

Enquiries: NM Ngwenya
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NOTICE: 13/2022/2023

DIRECTORATE: FINANCIAL SERVICES

POSITION: ACCOUNTANT EXPENDITURE (SASOLBURG)

Minimum requirements:

- B Com with financial accounting as a major subject.
- 5-8 years relevant experience required of which includes 2 years of supervisory experience.
- Municipal Financial Management Programme will be an added advantage.

Competency requirements:

- Oral and written Communication.
- Problem solving.
- Financial Process Management.
- Financial Management & Reporting.
- Organisational Awareness.
- Planning and organizing.

Main Duties

Knowledge:

- Conducts work financial nature according to prescribed norms and standards.
- Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, and others as applicable).

Financial Accounting:

- Makes authorised payment claims and returns to external agencies;
- Distinguishes between capital and operational expenditure.
- Prepare all employee subsidies for salary purposes.
- Scrutinize and approve the salary reconciliation as prepared and submitted by Chief Clerk Salaries.
- Review creditor reconciliations prepared by the creditor clerks.
- Authorize delivery notes/invoices for creditor payments on the financial system.
- Supervise over archiving of documents according to legislation.

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Budgeting:

- Contributes to the planning and allocation of resources.
- Prepares forecasts of income and expenditure.

Financial Reporting:

- Prepares financial reports.
- Compile monthly VAT returns.
- Interacting with the internal & external auditors and provide. information, supporting documentation for auditing purposes.

Financial Process Management:

- Apply policies and procedures in financial process management.
- Prepares multi-year revenue and expenditure forecasts.

Salary: R 416 050.70 - R 470 942.79 pa (post level 05) subject to job evaluation.

POSITION: SALARIES CLERK (SASOLBURG)

Minimum requirements:

- B Com Degree with financial accounting as a major subject.
- 1 – 2 years relevant experience with good knowledge of the payroll systems.

Competency requirements:

- Oral and Written Communication.
- Problem Solving.
- Financial Process Management.
- Financial Reporting.
- Financial Management.

Main Duties

Systems Management:

- Update and maintain the payroll information system and process salary payable to members, allowances, and deductions by applying laid down procedures to insert, adjust, reconcile, and integrate pay data into schedules, reports and accounting systems.
- Input relevant data against individual fields referring to source documentation in respect of salaries and allowances due.

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- Check information, adjustments, and calculations of third-party payments prior to extracting and forwarding the salary report and schedules for approval.
- Print, check and distribute payslips.
- Print and distribute employees' income tax certificates.

Data Capturing:

- Importing of salary budget.
- Capturing of input on salaries and deductions (policies, medical, etc) leave, overtime, on employees' salaries and Councillors allowances on the payday system.

Handling of enquires:

- Assisting with enquiries on employee's salaries/councillors' allowances and payments to third parties e.g. policy, medical, pension, leave redeemed, UIF, tax, distribution of the third party contributions.

Financial Process Management:

- Apply policies and procedures in financial process management.

Salary: R 280 101.79 - R 324 680.57 pa (post level 08) subject to job evaluation.

DIVISION: INCOME

POSITION: DEBT COLLECTION CLERK X2 (SASOLBURG)

Minimum requirements:

- Diploma in Accounting or related field.
- 2 - 3 years financial experience.

Competency requirements:

- Community and Customer Focus.
- Written Communication.
- Ethics and Professionalism.
- Problem Solving.

Main Duties

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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Monitoring and Control:

- Performing specific task with monitoring of customer accounts and recovery of outstanding amounts
- Circulate the accounts to the account holders.
- Interact with contractors with respect to disconnections / reconnection or resumption of services.
- Attend to queries related to the accounts billed.

Administration:

- Prepare documentation and records for handover to active legal proceedings and collections.
- Maintain and updating billing files and keep records.
- Attend to any given instruction by supervisor.

Management of Accounts:

- Manage multiple delinquent accounts for debt collection efforts.
- Keep track of assigned accounts to identify outstanding debts.
- Plan a course of action to recover outstanding payments.
- Negotiate payoff deadlines or payment plans.
- Handle questions or complaints.
- Investigate and resolve discrepancies in payments or accounts.

Salary: R 280 101.79- R 324 680.57 pa (post level 08) subject to job evaluation.

