

# **NOTICE: 12/2025/2026**

## **INTERNAL AND EXTERNAL (NATIONAL)**

**Metsimaholo Local Municipality**, is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of representativeness (race, gender, disability), 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, INCLUDING THE COMPREHENSIVE JOB SPECIFICATIONS, ARE AVAILABLE ON THE OFFICIAL MUNICIPAL WEBSITE ([www.metsimaholo.gov.za](http://www.metsimaholo.gov.za))**

### **DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**POSITION:** SECRETARY TO THE MUNICIPAL MANAGER

### **DIRECTORATE: FINANCIAL SERVICES**

**POSITIONS:** ACCOUNTANT BILLING (Appointment as per diversity target)  
ACCOUNTANT ZAMDELA (Appointment as per diversity target)  
ACCOUNTANT ASSETS  
DEMAND AND ACQUISITION PRACTITIONER  
DISPOSAL MANAGEMENT PRACTITIONER (Appointment as per diversity target)  
ADO OPERATOR x2 (Appointment as per diversity target)  
CASH COLLECTION CLERK GR1  
CHIEF CLERK ACQUISITION (Appointment as per diversity target)  
DEBT COLLECTION CLERKx2 (Appointment as per diversity target)

### **DIRECTORATE: TECHNICAL & INFRASTRUCTURAL SERVICES**

**POSITIONS:** FLEET ADMINISTRATION CLERK  
JUNIOR PMU TECHNICIAN X2 (Appointment as per diversity target)  
PLUMBER-SEWER

### **DIRECTORATE: ORGANISATIONAL DEVELOPMENT & CORPORATE SERVICES**

**POSITION:** IPMS OFFICER X3 (Appointment as per diversity target)  
ADMIN ASSISTANT (MPAC)  
ADMIN OFFICER RECORDS SERVICES

### **DIRECTORATE: LED AND PLANNING**

**POSITIONS:** ADMIN ASSISTANT/CLERK HOUSING (RE -ADVERT)  
ADMINISTRATIVE OFFICER LED (RE-ADVERT) (Appointment as per diversity target)

### **DIRECTORATE: SOCIAL SERVICES**

**POSITIONS:** STATION OFFICER (Appointment as per diversity target)  
CLERK-TRAFFIC (RE -ADVERT)  
FIREFIGHTER

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

Candidates whose appointment will promote representativeness will be given preference (**where applicable**). White, Indian, Coloured and People with disabilities are highly encouraged to also apply for identified positions in line with the approved Municipal Employment Equity Plan targets.

Please note that the municipality does not reimburse costs for traveling to and from the interview.

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](http://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 Motloung, 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, Incomplete/ Unclear or Illegible CV's and applications without CV's will be disqualified.

All shortlisted candidates will be subjected to background screening checks (verification of qualification, reference check, and criminal record check (where applicable)). Successful candidates will undergo a competency-based assessment (where applicable). Metsimaholo Local Municipality, values privacy in terms of the Protection of Personal Information Act (Act No. 4 of 2013 (POPIA) which is effective from 01 July 2021, personal information will not be disclosed to any third party, unless otherwise prescribed in the Act, following due process(es) The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.

Due to the large number of applications we envisage to receive, applications will not be acknowledged. 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 dates: 10 April 2026**

**MR. F J MOTLOUNG**  
**MUNICIPAL MANAGER**

**NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT TO THE ABOVE POSITION/S.**

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

## **OFFICE OF THE MUNICIPAL MANAGER**

### **POSITION: SECRETARY TO THE MUNICIPAL MANAGER**

#### **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
- Problem Solving
- Service Delivery Orientation

#### **Main Duties**

##### **Administrates and controls the Office of the Municipal Manager**

- 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.
- Maintain a filing system for optimal information retrieval

##### **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 on a daily basis according to an assessment of schedule of activities

**Salary:** R 390,693.31 – R 431,457.04 per annum (post level 07 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

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## **TECHNICAL & INFRASTRUCTURE SERVICES**

