-ADVERT) - SASOLBURG

Minimum requirements:

- B Degree in Finance/ Accounting/ Audit/Legal / Forensic Investigations.
- 2 - 4 years relevant experience required.
- Computer literacy: MS Office.

Competency requirements:

- Advocacy skills
- Ethics and professionalism
- Organisational Awareness
- Oral and written communication

Main Duties:

Coordination:

- Coordinates all reporting requirements to ensure that all reporting is performed on time.
- Determines and explains compliance risk assessment techniques.

VACANCIES

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- Proactively identify and rectify all operational in-efficiencies as a result of non-compliance (such as treasury regulations, occupational health and safety, PAJA, PAIA, etc).
- Co-ordinates efforts with other assurance providers.
- Make management aware of all compliance matters due ahead of time.

Research and Analysis:

- Develop and implement Compliance Risk Management Plans (CRMP) for each regulatory requirement.
- Develop and implement a Compliance Monitoring Tool/Checklist for each business unit.
- Develop and maintain the Compliance policy, Compliance Framework and Compliance Methodology.
- In consultation with Management develop the Compliance Risk Definition and Profile (Regulatory Universe) for the Municipality and review it on an annual basis.
- Assess the Municipality's compliance with laws, rules, codes and standards.

Support and Reporting:

- Provides practical advice to stakeholders based on analysis.
- Regularly report on the adequacy and effectiveness of controls within the municipality in order to ensure compliance with all statutes, internal policies and controls
- Regular liaison with internal audit and external compliance officers
- Training of all staff on all legislative requirements affecting the municipality
- Assist management in discharging their responsibility to comply with applicable regulatory requirements through the provision of Compliance Risk Management Services as per the generally accepted compliance practices as well as the King III report on corporate governance
- Advice management on the implications of newly introduced legislations and amendments to existing legislation.
- Compile and submit compliance reports to Management, the Risk Management Committee (RMC), Council and any identified stakeholder

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Monitoring:

- Be part of the Audit Action Plan Committee to ensure that the both the External and Internal Audit findings are dealt with in line with section 131(1) of the MFMA.
- On a monthly/quarterly basis report to management on the status of compliance in the municipality in order to provide management with reasonable assurance that the municipality complies with legislation.
- Monitor the municipality's compliance with the Municipal Finance Management Act, Municipal Systems Act, the Division of Revenue Act, Municipal Structures Act and other key legislation applicable to Municipalities.
- Follow-up on the recommendations of the Auditor General regarding compliance issues and develop an action plan to address the non-compliances.
- Conduct specific compliance assessments on Internal policies developed by the municipality, e.g. SCM policy, Rates and Taxes policies, etc.

Salary: R 438 517, 44 – R 496 373,70 per annum (post level 05), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

DIVISION: RECORDS & AUXILIARY SERVICES

POSITION: MANAGER RECORDS & AUXILIARY SERVICES - SASOLBURG

Minimum requirements:

- Bachelor's Degree in Information / Records Management qualification.
- 5 - 8 years' experience in middle management; and experience in the fields of paper-based and electronic records management.
- Computer Literacy.
- Valid drivers licence.

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Competency requirements:

- Use of Technology.
- Written Communication.
- Planning and Organising.
- Task Management.

Main Duties

Oversee management of electronic and paper – based information:

- By ensuring that records are filed in accordance with the classification system which makes it easy for quick and easy retrieval, make.
- Manage sequences to facilitate the archiving and disposal of aged / obsolete records.
- Catalogued all material.

System Design Maintenance and Implementation:

- Conduct an audit of record keeping and records management practices against the legal requirements.
- Develop the classification system(s) and protocols to enable retrieval, storage and management of information.
- Effective and appropriate management of municipality's records from creation through eventual disposal.
- Provide access to accurate records of Operational and Strategic purpose.
- Design, maintain and implement file plan based on the functions of the organisation and its business processes.
- Liaise with National Archives and Records Service (NARS) and obtain approval of the file plan and ensure sign-off.
- Records are filed in classification systems which enables efficient retrieval.

Design and develop filing systems and business classifications schemes and undertake records surveys:

- Interacting with the Provincial Archives and Records Services for the approval on the design or amendment of new file plan.
- Interact with all users and directorates to ascertain what are the specific needs to be included in the file plan.
- Maintain records of material stored.
- Manage and describe information to be disseminated.
- Coordinate and update the storeroom for research material.
- Implement a protection and disaster recovery plan.

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Design the policy management:

- Develop and maintain a document and records management policy that aligns with the organization's functions and environment.
- Based on the Policy, develop a records management procedure.
- Analyse the records generated during the conduct of business.
- Implement the necessary supportive procedures regionally to achieve the aims of the policy.
- Ensure a systematic disposal programme and disposal policy.
- Dispose of records in a compliant manner.