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

DIVISION: RECORDS AND AUXILLIARY SERVICES

POSITION: ADMIN OFFICER (FACILITIES, PRINTING OFFICE & ACCOMMODATION) SASOLBURG

Minimum requirements:

- Diploma in Administration.
- Certificate in Facilities Management will be an added advantage.
- 2 – 5 years relevant experience.

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Competency requirements:

- Planning and organising.
- Project Management.
- Organisational Awareness.
- Stakeholder Management.
- Oral and Written Communication.

Main Duties

Coordination:

- Provide Help desk for the Municipality by ensuring that the buildings are properly maintained.
- Ensure distribution of work for Cleaning and inspect all floors and overall image of the building to ensure compliance with OHS Act.
- Make sure that all faults and maintenance issues are reported and attended to i.e., air-cons, plumbing, lifts electrical etc.
- Prepare resource allocation schedules (cost, material and time spread) and priority programmes for execution and, prioritising urgent works to accommodate needs and requirements relating to office occupation/ space.
- Co-ordinate procedural requirements associated with maintenance of the building and surrounds and provision of general support services.
- Maintain required records and ensure adequate inventories are maintained in all areas.

Facility Management:

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

Workplace Safety:

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

Salary: R 376 772.18 - R 405 889.99 pa (post level 06) subject to job evaluation.

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DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

DIVISION: URBAN PLANNING

POSITION: ADMIN OFFICER (SASOLBURG)

Minimum requirements:

- National Diploma in Administration.
- Computer Literary: MS Office.
- 3-5 years relevant experience.

Competency requirements:

- Planning and Organising.
- Problem Solving Skills.
- Attention to detail.
- Communication Skills (Oral and Written).

Main Duties

Administration:

- Assists the town planners with compliance to procedures.
- Takes minutes in meetings and prepares attendance registers for meetings.
- Arranges meeting venues and prepares the venue for meetings.
- General administration of divisional reports.
- Assist to organise hearing meetings and sending invitations.

Planning and Organising:

- Assists the town planners and building inspectors with preliminary review of development applications.
- Responsible for preparation of correspondence e.g. internal & external departmental comments, hearing and objections invitations.

Customer Services:

- Performs searches and assists the public with inquiries.
- Answer telephonic inquiries and any other form of customer inquiries.
- Responsible to provide weekly, monthly and quarterly statistics for all land use applications and queries.

Service Delivery Orientation:

- Committed to excellence; and
- Keeps commitments and promises in undertaking tasks and meeting deadline.

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- Assists with evaluation of outdoor advertising and creation and updating of billboards advertising signs register.

Salary: R 376 772.18 – R 405 889.99 pa (post level 06) subject to job evaluation.

DIRECTORATE: SOCIAL SERVICES
DIVISION: PUBLIC SAFETY

POSITION: SUPERINTENDENT TRAFFIC (X2 POSTS) -SASOLBURG

Minimum requirements:

- National Diploma in Metropolitan and Traffic Policing or related.
- Registration as Traffic Officer from the road traffic registering Authority.
- 5 - 8 years relevant experience of which 2 – 3 years must be on supervisory level.
- Firearm proficiency.
- No criminal record.
- Valid code 08 drivers licence.

Competency requirements:

- Community and Customer Focus.
- Written Communication.
- Ethics and Professionalism.
- Problem Solving.
- Coaching and Mentoring.

Main Duties:

Law Enforcement:

- Patrolling to oversee traffic flow.
- Conducting civic arrests in terms of Criminal Procedure Act.
- Participate in road blocking with other law enforcing agencies.
- Issuing of summonses to offenders.
- Enforcing traffic law by speed checking and tracking appropriate action.
- Conducting of point duty at traffic congestion and other special events.
- Escorting abnormal loads vehicles.
- Testing vehicles roadworthiness in terms of Traffic Act.
- Temporarily forbidding motorists from driving vehicles as a result of their physical or mental conditions.

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- Impounding any driver's license if it is suspected that is forged.
- Serving warrants of arrests on persons who do not comply with the traffic laws.

Respond to safety and security problems:

- Proactively address matters in problem areas as required.
- Responds to calls promptly and effectively.
- Recognises unusual activity and intervenes appropriately.
- Give evidence in court on arrest made on the traffic law of offenders.