### **DIVISION: ELECTRICAL AND MECHANICAL SERVICES**

#### **POSITION: FLEET ADMINISTRATION CLERK**

##### **Minimum requirements:**

- Secondary Education or equivalent
- Code B driver's license
- 1 – 2 years relevant experience

##### **Competency requirements:**

- Attention to detail
- Oral and written communication skills
- Planning and organising
- Stakeholder Liaison

##### **Main Duties**

##### **Administrative support for fleet operations**

- Capture and update vehicle data in fleet management systems.
- File service records; process trip authorisations.
- Issue vehicle keys/logbooks

##### **Processing fleet requests**

- Receive and record vehicle booking requests
- Check availability
- Liaise with Fleet Controller for allocation.

##### **Monitoring compliance documentation**

- Assist in maintaining records for vehicle licenses.
- Inspection certificates.
- Insurance claims.

##### **Recordkeeping and reporting**

- Maintain mileage logs, fuel usage reports,
- Maintenance schedules.
- Liaise with workshops for minor repairs or servicing under direction of Fleet Controller.
- Track job cards

**Salary:** R 328,828.53 – R 381,162.27 per annum (post level 08 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

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## **DIVISION: PROJECT MANAGEMENT UNIT**

### **POSITION: JUNIOR PMU TECHNICIAN X2**

**(Appointment will be made in accordance with diversity targets)**

#### **Minimum requirements:**

- National Diploma in Civil Engineering / Project Management or related field
- 02 – 04 years relevant experience

#### **Competency requirements:**

- Attention to detail
- Oral and written communication skills
- Planning and organising
- Stakeholder Liaison
- Financial Management
- Project Management
- Monitoring and Control

#### **Main Duties**

**Identifies and defines the immediate and short-term objectives/ plans associated with projects and contracts**

- Contributing to the assessment of condition and expected useful life of assets.
- Contributing to the development of scenarios for feasibility and seeking approval.
- Contributing to the analysis' costs and financial implications.
- Updating and maintaining components of the asset management plan and asset register.
- Able to coordinate the integration of people, resources and materials to achieve project objectives.
- Understanding the various types of contracts and pricing models, their strengths and weaknesses and when best to use them.
- Developing contingency plans for potential problems; manages and plans for risk aversion.
- Contributing to the analysis of information and alternatives; the development of scenarios for feasibility and seeks approval and the analyses costs and financial implications.
- Assisting with preliminary designs on planned projects and seeks approval for analysis and solutions and determining estimates for planning projects.
- Analyzing and aligning project requirements with operating capacity and capability

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## **Coordinates the formulation of specific contracts and tender documents and controls contractual obligations**

- Guiding the drafting, adjudication and reporting processes with regards to contracts/ tenders and verifying details, terms and conditions, specifications, etc. complying with laid down policies (Chain Management Policy, Procurement Policy), regulations and procedures and submitting to the Tender Committee for ratification.
- Participating in and briefing parties (consultants/ contractors, etc) on the terms and scope of appointments and evaluating, investigating and approving submissions on project/ contract progress, performance and costs.
- Monitoring Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc. and alerting the Contractor to any acts of non-conformance.
- Implementing procedures to administer contracts and the processing of completion certificates and verifying outcomes prior to approving payment certificates.
- Complying with the Council's Affirmative Procurement Policy in providing opportunities to emerging contractors to develop and enhance their skill base and promote employment at a local level.
- Resolving technical conflicts and contractual claims and preparing the necessary reports for submission to the PMU Manager.

## **Controls the professional, technical and operational outcomes associated with projects/contracts**

- Contributing to the management of internal projects to agreed standards.
- Participating in monitoring compliance to design specifications, health and safety regulations and the mitigation of health, safety and environmental risks.
- Contributing to the tender process in accordance with agreed procedures, including participating in the Bid Specification Committee.
- Participating in the site handover, development of project schedules and milestones until the certificate of completion is reached.
- Contributing to the selection and recommends procurement strategies for contractors, subcontractors and suppliers.
- Participating in monitoring the cost and progress of work.
- Managing the construction of internal and small projects.
- Facilitating compilation of Terms of Reference for small projects.
- Investigating variations and contingencies and making recommendations for remedial action

## **The ability to monitor and control projects**

- Ensuring compliance with occupational health and safety regulations.