Ensure compliance with relevant legislation and regulations:

- Liaise with Management on all matters relating to oversight.
- Conducting regular inspections of all storage areas to ensure safe and proper access control is in place.
- Ensure that when providing access to paper-based records the requirements of section 18 of the National Archives and Records Services Act are adhered to protect records from physical damage.
- Ensure that Provincial Archives is informed beforehand when records are to be transferred into custody of another office.
- Ensure that the storage of records conforms to the legal requirements.
- Ensure the effective storage and movement tracking of documents.
- Ensure that access controls are in place.

Manage help desk:

- Liaise with Management on all matters relating to oversight.
- Work closely with the Chairperson for the execution of MPAC functions.
- Ensuring that the buildings are properly maintained.
- Coordinate supervision of maintenance.
- Manage supervision and distribution of work for cleaning and corporate drivers.
- Inspect all floors and overall image of the building to ensure compliance with OHS Act.
- Make sure that all faults and maintenance issues are reported and attended to i.e. air-cons, plumbing, lifts electrical etc.

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- 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 space.
- Manage coordination procedural requirements associated with maintenance of the building and surrounds and provision of general support services.

Salary: R 713 434,12 per annum fixed (post level 01), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: MUNICIPAL PUBLIC ACCOUNTS

POSITION: SENIOR ADMIN OFFICER MPAC - SASOLBURG

Minimum requirements:

- B Degree in law/Finance/Public Administration or related
- 3-5 years' experience in the Local Government Sector and have a good understanding of Local Government systems.
- Computer Literacy.
- Valid drivers licence.

Competency requirements:

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

Main Duties

Implement Effective coordination of activities:

- Coordinate and manage administrative functioning of MPAC.
- Implement work plan of the MPAC in consultation with the Municipal Manager.
- other related matter regarding the running of the office.

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Ensure Compliance With All Relevant Legislation And Regulations

- Conduct research on all delegated functions and report to MPAC
- Assist MPAC with preparation of oversight report for submission to Council as legislated.
- Interpret legislation as well as Regulations and advise.
- Ensure compliance with all relevant legislation and Regulations.
- Analyse Council resolutions relating to MPAC and facilitate execution

Coordinate Requirements Related To Meetings

- Ensure that MPAC meetings take place as scheduled.
- Allocate secretarial resources in accordance with the status and complexity of meetings and submit completed schedules for approval and execution.
- Sorting and distributing correspondences and filling them, sending receiving and distributing fax messages and e-mails to ensure the efficient functioning of the office.

Manage Effective Stakeholder Engagement

- Liaise with Management on all matters relating to oversight.
- Work closely with the Chairperson for the execution of MPAC functions.
- 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.



VACANCIES

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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: LOCAL ECONOMIC DEVELOPMENT & PLANNING

DIVISION: HOUSING & PROPERTIES

POSITION: MANAGER HOUSING & PROPERTIES - (SASOLBURG)

Minimum requirements:

- B Degree in Property Management/ Build Environment or related qualification.
- 8 years or more experience in Property Management with two years' experience managerial position.
- Computer Literacy: MS Office.
- Valid driver's licence.

Competency requirements:

- Project planning, management and implementation skills.
- Report writing skills.
- Research and policy writing skills.
- Problem Solving.
- Community and Customer Focus.
- Planning, organizing, command, coordination and control.

Main Duties

Develop Human Settlement Policies & Strategies:

- Analyze Strategic Objectives of Council.
- Facilitate acquisition of land identified as sustainable, viable and appropriately located and to include land geo-spatial services; and the acquisition of landed property with improvements, buildings, structures and services.
- Ensure the roles, powers and duties of the Human Settlement Section; and to fast-track land acquisition and housing development services for the purpose of creating sustainable human settlements.
- Adhere to confirm legislative requirements.

16

VACANCIES

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- National Development Plan 2030, Housing Code
- Maintain Integrated Human Settlement Plan (IHSP)
- Plan for re-locations and transit areas.
- To Ensure that the inhabitants of its area of jurisdiction have access to adequate housing on a progressive basis,
- Facilitate the set housing delivery goals,
- To identify, expropriate and designate land for housing development,
- Analyze Strategic Objectives of Council
- Facilitate acquisition of land identified as sustainable, viable and appropriately located and to include land geo-spatial services; and the acquisition of landed property with improvements, buildings, structures and services.
- Ensure the roles, powers and duties of the Human Settlement Section; and to fast-track land acquisition and housing development services for the purpose of creating sustainable human settlements.
- Adhere to confirm legislative requirements.
- National Development Plan 2030, Housing Code
- Maintain Integrated Human Settlement Plan (IHSP)
- Plan for re-locations and transit areas
- To Ensure that the inhabitants of its area of jurisdiction have access to adequate housing on a progressive basis,
- Facilitate the set housing delivery goals,
- To identify, expropriate and designate land for housing development,
- Ensure that the conditions not conducive to the health and safety of the inhabitants are prevented or removed (including illegal invasion of municipal land) and
- To analyze Strategic Objectives of Council
- Ensure acquisition of land identified as sustainable, viable and appropriately located and to include land geo-spatial services and land for different land uses such as municipal, recreational, community, business, industrial, government, or residential; and
- Confirm legislative requirements.
- Implement the By-Laws & Policies (Incentives, land prices, Exempted & Non-Exempted Assets, etc)
- To plan for the need to redress the imbalances and disparities of the past and to improve transparency and accountability for transfer of ownership, disposals, selling, letting, granting of occupational rights and / or in any other manner to alienate "capital assets"