Patrol, Enforcement and Emergency Response:

- Plans and co-ordinates patrol activities for special events such as festivals and protests.
- Able to develop strategies and procedures for dealing with community support services.

Capacity Building:

- Conduct educational programmes in public about traffic laws and accident preventions.
- monitor school patrols.
- Encourages officers and staff to learn about the issues affecting their local area.

Coordination:

- Persuades community members of the need to co- operate with the police and law enforcement agencies.
- Fosters a culture of ethical behaviour.
- Co-ordinates multiple patrol activities.
- Contributes towards positive climate within team.
- Provide appropriate training interventions for staff.

Salary: R 376 772.18 – R 470 942.79 pa (post level 6/5, subject to job evaluation) plus transport allowance based on 650 km per month.

POSITION: ASSISTANT SUPERINTENDENT TRAFFIC (SASOLBURG)

Minimum requirements:

- Grade 12 plus Traffic Diploma from recognized traffic college.
- Higher certificate in Traffic Management.
- 5 years relevant experience in Municipal Traffic.

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- Registration as Traffic Officer from the road traffic registering Authority.
- Firearm proficiency.
- No criminal record.
- Valid code EB drivers' licence.

Competency requirements:

- Extensive knowledge of traffic statutes.
- Community and Customer Focus.
- Problem Solving.
- Oral and Written Communication.
- Ethics and Professionalism.

Main Duties

Law Enforcement:

- Monitoring abnormal vehicle loads and goods vehicles, enforcing and escort to the Weighbridge if needed.
- Setting up roadside check points, ensuring visible community policing and join other stakeholders during roadblocks.
- Performing a vehicle searching of offenders where a crime has been committed.
- Arresting drivers driving under the influence of illegal substances and not complying with the relevant Acts, or a lawful instruction given.
- Issuing of AARTO infringement notices, Section 56, Section 341, discontinue use of vehicle and seizure documents.
- Issuing of Section 44 notices and impounding of un-roadworthy vehicles and illegal food courts operating without municipal business licenses.
- Arrest any person in respect of whom a warrant of arrest has been issued by a court.
- Informing road users of outstanding traffic fines.
- Serving of Section 54 notices for offenders to appear in court.

Administration and Record Keeping:

- Conduct inspection of parade e.g., whether traffic officer have shaved, clean properly and not under the influence of alcohol.
- Communicate and distribute correspondence and information as and when required.
- Correct and discipline subordinates where necessary.
- Inspect the vehicle on commencement of the shift and report effects on vehicles before shifts.

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- Records incidents on his/her pocketbook and report those incidents to the relevant authorities.
- Allocate the specific duties as contained in the monthly programs / schedule.
- Conduct general inspections which include inter alia: uniforms, log sheets, firearms, appointments cards attendance registers, driver's license, pocketbooks and ensure that they are signed accordingly.
- Perform the entire shifts administrative functions.
- Execute all relevant tasks as outlined in the criminal procedures Act 51/77
- Act as Superintendent when required by the Chief Traffic Officer
- Be on stand-by when required.
- Direct control of the shift.

Administration and Record Keeping:

- Conducting point duty during peak hours if there is a congestion and during events.
- Control of traffic during abnormal conditions (accidents and defective traffic lights).
- Patrolling of public roads within the municipal jurisdiction.
- Escorting of VIPS, Leadership, funerals and events.

Salary: R 332 799.27 – R 367 522.52 pa (post level 7, subject to job evaluation)

POSITION: TRAFFIC OFFICERS (X5 POSTS) –SASOLBURG

Minimum requirements:

- Grade 12 plus Traffic Diploma from recognized traffic institution.
- Registration as Traffic Officer from the road traffic registering Authority.
- 2 - 5 years relevant traffic experience.
- Firearm proficiency.
- No criminal record.
- Valid code 08 drivers' licence.

Competency requirements:

- Extensive knowledge of traffic statutes.
- Community and Customer Focus.
- Problem Solving.
- Ethics and Professionalism.

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Main Duties

Law Enforcement:

- Patrolling to oversee traffic flow.
- Conducting civic arrests in terms of Criminal Procedure Act.
- Participate in road blocking with other law enforcing agencies.
- Issuing of summonses to offenders.
- Enforcing traffic law by speed checking and tracking appropriate action
- Conducting of point duty at traffic congestion and other special events
- Escorting abnormal loads vehicles.
- Testing vehicles roadworthiness in terms of Traffic Act.
- Temporarily forbidding motorists from driving vehicles as a results of their physical or mental conditions.
- Impounding any driver's license if it is suspected that it is forged.
- Serving warrants of arrests on persons who do not comply with the traffic laws.