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- Consistently attains targets and goals as planned and activities and plans as scheduled.
- Maintaining a project checklist covering all details which might be overlooked.
- Initiating action to correct quality problems or notify others of quality issues as appropriate and rectify them through appropriate actions.
- Able to set up systems and procedures to collect data, formulate and report on project progress to comply with the municipality's governance requirements

**Disseminates functional and operational information on the immediate and short-term objectives and current projects, problems and constraints**

- Contributing to assignment reports by providing information gathered by standard methods.
- Demonstrating effective oral and written communication.
- Structuring written documents in a logical framework.
- Communicating effectively with people at all levels within the municipality.
- Responding to questions with accurate and complete answers.
- Contributing to preparations and submission of monthly, quarterly, biannual, annual and ad-hoc reports to COGTA as determined in applicable legislation or required by the MIG Management Unit.
- Participating in various meetings (internal and external forums) and provides comments/ opinions on matters affecting or concerning projects/contracts.

**Salary:** R 488 427.22 – R 552 868.38 per annum (post level 05 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

**POSITION: PLUMBER - SEWER**

**Minimum requirements:**

- Grade 11/ N2 technical course,
- Trade certificate,
- Driver's license code 08
- 2 – 3 years' relevant experience post trade test

**Competency requirements:**

- Attention to detail
- Oral and written communication skills
- Planning and organising
- Stakeholder Liaison

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- Team Orientation

## **Main Duties**

**Interprets and co-ordinates specific pre-work/ site requirements with regards to installation, repairs and, planned and predictive maintenance sequences and guides the activities of personnel**

- Interpreting requirements on work orders or the nature of complaints received and establishing resources necessary for the completion of works.
- Determining routine inspections and preventative maintenance on water infrastructure and referring needs to supervisor or reticulation team.
- Working outdoors in all weather conditions carrying tools on waxed pipeline to detect leaks.
- Observing conformance with safety rules and procedures, executing specific requirements, inspecting equipment and plant and tool condition and correcting deviations or reporting serious breaches in standards to the immediate superior.

**Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality**

- 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 addition resources.
- Addressing workplace conflict / conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.
- Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals

**Coordinates activities associated with the repairs, maintenance and installations of wastewater pumps, wastewater pipes**

- Receiving the job card from the Immediate Superior and monitoring the loading of required equipment and materials.
- Inspecting works prior to commissioning and communicating with the immediate superior with regards to tests, adjustments and functionality of the wastewater distribution system.
- Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings.

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- Inspecting and identifying leaks in the system, isolating defective area and commencing with repair sequence. (Removing and installing of waste water pipes/ pumps).
- Cutting/ removing and replacing defective sections using welding techniques and/ or couplings to secure joins.
- Diagnosing of electrical and telemetry faults affecting waste water control valve operations, bleeding air from pumps and waste water systems, air lock and understanding of electric and electronics e.g. pump running backwards, reverse polarity.
- Removing blockages from the waste water reticulation system.

**Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist, faulty pumps, waste water leaks, etc.)**

- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities.
- Forwarding to the relevant personnel for processing (capturing new information/ removing old information on the system).
- Referring to work schedules (recording repairs/ replacement parts) and registers to correct deviations in entries raised during processing.

**Performs specific activities associated with communications and providing support to line functions**

- Inspecting works prior to commissioning and communicating with the immediate supervisor with regards to tests, adjustments and functionality of the waste water system.
- Establishing and providing information on options/ alternative methods to address problems and prevent reoccurrence and assessing the extent/ complexity of the repair/ maintenance processes for the purpose of determining resource requirements.
- Interacting and checking allocated components and materials against job cards prior to commencing and/or communicating the need for material and plant requirements in accordance with work sequence

**Salary:** R328,828.53 – R 381,162.27 per annum (post level 08 of a Grade 05 Local Authority), subject to job evaluation. (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

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## **ECONOMIC DEVELOPMENT AND URBAN PLANNING**