VACANCIES

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- Ensure acquisition of landed property with improvements, buildings, structures and services.

Manage Human Settlement needs analysis:

- Conduct demographic & Economic factors influencing housing, evaluation of Demographics & Economics, Socio-economic profile, population and household characteristics, current housing stock.
- Conduct evaluation of Community Services
- Overview of services accessibility & determine how they affect, facilities, potential demand for housing.
- Conduct housing Stock Inventory (Supply), housing stock characteristics, tenure (renter vs. owner), general housing conditions, Identification of projects in the development pipeline and residential foreclosures.
- Obtain local insight regarding current housing conditions
- Housing Gap Analysis (Demand Estimates): existing housing stock within the study area, deficit or surplus of housing units exists for households at various income bands for rental and for-sale housing.
- Summarize the depth of the market for additional housing within the municipality, the types of housing development that should be pursued and supported.
- Land Audit (Data on land availability & Register with Area of jurisdiction (outer boundaries, conditions of establishment (conditions of title), erven regulated in terms of Land Survey Act, Proclamation notices, mining rights/-areas, township- & extension name, description / erf number, number of erven per township, zoning, extent, land- / improvement value, Valuation Roll data, title deed number / General Plan Number, purchase price, purchase date, ownership data (private/government/municipal, contractual status (availability), inner boundaries (wards), erven developed, informal areas/planned areas, services, servitudes), land invasion needs – areas earmarked for human settlement per SDF, Erven earmarked as `Exempted` or Not, government facilities, parks, open spaces, etc.).

Manage Disposal / Acquisition / Disposal Planning:

- Undertake project feasibility assessments - including professional engineers, town planners or certified project managers (in-house or contracted) for all programs.

VACANCIES

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- conduct financial management & review, report and manage subsidy disbursements and financial reporting and reconciliation.
- facilitate planning for external resources / funding and assistance from H D A / Land Affairs / Human Settlement
- Acquisition / Disposal Planning – Strategies / Terms of Reference (Procurement Plans)
- provide capacity to administer Rental Stock & where External Service Providers required to assist with management or not
- Ensure the accuracy of registers, contracts, files, the records kept at the finance and housing departments,
- Establish procedures to form a benchmark for the physical verification of all other hostels of the municipality, and
- to identify rental stock units / hostel as a pilot due to the significance of the average monthly rental amount approved by council resolution, etc.
- Plan for maintenance of facilities.
- Plan for external resources / funding and assistance from H D A / Land Affairs / Human Settlement.

Facilitate Beneficiary Identification:

- 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)
- Securing of ownership / RDP Transfer Management
- compile asset Registers (track record / availability)
- Determine Area of Jurisdiction (Demarcated areas) for Acquisitions / Disposals / Leases
- Mapping (General Plans, Lay-out maps, SG Diagrams, Servitude Diagrams)
- Record keeping / files / Title Deed Administration
- Rental stock.
- conduct Asset Disposal Management (Applications, reports and council approvals, delegated power approvals), record keeping / files.
- Establish procedures for conducting and reporting the physical verification of the rental units at the Thembaletu- / Rethabile hostel and other hostels of the municipality to ensure the accuracy of the records kept at the finance and housing departments, procedures to form a benchmark for the physical verification of all other hostels of the municipality, and to

VACANCIES

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identify Thembaletu/Rethabile hostel as a pilot due to the significance of the average monthly rental amount approved by council resolution

- Keeping a waiting list of tenants.
- Establishment and maintenance of an electronic data base and application forms.

Coordinate Contract Management:

- Contract administration (Land Availability, Deeds of Sale, Servitudes, Leases, Transfer & Deeds Requirements – Power of Attorneys)
- Urban planning / land uses (SDF)
- Security Registers and Safe Keeping (Title Deeds)
- The Deed of Sale with conditions confirm the intended sale and transfer of the municipal owned land and serves as future control document to ensure that the approved beneficiary will receive a Title Deed on transfer of the land.
- Contract administration (Land Availability, Deeds of Sale, Servitudes, Leases, Transfer & Deeds Requirements – Power of Attorneys)
- Suspensive Conditions (erf creations / rezonings).