Respond to safety and security problems:

- Proactively address matters in problem areas as required.
- Responds to calls promptly and effectively.
- Recognises unusual activity and intervenes appropriately.
- Give evidence in court on arrest made on the traffic law of offenders.

Capacity Building:

- Conduct educational programmes in public about traffic laws and accident preventions.
- monitor school patrols.

Salary: R 280 101.79 – R 324 680.57 pa (post level 08, subject to job evaluation).

POSITION: FIRE FIGHTERS (X3 POSTS) – SASOLBURG

Minimum requirements:

- Grade 12 plus Firefighter 1 and 2.
- Hazmat Awareness.
- Hazmat Operations/Fire & Rescue.
- Fire Aid Level 3.
- 3 years operational experience.
- Valid code C1 driver's license.

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- Physical and mentally fit.
- Passed physical fitness.
- No criminal record.

Competency requirements:

- Community and Customer Focus.
- Written Communication.
- Safety and Welfare.
- Call Taking and Dispatch.
- Problem Solving.
- Community and Customer Focus.

Main Duties

Operations and Maintenance:

- Operating of fire appliances and all equipment pertaining to the fire services.
- Driving of vehicles and lifting of equipment.
- Maintaining of all equipment.
- Attending to fire emergency.
- Firefighting and extinguishing of fires.
- Protection and rescuing of life and property.
- Preventing the outbreak and spread of fire.

Administration:

- Writing of log sheets, call sheet and reports.
- Collecting and delivering of post.
- Handling of queries and complaints from public after hours.

Fire Fighting

- Ability to fight fires.
- Able to use appropriate tools and equipment.
- Execute firefighting tasks under supervision.

Rescue Operations

- Knowledge of rescue techniques.
- Execute rescue operations tasks under supervision.

Special Operations (Hazmat, Urban Search and Rescue)

- Knowledge of special operations techniques.
- Execute special operations tasks under supervision.

Fire Safety and Prevention

- Follow fire safety codes, standards and applicable bylaws.
- Identifying fire safety risks.
- Execute fire safety tasks under supervision.

Call Taking and Dispatch

- Receives and Processes Calls for Assistance.

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- Recognizes the requirement for pre- hospital emergency medical resources.
- Conduct telephone communications as outlined in the Standard Operating Procedures (SOP).
- Ability to determine vehicle response mode and configuration based on the dispatcher's evaluation.
- Allocate appropriate resources as determined by SOP.
- Recognise the need for response of other public safety agencies and first responder.
- Communicate complete and accurate information regarding an incident.
- Maintain current knowledge base of service area, including major streets and public buildings.
- Use map books and GPS.

Salary: R 233 238.64 – R 324 680.57 pa (post level 9/8, subject to job evaluation).

POSITION: CONTROL ROOM OPERATOR (X2 POSTS) - SASOLBURG

Minimum requirements:

- Grade 12.
- Basic disaster management certificate.
- Telephone etiquette Certificate will be an added advantage.
- 03 years operational experience.
- Computer literacy.
- Candidate Physical Ability Test (CPAT).
- Physically and mentally fit.
- No criminal record.

Competency requirements:

- Community and Customer Focus.
- Call Taking and Dispatch.
- Problem Solving.
- Community and Customer Focus.

Main Duties

Call Taking and Dispatch:

- Receives and Processes Calls for Assistance
- Recognises the requirement for pre- hospital emergency medical resources

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- Conduct telephone communications as outlined in the Standard Operating Procedures (SOP)
- Ability to determine vehicle response mode and configuration based on the dispatcher's evaluation.
- Allocate appropriate resources as determined by SOP
- Recognise the need for response of other public safety agencies and first responder
- Communicate complete and accurate information regarding an incident
- Maintain current knowledge base of service area, including major streets and public buildings.