### **DIVISION: HOUSING**

#### **POSITION: ADMIN ASSISTANT/CLERK HOUSING (re-advertisement)**

##### **Minimum requirements:**

- N6 in Business Administration/Public Administration/Administration/ or relevant qualification,
- computer literacy and
- Code EB driving license
- 1 – 2 years relevant experience

##### **Competency requirements:**

- Planning and organising
- Attention to detail
- Problem solving
- Oral and written communication

##### **Main Duties**

##### **Performs the administrative requirements associated with Housing Section activities**

- Under the supervision of the administrative officer – housing, determine Area of Jurisdiction and target areas for human settlement projects, and Allocation of residential stands to the plight of the poor (Informal Settlement re-locations).
- Daily maintenance of Erf and Occupational data base, and the Occupational Register of the municipality in electronic format to reflect a summary of erf info and occupational data & serves as quick reference & control document confirming the status of occupational and ownership data (transferred or not)
- Confirmation of addresses based on erf and occupational data
- HSS operational and to undertake subsidy registration function
- Compiling and capturing housing subsidy administration and requirements.
- Performing the clerical functions associated with the implementation and delivery of housing projects within the Municipal jurisdiction and preparing communities for such projects through sending invitations for regular meetings to discuss housing related issues.
- Organizing the Housing Forum/ Consumer Education workshops through invitations and venue bookings for meetings on the roles and

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responsibilities of these structures.

- Organizing and facilitating workshops on different housing typologies, applications and selection criterion to the public members from the informal settlements.
- Receiving, updating and recording of transactional/ operational information and activities associated with the functionality (e.g. Housing Database, etc.).
- Updating the Municipal Housing Demand Data Base, scrutinizing forms completed by beneficiaries and ensuring that information is correctly captured onto the computer.
- Maintaining registers and records associated with the Provincial Department of Human Settlements waiting list and capturing beneficiary's details.
- Capturing/ processing specific complaints received from the public and providing and/ or checking information to support feedback to the complainant.
- Capturing and updating of Municipality and informal settlements influx and land invasions data of the system for future reference and statistics.
- Receiving and capturing Housing subsidy application forms on the Housing Subsidy System (HSS) and the National Housing Needs Register (NHNR).
- Promoting and advising customers telephonically and verbally during office visits on different housing programs (Individual subsidies, upgrading of Informal Settlements, Financial Linked Individual Subsidies Program, etc.).
- The HSS data system confirm the project (no), description, town, Contractor name, program objective, stand info, beneficiary info / project info, milestone claims demolishing / foundation / wall-plate / completion / retention / professional fees / cost per unit / total completion costing
- Administrative functions for EEDBS.

## **Processing and presentation of functional information**

- Compiling and consolidating housing reports from the system to the Admin Officers.
- Preparing and extracting qualitative and quantitative reports for submission to the immediate supervisor detailing the status of the functionality.
- Completion of subsidy applications, Deed of Sale, Letters of Approval, etc. and verification of beneficiaries.

## **Performs specific activities associated with communications and providing support to line functions**

- Attending to and resolving basic queries relating to housing issues telephonically.
- Receiving instructions from the Admin Officers on functions requiring urgent attention prior to commencement with work-plan.

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- Interacting on a regular basis with the immediate superior and the officers/coordinators on the same section with regards to challenges and progress on housing projects.
- Responding to specific complaints received from the public and providing and/ or checking information to support feedback to the complainant.
- Updating of the Municipal Housing Demand Data Base, scrutinizing forms completed by beneficiaries and ensuring that information is correctly captured into the computer

**In Cooperation and close working relationship with Administrative officer and Senior Administrative officer, undertake Stakeholder Interviews as and when required.**

- To 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.

**Conduct and undertake Need analysis study**

- Daily maintenance of Erf and Occupational data base.
- 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.
- Socio-economic profile, population and household characteristics, current housing stock.
- Evaluation of Community Services.
- Overview of services accessibility & determine how they affect, facilities, potential demand for housing.