Salary: R 713 434.12 per annum (post level 01) subject to job evaluation. Plus (Car Allowance of 850km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: ASSISTANT MANAGER HOUSING - (SASOLBURG)

Minimum requirements:

- B degree in Property Management/ Build Environment or related qualification.
- 8 years or more experience in Property Management at middle management level.
- Computer Literacy: MS Office.
- Valid driver's licence.

Competency requirements:

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

VACANCIES

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Main Duties

Manage Coordination housing needs:

- Manage and control the key performance and result indicators associated with the provisioning of Human Settlement and emergency housing needs in the Municipality.
- Manage, monitor and control operational/ capital projects and budget of the Division.
- Facilitation of landlord and tenant related issues to resolve disputes.
- Implement operational governance and Risk Management processes in the context of organisational policy.
- Implement the budget within the Customer Care Area (CCC) Provide effective customer service to the Public and build relationship with stakeholders.
- Build and sustain relationships with decision makers and interest groups, in support of divisional objectives.

Implement Policy & Strategy Planning:

- To analyze Strategic Objectives of Council.
- Ensure daily planning and to facilitate the acquisition of land identified as sustainable, viable and appropriately located and include land geo-spatial services.
- Ensure acquisition of landed property with improvements, buildings, structures and services.
- Develop objects, roles, powers and duties of the Agency.
- Facilitate fast-tracking of land acquisition and rental stock development services for the purpose of creating sustainable human settlements.
- Confirm legislative requirement.

Organize human settlement Data analysis:

- Undertake project feasibility assessments - including professional engineers, town planners or certified project managers (in-house or contracted) for all programs.
- Housing Identification of the Study Area.
- Conduct demographic & Economic factors influencing housing.
- Evaluation of Demographics & Economics through Socio-economic profile, population and household characteristics, current housing stock.
- Evaluation of Community Services of the overview of services accessibility & determine how they affect, facilities, potential demand for housing.

VACANCIES

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- Analyses housing Stock Inventory.
- Housing stock characteristics, tenure (renter vs. owner), general housing conditions, Identification of projects in the development pipeline and residential foreclosures.
- Obtain local insight regarding current housing conditions.
- Housing Gap Analysis (Demand Estimates): existing housing stock within the study area, deficit or surplus of housing units exists for households at various income bands for rental and for-sale housing.
- Collect different land uses such as municipal, recreational, community, business, industrial, government, or residential.

Ensure finalisation of housing schemes effectiveness:

- Ensure that the public with the completion of housing subsidy scheme applications is assisted.
- Informing housing beneficiaries of requirements.
- Handling of application from the public with the completion of housing subsidy scheme applications to ensure that all applications completed are accompanied by all the required documents.
- Issuing of Deeds of Sale and referral thereof to the Senior Administrative Officer to ensure that it is signed.
- Ensure the administration of the issuing and control of all licenses and permits, contracts/agreements, renting, tenancy, leasehold, title deeds, purchase and selling of ground, sites, houses and other properties.
- Facilitate liaison with legal advisors/institutions and assist with all legal counseling and related matters.

Salary: R 635 917,46 per annum fixed (post level 02) subject to job evaluation. Plus (Car Allowance of 850km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: CIVIL ENGINEERING SERVICES

POSITION: SENIOR ENGINEERING ASSISTANT – GENERAL MAINTENANCE (DENEYSVILLE / ORANJEVILLE)

Minimum requirements:

- Relevant B Degree in Civil Engineering.
- Eligibility for registration as Pr Eng/Pr Tech Eng.

VACANCIES

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- 5 - 8 years relevant experience post registration.
- Computer literacy: MS Office.
- Valid driver's license.

Competency requirements:

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

Main Duties:

Coordinate management and control of administrative functions:

Responsible for management and control and all administrative functions by:

- Managing the general maintenance section of the Metsimaholo Local Municipality which includes water, sewer, roads, and building.
- Contribute to various broadly defined engineering functions. Some degree of independence but seeks strategic guidance as required; and could assist superiors in providing specialist advice to clients.
- 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 soft programs such as WORD and EXCEL to do reports, schedules, letters, etc.
- Using specialised computer software to update the Pavement Managing Program.
- Understanding and enforcing municipal policies and procedures.
- Understanding and applying the regulatory framework applicable to local government within specific functional areas.
- Implementing set systems (standard forms for auditing) within the section to ensure that work is executed, and statistical evidence is kept.
- Writing informative letters 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.