Communication:

- Receives and Processes Calls for Assistance
- Answer all emergency or any calls directed to the control room
- Dispatch emergency vehicles and personnel on duty to incidents reported and liaise with external emergency services.
- Perform Radio Communications with emergency and other vehicles at scene
- Take part in VOC (Venue Operation Centre) during special events in order to liaise with the 10177 centres, in case of emergency by activating emergency resources to incidents.

Knowledge of operations:

- Knowledge of rescue techniques
- Knowledge of special operations techniques
- Execute special operations tasks under supervision
- Undertake any other duties that are necessary within the Security Control room
- Ensure that customer are satisfied with the service they receive
- Keeps customers updated on progress

Administration:

- Register in and out of all vehicles and be familiar with the shift on duty roster
- Register documentation in respect of emergency incidents.
- Conduct all required reporting as per the standard operating procedures which include hand over of shifts, weekly reports, incident reports, monthly report etc.

Disaster operations and emergency communications and control:

- Assist / Participate in the structured implementation of measures aimed at:
- Supporting disaster operations from a central control facility.
- Providing emergency communications support to emergency and essential services during normal and emergency operations.
- Issuing authorised early warning and public.

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Salary: R 280 101.79 – R 367 522.52 pa (post level 8/7, subject to job evaluation)

**POSITION: SECRETARY TO DIRECTOR SOCIAL SERVICES
(SASOLBURG)**

Minimum Requirements:

- Diploma in administration/Office Management.
- Computer Literacy in Microsoft Office.
- 2-5 years' relevant experience.

Competency Requirements:

- Planning and organising.
- Written and Oral Communication.
- Ethics and Professionalism.
- Services delivery orientation.

Main Duties

Administrates and controls the Office of the Social Services Director:

- Attending to telephonic calls and visitors to the office whilst establishing the nature of their visits and direct requests to appropriate personnel.
- Arranging and scheduling meetings with internal or external departments.
- Performing tasks associated with the provision of general office support and reception services.

Administrates activities, preparing and producing:

- Arranging and coordinating all appointments, meetings and conferences including related documentation, travel, and accommodation.
- Taking and typing minutes of meetings.
- Maintaining a filing system for optimal information retrieval.
- Plans tasks weekly.
- Prioritises tasks daily according to an assessment of schedule of activities.

Salary: R 332 799.27 – R 367 522.52 pa (post level 07, subject to job evaluation).

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DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES

DIVISION: CIVIL ENGINEERING SERVICES

POSITION: PLUMBER – MAINTENANCE (DENEYSVILLE)

Minimum requirements:

- Grade 11 or equivalent N2 level certificate.
- Trade certificate in Plumbing.
- 3 years' experience in plumbing environment with 2-3 years' experience as special workman.
- Valid code EB driver's license.

Competency requirements:

- Quality Orientation.
- Workplace Safety.
- Service Delivery Orientation.
- Customer orientation and customer focus.

Main duties:

Workplace Safety:

- Demonstrates and / or explains safety equipment and / or procedures.
- Identifies safety issues and problems - Detects hazardous working conditions. Is alert to unsafe work conditions.
- Checks equipment and / or work area regularly.
- Takes corrective action - reports or corrects unsafe working conditions; makes recommendations and / or improves safety and security procedures; enforces safety regulations and procedures.
- Identifying unsafe conditions, hazardous materials, and imminent danger.

Sewer maintenance & construction:

- Optimal planning and execution of work related to the construction and maintenance of sewer networks.
- Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.
- Training and supervision of general workers under his control to optimize work output and enhanced performance.
- Ensuring proper maintenance and use of vehicles, material and tools under his control.
- Read, maintain, install and test water meters.

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- Service and maintain sewer pumps in pump stations.
- Repair/replace broken sewer pipes and open up blocked sewers.
- Undertakes new installations, extensions, maintenance and repair of Municipal sewer networks.
- Any other relates duties as reasonably instructed by the supervisor.

Managing work:

- Supervising and guiding team with the excavation of trenches.
- Checking heights and distances and the level of pipes.
- Ensuring that sewer pipes are laid at specified slopes on well compacted bedding.
- Setting out sewer and water pipes and fittings as specified on plans and fix/connect it.
- Doing the final finish to designed levels and standards.
- Fitting of toilet pans, baths, wash basins.

Salary: R 280 101.79 – R324 680.57 pa (posts level 08) subject to job evaluation.