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## **DIVISION: LED**

### **POSITION: ADMINISTRATIVE OFFICER LED (re-advertisement)** **(Appointment will be made in accordance with diversity target)**

#### **Minimum requirements:**

- National Diploma in Business Administration/Marketing/Social/Economic Science/Developmental Studies or relevant qualification.
- Code EB driving license.
- Computer literacy – Office applications.
- 2 - 5 years relevant experience.

#### **Competency requirements:**

- Community and Customer Focus
- Written and Verbal Communication
- Ethics and Professionalism
- Problem Solving
- Analytic Thinker
- Research skills

#### **Main Duties**

##### **Identifies and defines the immediate, short and long-term objectives/ plans and controls associated with LED development**

- Planning, coordinating and evaluating all SMME economic development activities in the region through the establishment of a reliable and coherent LED database.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the Municipality's IDP, Business and Strategic Plans.
- Assessing and evaluating Local Economic Development project proposals and applications and preparing reports summarizing findings and including specific recommendations for consideration.
- Conducting situational analysis and feasibility studies to assess the impact of specific economic development initiatives and opportunities.
- Presenting proposed programs and projects to community groups, industries and local business meetings (SMMEs).

##### **Provides LED support and administrative assistance**

- Providing administrative assistance in the establishment of Ward-Based

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LED Forums through preparation of a notice for the LED Forum establishment meeting; recording the names and contact details of those elected to serve on the ward LED Forum; and maintaining a register of elected ward LED Forum members.

- Providing administrative assistance in arranging meetings of the ward-based LED Forums through receiving communication/ instruction on meetings to be arranged; preparing agendas for the LED ward-based committees; assisting with the keeping of minutes of the meetings; and submitting minutes to immediate superior.
- Maintaining an SMME Internal Data base through preparing notices for publication calling SMME's to register on the SMME database; assisting applicants in completing the prescribed SMME database registration forms; recording qualifying applicants in the SMME Database; and receiving walk-in applications for recording in the SMME database.
- Assisting SMME's to register on the external data bases through determining the requirements for the submission of applications from the various institutions; ensuring that the applicant does have the required documents required for submission with the application; submitting the registration application on behalf of the SMME applicant; following up with the registration body on progress with registration; and informing the applicant of the progress made and/or outcomes of the registration application.
- Providing administrative assistance to sector departments in the development and training of SMME's through liaising with sector departments on community development training programs earmarked for the Municipal Area; submitting names and contact details of proposed participants in training/development programs to the relevant sector department; recording the names of SMME's trained in the SMME training register.

## **Attends to the implementation of specific policies and procedures for LED implementation**

- Formulating plans detailing interventions, actions and timelines guiding the delivery and/ or execution of activities.
- Establishing goals, objectives and priorities and developing these into operating procedures.
- Pooling of various service providers with different expertise and formulating and facilitating access to business development services.

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- Conducting training to develop understanding and improve capabilities of the local community to participate in economic development initiatives.
- Assessing project deliverables against agreed outcomes and milestones and, establishing reasons for non-achievement of critical requirements.
- Facilitating the linking of SMME's to relevant markets and funding institutions.
- Facilitating and overseeing mentoring of SMME's within the region, including the dissemination of information pertaining to the functionality.
- Monitoring progress and expenditure on projects and keep a record thereof.

## **Coordinating LED development projects to ensure that objectives in terms of the IDP are met**

- Investigating applications for new SMME development projects, obtaining quotes and preparing reports for submission to the Manager.
- Preparing of development related business plans if required by providing advice, guidance and support.
- Visiting local economic development projects, taking photos and videos and writing progress reports for submission and presentation at management meetings.
- Co-ordinating broader based stakeholder workshops to seek ideas, establish priorities and determine strengths, weaknesses and threats.
- Interacting with the established local business sector to elicit support with job creation and poverty alleviation initiatives.

## **Provide administrative assistance in SMME training**

- Liaising with the finance section to establish funding allocated for SMME training.
- Liaising with the immediate superior on training programs to be presented and the anticipated dates for training; and preparing a SMME training program for approval by the immediate superior.
- Obtaining quotations/bids for service providers to present the required training.
- Ensuring the attendance registers are available and signed by attendees.
- Obtaining a training results report from the service provider on conclusion of the training.
- Recording the results of the training and people trained in the SMME Training Register.