VACANCIES

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- Writing letters on labour issues such as shortage of labour, labour growth needed, applications for medical unfitness, acting 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 investigated and after discussion with manager CES make final decisions on how it should be solved.
- Processing all verbal and written queries related to CES from developed, consulting engineering's, architects, and the public.
- Reviewing all designs of consulting engineers as to all civil engineering services on MIG funded and other projects.
- Initiating the redesign of services when existing services are being exceeded (own design or using consultants) after approval by Manager CES.
- Initiates site investigations and specifies requirements thereof.
- Contributes to the compilation of engineering drawings for broadly defined designs.
- Contributes in the compilation of tender and contract documents independently.
- Making final decisions on problems forwarded by the superintendents in the daily managing of the sections in the towns 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.
- 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 hearing.
- Training and supervising of personnel under his control.
- Knowledge of issues impacting service delivery.
- Seeing to it that OHSA is adhered to.
- Attending safety meetings and that registers are kept up to date.
- Controlling expenditure to ensure effectiveness and efficiency within the section and to optimise work output.
- Represent the civil department at various relevant meetings and committees by:
- Attending weekly department managerial meetings.

VACANCIES

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- Chairing departmental disciplinary hearings (involves the legal advisor, human resource representative, union representatives)
- Professional interaction with public and stakeholders.
- Organising and presenting own perspective in logical manner.
- Adapting communication contents to the audience.
- To ensure that the department's interests are represented and that decisions made are implemented appropriately in terms of Council's policies.

Conduct operations and maintenance (Water and Sanitation):

Control the operation and maintenance of the water and sewer purification plants in Deneysville and Oranjeville and the distribution of water for consumption, as well as the collection of sewerage by pipeline, buckets, or vehicles by:

- Participating in the budget process to secure money for the operation and maintenance of the water and sewerage purification plants in DV and OV.
- Ensuring that enough personnel are trained to purify enough water to cater for the required consumption of water in Deneysville, Refengkotso, Metsimaholo and Oranjeville.
- Ensuring that the sewerage team responsible for opening sewerage line blockages, are trained and capable and indeed do repair blockages in the shortest possible time to prevent pollution and inconvenience.
- Ensuring that enough personnel are on duty to purify the sewerage as it is generated and delivered to the purification plant.
- Ensuring that enough water is purified for storing so that water can be supplied for 3 days when the plant is out of commission.
- Ensuring that water sewerage is purified to the predetermined specifications and decide on corrective steps when purification are outside specifications.
- Compiling annual programs for preventative maintenance on purification works, pump stations, pipelines and consumer connections and capital work to be executed.
- Controlling and organising the operation and maintenance of vehicles as well as tools and equipment.
- Ensuring that equipment and storage facilities of purified water are clean to prevent any contamination of stored potable water.
- Controlling and organising the maintenance of all purification works, pump stations, pipelines, and consumer connections.

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Enquiries: NM Ngwenya
Telephone: 016 973 8392

- Ensuring that drawings of the entire water and sewer systems, whether on paper or electronic, are correct, verified and kept up to date.
- Specifying and obtaining all chemicals needed to purify water.
- Supervising the operation of the contractor that removes the sewerage buckets in Refengkgotso.
- Specifying and obtaining all spare parts for maintenance purposes.
- Ensuring that the water team, responsible for water leaks in the shortest possible time to prevent water losses.
- Contributing to the construction, refurbishment, or replacement of infrastructure services, that are broadly defined by nature, to conform to the standards, time constraints and budgets of the planning and design requirements.
- To ensure that a continuous delivery of purified water is possible and to prevent water losses as well as preventing pollution of the Vaal Dam in the case of sewerage.

Conduct operation & maintenance (Roads, Stormwater and Building):

Controls and supervises the maintenance of roads and buildings in Deneysville, Refengkgotso, Metsimaholo and Oranjeville by

- Applies engineering knowledge skills and experience to put infrastructure into service.
- Understands and applies engineering knowledge, skills and experience in a specific service delivery.
- Understands risk and guides the management of risk.
- Considers operational implications on a municipal wide basis, plans and manage departmental resources.
- Develops operating procedures for infrastructure systems and manages operations and maintenance teams.
- Determine technical specifications for infrastructure requirements.
- Considers the financial social economic and environmental implications.
- Commissions and / or decommissions engineering works safety and with minimum disruption to municipal service provision, and
- Contributes to the development of norms and standards.
- Makes recommendation on issues falling outside of the operating rules and procedures.

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- Liaises with other both internal and external on integrated service delivery matters and
- Understand long term planning and forecasting of infrastructure requirements.