POSITION: SENIOR PLANT OPERATORS (X1 DENEYSVILLE & X1 ORANJEVILLE)

Minimum requirements:

- Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Wastewater treatment.
- Trade related qualification in Operators certificate/ Wastewater Treatment practice (N3).
- Demonstrated knowledge of process functionality within Water Treatment Works and associated installations.
- 2 - 5 years' relevant experience
- Valid code EB driver's license.

Competency requirements:

- Use of process specific Technology/Equipment.
- Quality Orientation.
- Workplace Safety.
- Service Delivery Orientation.
- Planning and Organising.
- Problem Solving.

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- Decision Making.
- Quality Orientation.

Main duties

Workplace Safety:

- Identifies safety issues and problems - Detects hazardous working conditions.
- Ensures workplace is clean and is maintained in accordance with Health and Safety requirements.
- Promotes the importance of a well-maintained workplace in accordance with Health and Safety requirements.
- Has extensive knowledge of the procedures of identifying unsafe conditions possible danger.

Plant Operations:

- Coordinate, control and monitor all operational activities within a defined shift period relevant to the operations of a Wastewater Treatment Plant.
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- Opening/ closing valves to specific limits to control levels and regulate flow from/ to storage units.
- Collecting wastewater samples as per prescribed monitoring program for chemical and biological analyses.
- Conducting tests of samples using specific apparatus and equipment, referring to specifications to determine deviation, reporting outcomes and proceeding with corrective measures.
- Activating/ deactivating pumps to commence/ stop the movement of treated/ untreated water or wastewater.
- Demonstrates more complex operational knowledge of the use of technology and equipment in the plant.
- Communicating with the immediate superior, verbally transmitting information on plant condition, performance, and outcomes and/ or executing specific instructions to address deviations or disruption to process.
- Identifies more complex problems within a work process and ensures they are resolved accordingly by evaluating the outcome of the solution.
- Attends to procedural administrative requirements, record keeping, and reporting deadlines associated with the functionality.

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

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- Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.
- Evaluate, interpret and implement external laboratory results.
- Monitors the deliverables of staff.
- Undertakes preventative maintenance on plant equipment and report complex repair works to relevant Sections.
- Attends to and controls tasks/activities associated with personnel performance, productivity, and discipline.
- Assist maintenance services by means of best practices to ensure OHS-Act, Department of Labour and S.H.E compliance.
- Report all equipment failure to the Plant Supervisor and test all samples when required.

Plant housekeeping/cleaning activities:

- Clearing and unblocking inlets, outlets, valves, filters, and connections, removing debris using handheld tools (shovel, fork, etc) and pressurized water systems to remove/ flush blockages.
- Keep abreast of developments, emerging trends, and latest technologies in the profession.
- Providing general guidelines and explaining procedures to personnel on the removing and destruction/ disposal of debris to avoid health related risks.
- Attending to the safekeeping of hand tools and/ or apparatus used in the process, applying laid down instructions and guidelines to avoid theft or loss.

Salary: R 205 153.06 – R 228 467.95 pa (post level 10) subject to job evaluation.

DIVISION: ELECTRICAL AND MECHANICAL ENGINEERING SERVICES

POSITION: MECHANICS (X2 POSTS) - SASOLBURG

Minimum requirements:

- Grade 11 or equivalent N2 level certificate.
- Recognized Trade Certificate in Mechanic.

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- 3 years' experience in mechanical environment with 2-3 years' experience as special workman.
- Valid code EB driver's license.

Competency requirements:

- Workplace Safety.
- Service Delivery Orientation.
- Customer orientation and customer focus.

Main duties

Workplace Safety:

- Identifies safety issues and problems—Detects hazardous working conditions. Is alert to unsafe work conditions.
- Corrects unsafe working conditions.
- Stores tools safely.
- Ensures workplace is clean and is maintained in accordance with Health and Safety requirements.
- Wears all safety clothing and safety equipment.
- Identifying unsafe conditions, hazardous materials, and imminent danger.

Repair vehicles, machinery and equipment

- Rebuilding vehicles and equipment.
- Performing preventative maintenance on vehicles and equipment.
- Testing all vehicles/equipment after repairs.
- Reporting any defaults or malfunctions.
- Keeping machine neat and clean.
- Keeping records of machinery.
- Planning of the utilization of vehicles and tools.
- See to the proper maintenance and use of tools and under his control.
- Taking responsibility of all machine hires.
- Assist other sections in rendering an efficient service to the community.
- Use and application of the full range of appropriate tools and equipment.
- Any other relates duties as reasonably instructed by the supervisor.