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## **Provide administrative assistance in the establishment and maintenance of LED based Intergovernmental Relations**

- Establishing and maintaining a data base of sector department contact persons in the LED field.
- Booking venues on instruction for local meetings of the LED IGR Forum.
- Providing an attendance register for the meetings.
- Keeping minutes of proceedings if LED IGR meetings.
- Submitting minutes to the immediate superior

## **Prepare requisitions for the LED Section**

- Obtaining budget verification per vote for the LED Section for control purposes from the Finance Section.
- Preparing requisitions for the acquisition of the required goods and/or services for submission to the immediate superior for approval.
- Submitting the approved requisition to the Supply Chain management Section for the issuing of an order.
- Attending to administrative matters relative to the requisition that may be raised by the Supply Chain Management Unit.
- Following up on the issuing of an Official Order.

## **Performs specific tasks associated with the preparation of specifications for goods and services**

- Verifying the availability of funds from the budget and treasury section for the required goods/services.
- Preparing the prescribed pre-prep tender/quotation form.
- Preparing draft specifications for the required goods/services for submission to the Bid Specification Committee.
- Attending the Bid Specification Committee Meeting to provide clarity on the proposed specifications for the required goods and services.
- Receiving the quotations/tenders received from Supply Chain.
- Preparing a draft quotation/tender evaluations report for submission to the SCM Unit and/or the Bid Evaluation Committee.
- Liaising with bidders on the approval processes for the goods/ services.

## **Coordinating the administrative and reporting requirements associated with the key performance and result indicators of the functionality**

- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the immediate supervisor for consideration and inclusion into Council and Sub Committee reports.

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- Completing instructional/ operational documentation (vehicle log sheets) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.

**Disseminates functional and professional information on the immediate, short and long term objectives and current developments, problems and constraints**

- Coordinating and set-up and implementation of communication mediums to serve as avenues to facilitate transfer of functional information and receive client comment and complaint.
- Participating in various meetings (council, internal and external forums) and provides comments / opinions on matters effecting or concerning the business functionality.
- Responding, through the collection of factual information and / or conducting the necessary investigation / research, to enquiries and concerns on service delivery.
- Capacitating project beneficiaries and encouraging maximum participation on business entrepreneurship programs.

**Salary:** R 442 315, 78- 476 498, 94 per annum (post level 06 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

## **FINANCIAL SERVICES**

### **DIVISION: INCOME**

**POSITION: ACCOUNTANT INCOME: BILLING**  
**(Appointment will be made in accordance with diversity target)**

**Minimum requirements:**

- B.Com Degree with Accounting as a major subject,
- Computer literacy: MS Office

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- 2 – 3 years' relevant experience in Local government or private sector required which includes 1 years of supervisory experience.

## **Competency requirements:**

- Oral and Written Communication
- Problem Solving
- Financial Process Management
- Financial Management and Reporting
- Organisational Management
- Planning and organising

## **Main Duties:**

### **Coordinate verification and reporting through controlling sequences associated with the verification and provision of information related to Revenue transactions**

- Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.

### **Provide supervision and control over the tasks/ activities of personnel and allocates and prioritises outcomes by:**

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling 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.

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- Assessing and introducing measures to facilitate understanding of processes and procedures with respect to accounting applications and/ or providing input into specific training requirements.

## **Coordinate transactional procedures and applications through recording and processing procedures of income transactions against services rendered**

- Analysing and verifying transactional recordings, Debtor reports and summaries and, processing or approving adjustments to entries.
- Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts, including handing over of long outstanding accounts.
- Generating reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters.
- Attending to the compilation of the annual billing schedule, daily billing parameter, and controlling the validation process for correctness of data entered.
- Auditing the pre-billing metered process validation and reporting discrepancies to the Manager for authorisation.
- Authorising daily billing runs, scrutinising billing runs for abnormally high accounts, and reporting to the Manager.
- Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.
- Coordinating the banking and balancing of revenue collections.