Facilitate planning of projects:

- Manages the planning inputs of junior engineering personnel.
- Prioritises projects in terms of budget availability.
- Evaluates proposed projects, determines requirements and capacities by applying broadly defined engineering principles, produces draft plans and cost estimates, evaluates to find optimum solution.
- Defines lines of communication, reporting and co-ordination with local communities and other stakeholders such as DWS, DOT, Eskom, Unions etc.; and Communicates with Town Planners, Consulting Engineers, and Developers on broadly defined technical matters for proposed development projects and seeks the guidance engineers where necessary.

Manage Design and Plans effectively:

Design and plan services by

- Contributes to the design of infrastructure and processes with due consideration for operational efficiency, cost effectiveness, environmental impacts and sustainability and seeks advice for broadly defined engineering and ultimate technology solutions.
- Liaises with client departments regarding design specifications.
- Signs off designs and drawings for broadly defined projects.
- Prioritizes design in terms of budget availability.
- Contributes to the compilation of engineering drawings for broadly defined designs; and
- Contributes to the compilation of tender and contract documents independently.
- Considers the appropriateness of engineering solutions in the context of the community needs; and
- Plans and designs upgrades to existing networks, applying engineering knowledge, principles and norms to the requirements of regulations and guidelines.
- To enable the department to render the necessary services.

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Supervise Construction:

Control and supervises the maintenance and construction of council's assets by

- Allocates resources (labour, material equipment) to achieve desired objectives.
- Liaises with client departments and contractors.
- Manages multiple maintenance and project construction projects.
- Reviews and approves the construction programmes of contractors.
- Manages programme budgets and schedules.
- Liaises effectively with external authorities and other stakeholders on project specific issues.
- Compiles the capital programme of the municipality.
- Manages the construction and capital programme of the municipality and
- Manages grant funded programmes and applications and reporting.
- To ensure that council and value for money

Supervise Construction: Manage Project Management

Controls and co-ordinates the procurement of Councils properly by

- Compiling tender documents set up for contract work to be done by contractors, jump sum and schedule of rates contracts.
- Checking tender evaluation reports to ensure that the Councils Tender and Evaluation Policy, involving procurement policy principles, had been adhered to.
- Instructing consultants on civil projects to be executed, as to the type-of materials and standards of work to be included in tender documents as well as the labour content and percentages of categories that must be allowed.
- Chairing site meetings held to involve and inform all parties involved (consultant, councillor, community liaison officer, contractors) of standards, labour, performance goals and financial expenditure profiles.
- Attending site and technical meeting chaired by the Consultants to instruct and direct involved parties on the standards/quality (in execution, back fills, levels etc) and labour norms (local labour content and gender composition) required by council and to enforce set goals such as time, limits, financial expenditure.
- To ensure that Council gets value for money and that Council's procurement policies are adhered to.
- Doing contract administration by
- Manages internal projects to the agreed standards.

VACANCIES

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- Approving payments to be made to consultants, contractors, sub-contractors, and suppliers.
- Tracks expenditure compiles certificates and submits to project manager for approval.
- Manages the construction refurbishment or replacement of infrastructure services.
- Ensures project compliance with EPWP policies and ensures use of labour-intensive construction methods.
- Managers multidisciplinary projects and programmes.
- Prioritizes multiple resources to meet competing deadlines.
- Managers supply chain activities and ensures compliance with supply chain policy and tender procurement processes.
- Evaluates and gives input during appraisal of tenders.
- Manages multiple projects to agreed standards.
- Prioritizes multiple resources to meet competing deadlines and
- Manages multiple budgets.
- Plans controls and deliver projects and programmes to agreed time, cost and quality requirements.
- Applies engineering knowledge, skills, and experience to put infrastructure into service and
- Understands and applies technical knowledge of functional duties, processes, methodology and systems.
- To ensure that contracts are administered according to legal prescripts.

Salary: R 508 847.49 – R534 736.41 per annum (post level 04), subject to job evaluation. Plus (Car Allowance of 650km, Cellphone Allowance, Housing Subsidy, and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: FINANCIAL SERVICES

POSITION: ACCOUNTANT BUDGET & FINANCIAL STATEMENTS (SASOLBURG)

Minimum requirements:

- B Com Degree with financial accounting as a major subject.

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- 5-8 years relevant experience required of which includes 2 years of supervisory experience.
- Computer Literacy.

Competency requirements:

- Financial Reporting.
- Written and Verbal Communication.
- Planning and organising.
- Financial Management.

Main Duties:

Assist with coordination of budgets within legislative:

- Assist in preparation of annual budget by department in detail.
- Assist in the preparation and execution of the budget and budget process.
- Assist with daily budget control.
- Assist in all Municipal Finance Management Act (MFMA) reporting requirements (monthly, quarterly, and annually).
- Assist with implementation of MSCOA requirements.
- Assist with compilation of monthly reports.