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Maintenance of all vehicles and machinery:

- Planning the utilization of machinery and materials for jobs to be done effectively.
- Advise the superintendent of parts and equipment needed to carry out the work.
- Timeous requisition of all parts/spares to be ordered.
- Fill in check lists of safety equipment.
- Take vehicles for road worthiness certificates.
- Report to superintendent daily when working out of workshop for any major maintenance and repairs needed.

General – Administration and Safety:

- See to the personal safety aspects related to the jobs and that it is adhered to concerning employees and the public.
- Keep time and overtime sheets and allocate amounts to applicable budget votes.
- Keeping records of timesheets, transport log sheets and personnel administration records such as: leave requisitions, disciplinary actions, merits, training schedules/reports supervising, and complaints lodged register.

Salary: R 280 101.79 – R 324 680.57 pa (post level 08) subject to job evaluation.

POSITION: ELECTRICIANS (X2 POSTS) - SASOLBURG

Minimum requirements:

- Grade 11 or equivalent N2 level certificate.
- Recognized Trade Certificate in Electrical.
- 3 years' experience in electrical environment with 2-3 years' experience as special workman.
- Exposure and appropriate knowledge and experience in drawings interpretation, diagrams, specifications with reference to electrical networks.
- Computer Literacy.
- Valid code EB driver's license.

Competency requirements:

- Service Delivery Orientation.
- Customer orientation and customer focus.

Enquiries: NM Ngwenya
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- Workplace Safety.
- Planning and organising.

Main duties

Workplace Safety Workplace Safety:

- Demonstrates and / or explains safety equipment and / or procedures.
- Reviews safety training materials.
- Identifies safety issues and problems - Detects hazardous working conditions. Is alert to unsafe work conditions.
- Checks equipment and / or work area regularly.
- Takes corrective action - reports or corrects unsafe working conditions; makes recommendations and / or improves safety and security procedures; enforces safety regulations and procedures.

Electrical maintenance:

- Responsible for the overall utilization and maintenance of all vehicles, equipment and supplies in the division.
- Responsible for the construction of new electrical networks and all work related to such.
- Responsible for the maintenance of existing networks.
- When executing a project control the expenditure to stay within the estimate.
- Exercise control of the issuing of material and supplies to artisans and general workers.
- Control the utilization of artisans and general workers.
- Adhere to all requirements of the Occupational Health and Safety Act.
- Any other relates duties as reasonably instructed by the supervisor.
- Responsible for the safety of co-workers.
- Execute a standby function.
- Do switching on the electrical network under supervision of the Superintendent.

Managing work:

- Monitors and controls activities by maintaining a log of work, production, or maintenance.
- Able to prioritise tasks.
- Identifies more critical and less critical activities and tasks; adjusts priorities when appropriate.
- Able to prioritize resources to meet competing deadlines.

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Control and maintenance:

- The repair and general maintenance of the high voltage and low voltage distribution network.
- All types of substations.
- High mast lights in Metsimaholo and at Council's premises.
- Single and three phase connections.
- Emergency supplies and cable stock.
- High voltage and low voltage cable joints and terminations,
- Tracing of erf boundaries according to land surveyor chart.
- Perform pressure test on high voltage cables (faults).
- Point out high voltage cables out to departments to departments and contractors.
- Test and repair electrical meters.
- Adhere to all requirements of the Occupational Health and Safety Act.
- Planning the utilization of machinery and materials for jobs to be done.
- Check that subordinates execute the jobs to acceptable standards.
- Plan own work according to lines and levels of responsibility on site.

Coordination of work:

- Completing labour, time sheets, and log sheets, work performance and standard reports for submitting to Superintendent.
- Administering personnel when allocated.
- Keep time and overtime sheets and allocate amounts to applicable budget votes.
- Any other relates duties as reasonably instructed by the supervisor.
- Monitors and controls activities by maintaining a log of work, production, or maintenance.
- Checks work of for errors.
- Checks against set standards and regulations.

Salary: R 280 101.79 – R 324 680.57 pa (post level 08) subject to job evaluation.

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