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

- Prepare the budget aligned with the IDP and Treasury regulations.
- Revise budget and assist with the preparation of the Adjustment Budget.
- Submission of monthly budget report to user departments and assist with unauthorised expenditure.
- Ensure that the information is captured correctly on the system.
- Monitor to ensure that budget cycle is presented to Council 90 days before the start of the new financial year.

Financial Statements:

- Ability Assist with compilation of the Annual Financial Statements.
- Prepare working papers for audit purposes.
- Ensure that audit queries are handled effectively.
- Monitor the reconciliation of all statement of position items are submitted for audit purposes.

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

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- Compile reports in line with MFMA.
- Assist with budget reports for Finance Committee, Mayoral Committee and Council.
- Submit inputs for the compilation of the Annual Report.

Ensure effective budgeting and correctness of income and expenditure allocations (Budget Control):

- Compare levies from billing system to the budget (Budget vs Levies).

Salary: R 438 517,44 – R 496 373,70 per annum (post level 05), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: SUPPLY CHAIN MANAGEMENT

POSITION: SCM PRACTITIONER DEMAND & ACQUISITION - SASOLBURG

Minimum requirements:

- National Diploma in SCM / Logistics / Procurement.
- 2 - 5 years relevant experience required.
- Computer literacy: MS Office.

Competency requirements:

- Financial Process Management
- Service Delivery Orientation
- Project Management
- Task management
- Communication

Main Duties:

Coordinates the implementation of functional procedures, systems and controls associated with the performance areas and result indicators of the functionality:

- Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures.
- Providing guidance to personnel on the interpretation of procedures, application and communication sequences associated with the Supply Chain Management cycle.



VACANCIES

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- Consolidating procurement plans from line departments and reviewing them to ensure alignment to the IDP.
- Administering the compilation of the minimum requirements of information for the business plan for procurements.
- Facilitating the Acquisition Management of the municipality as this business plan is used to start the procurement process.
- Maintaining the Procurement Plan that defines the activities and time frames to be utilized for procuring goods or services and capital assets.
- Administering the process of ensuring that the resources required to fulfil the needs identified in the Integrated Development Plan (IDP) of the municipality are linked to the budget and delivered at the correct time, price and place and that the quantity and quality will satisfy those needs and the identification of contract conditions.
- Participating and be a member of Bid evaluation Committee.
- Assist the SCM Manager to facilitate all contracts within the municipality to ensure that contract management is done as per MFMA transcript.
- Ensure all SLA are submitted to legal department for preparation.

Manages the initiation, preparation of tender documentation, receives and prepares tender documentation and coordinates the function of the specification committee:

- Providing tender numbers to officials when requested, and compiling a register of all tender numbers issued to officials in order to ensure an effective archiving system in place for the administration of tenders.
- Receiving specifications or terms of reference (drafts) from all Managers and communicating with Managers to establish items for inclusion on the agenda.
- Using word processing applications to prepare Specification Committee minutes and notifications and circulating notification, agenda and minutes of previous meetings to members.
- Accessing and making information available to the meeting to the Chairperson and / or representatives on specific items for discussion referring to Bid Committee resolutions, reports and correspondence.
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/ discussions and decisions and making available copies of correspondence referred to in discussions to members.
- Assessing and verifying the correctness and compliance of all tender information and documentation to ensure that it is aligned to Supply Chain Management Policy and applicable legislation.

VACANCIES

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Telephone: 016 973 8392

- Verifying and scrutinizing tender documents with regards to Specifications / Terms of reference for the relevant project, and checking for completeness and correctness of tender documents and returns to relevant Head of Department if incorrect or incomplete.
- Compiling Specification Committee Agenda and referring to legislation and regulations to enable formulation of resolutions and recommendations arising out of discussions in Bid Specification Committee Meeting.
- Presenting reports on behalf of all departments to the Specification Committee and providing advice and technical support on the drafting of tender documents.
- Checking that the minutes of the Specifications Committee are correct, and submitting Specification Committee minutes to the immediate supervisor prior to Evaluation Committee meetings.
- Submits tender specifications and terms of reference to the Accounting Officer for approval prior to tender being advertised and forwarding tender documentation to the Supply Chain Manager prior to the tender being advertised.
- Preparing a quarterly roster for the sitting of the Specification Committee.

Coordinates and controls the task/activities of personnel and allocates and prioritises outcomes:

- Assist with audit queries.
- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.
- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Assessing and introducing measures to facilitate understanding of processes and procedures with respect to accounting applications and/ or providing input into specific training requirements.

Administering and coordinating the public invitation for competitive bids and handling and recording of the bid:

- Ensuring that any invitation to prospective providers to submit bids appears in local media, the Website of the Municipality or any other

VACANCIES

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appropriate ways which may include an advertisement in the government tender bulletin and ensuring that the information contained in a public advertisement, is in terms of Regulation 22 of the SCM Regulations.

- Verifying that bids submitted are only on the bid documentation provided by the municipality.
- Compiling briefing session / site inspection register and price register and making sure that the Attendance Register at Briefing Sessions is filled by all external stakeholders present.
- Preparing a checklist for returnable documents (SARS, BEE certificate, Company Registration, ID copy/s etc.) for the opening of bids session.
- Opening submitted bids in public the specified closing date and time as specified in Regulation 23 of the SCM Regulations and announcing in public the tenderer's name and price for a particular contract/tender.
- Verifying that the Attendance Register at tender openings is filled by all external stakeholders present; entering each tender's name and price in the Tender Register, stamping each tender where the price is depicted listing the closing date, time sign verification of the announced tender, and safekeeping of the submitted tender documents.
- Publishing the entries in the register and bid results on the Website of the Municipality and making register available for public inspection.

Co-ordinates the functioning of the evaluation committee:

- Using word processing applications to prepare Evaluation Committee minutes and notifications
- Circulating notification, agenda and minutes of previous meetings to members.
- Accessing and making information available to the meeting to the Chairperson and / or representatives on specific items for discussion referring to Bid Committee resolution, reports and correspondence.
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings / discussions and decisions and making available copies of correspondence referred to in discussions to members.
- Assess and verifies the correctness and compliance of all submitted bids tender information and documentation to ensure that it is aligned to Supply Chain Management Policy and applicable legislation.
- Prequalification testing and compile Evaluation Committee minutes.
- Report in conjunction with Line department.
- Compiles Evaluation Committee Agenda
- Circulates Evaluation Committee agenda to all Evaluation Committee members 2 days prior to the meeting.

1

VACANCIES

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Telephone: 016 973 8392

- Referring to legislation and regulations to enable formulation of resolutions and recommendations arising out of discussions in Bid Evaluation Committee meeting.
- Present reports on behalf of all departments to the Evaluation Committee and provides advice and technical supporting on the drafting of tender documents
- Checks that the minutes of the Evaluation Committee are correct
- Submits Evaluation Committee minutes to the Supply Chain Manager prior Adjudication Committee meeting.
- Submits a report on attendance to the Accounting Officer on a quarterly basis.
- Prepares a quarterly roster for the sitting of the Evaluation Committee
- To ensure minutes of meetings are accurately compiled, reflective of discussions and verified prior to circulation and the Evaluation committee is functioning in line with SCM legislation.

Implement and monitor the database function, contract administration:

- Ensuring that the ELM database complies to SCM legislation, and that all submitted information is credible, managing the SCM database, inviting Service providers to annually register in ELM database, and updating Service providers details in database.
- Coordinating Contract Administration through acquiring and concluding Service Provider Contracts and Services Level agreements for the Municipality from R30,000.00 to R300,000.00 and ensuring that contracts or agreements procured through the SCM System of the Municipality is according to relevant policies and associated legislation.
- Executing applications associated with acquisitioning and appointment process for goods/services between R30 001 and R300 000 through drafting specifications engaging user departments, drafting bid documents and bid notices and verifying that all processes are followed through to the drafting letters of appointment to the successful bidder.
- Coordinating goods/services between R0 and R30 000 by ensuring that all goods or services in this range are procured in accordance with the SCM policy, reporting poor services provider performance to the Supply Chain Manager and managing order processing function.

Coordinates specific administrative tasks/activities associated with the functionality:

- Preparing reports related to specific analysis or investigations, submitting to the immediate superior for approval and forwarding to the respective committees.
- Attending to document control procedures and, monitoring the status and accessibility of records and registers.

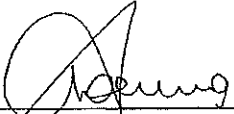
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- Maintaining the Register of Names of Potential Providers requested to provide quotations (written/verbal quotations and Formal Written Price Quotations) ensuring compliance with Municipal SCM Regulation 16(d) and 17(17).
- Drafting monthly reports for all goods or services less and equal to R30,000.00, for all goods or services more than R30,000.00 and less than R300,000, and for all goods or services more than R100,000.00 (National Treasury & Provincial Treasury).
- Drafting monthly report for all deviations and irregular expenditure incurred for goods or services and draft a quarterly report for all deviations and irregular expenditure incurred for goods or services.
- Participating in meetings and providing information on specific Supply Chain processes and procedures.
- Meeting and/ or telephonically with sales Personnel to seek information on pricing, product availability or introduction of new product ranges.
- Conducting supplier audits and evaluations to ascertain applicability and adherence to standards and regulations.
- Maintenance of the contract register and contract documentation.

Salary: R 438 517, 44 – R 496 373,70 per annum (post level 05), subject to job evaluation. Plus (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.



FJ MOTLOUNG
MUNICIPAL MANAGER