## **Implements applications and sequences associated with recording, authorization and execution of Rates & Valuations revenue transactions**

- Analysing and evaluating the consolidated rates and valuations system in terms of best practise to facilitate effective revenue collection.
- Analysing and verifying transactional recordings, Debtor reports and summaries, approving adjustments to entries, and monitoring reminder notifications for circulation to overdue debtors and establishing payment terms and conditions with defaulters.
- Analysing and evaluating complex customer complaints/ queries on rates and valuations, with a view to, implementing measures and enhancing customer satisfaction.
- Verifying information regarding ownership details, calculating adjustments and journalise before capturing information onto the financial system.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Verifying of rates clearance certificates, payment vouchers, requisitions, etc, and the consolidation of properties in accordance with new applications.
- Balancing of the computerized valuation roll through the reconciliation of valuation-roll movements, and adjustments caused by the valuation roll movement and change of ownership.
- Implementing interim valuations, approved tariffs and balancing of valuation roll.
- Sourcing and interpreting sales agreements from other Business concessions, capturing and adjusting of accounts, calculating DSF rebates, writing off balances, etc.
- Reconciling of rates, service charges and miscellaneous charges and compiling error reports.

## **Coordinates specific administrative and financial sequences associated with the revenue by:**

- Clearing of income suspense accounts to ensure proper allocation of funds received, identifying deposits receipted in the suspense account and tracing and following up on depositors of such monies for declaration.
- Reviewing daily banking balancing to avoid under/ over banking and signing off as proof of review.
- Updating cashbook with the receipts received through the bank and over the counter for the preparation of the monthly report.
- Tracing from bank statements, cheques returned by the bank, to process journal reversing to such payments.
- Performing debtor's reconciliations to maintain an accurate, complete and valid levy payer account.
- Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.

## **Implements financial communication strategies with intra and interdepartmental management staff and external stakeholders**

- Addressing procedural issues applicable to creditors administration and timeous delivery of payment vouchers with Head of Departments.
- Interacting with clients regarding procedural aspects relating to problems encountered with late payments, valuations, rates and applicable recourse.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

**Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.**

- Tracing from bank statements, cheques returned by the bank, to process journal reversing to such payments.
- Performing debtor's reconciliations to maintain an accurate, complete and valid levy payer account.
- Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.

**Salary:** R 488,427.22 – R 552,868.38 per annum (post level 05 of a Grade 05 Local Authority), 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).

**POSITION: ACCOUNTANT ZAMDELA**

**(Appointment will be made in accordance with diversity targets)**

**Minimum requirements:**

- B.Com Degree with Accounting as a major subject,
- Computer literacy: MS Office
- 2 – 3 years' relevant experience required which includes 1 years of supervisory experience.

**Competency requirements:**

- Oral and Written Communication
- Problem Solving
- Financial Process Management
- Financial Management and Reporting
- Organisational Management
- Planning and organising

**Main Duties:**

**Coordinate verification and reporting through controlling sequences associated with the verification and provision of information related to Revenue transactions**

- Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions

## **Provide supervision and control over the tasks/ activities of personnel and allocates and prioritises outcomes by:**

- **Monitoring attendance/ conduct and output and addressing** deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- Establishing the Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling 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.

## **Coordinate transactional procedures and applications through recording and processing procedures of income transactions against services rendered**

- Analysing and verifying transactional recordings, Debtor reports and summaries and, processing or approving adjustments to entries.
- Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts, including handing over of long outstanding accounts.
- Generating reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters.
- Attending to the compilation of the annual billing schedule, daily billing parameter, and controlling the validation process for correctness of data entered.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Auditing the pre-billing metered process validation and reporting discrepancies to the Manager for authorisation.
- Authorising daily billing runs, scrutinising billing runs for abnormally high accounts, and reporting to the Manager.
- Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.
- Coordinating the banking and balancing of revenue collections.

## **Implements applications and sequences associated with recording, authorization and execution of Rates & Valuations revenue transactions**

- Analysing and evaluating the consolidated rates and valuations system in terms of best practise to facilitate effective revenue collection.
- Analysing and verifying transactional recordings, Debtor reports and summaries, approving adjustments to entries, and monitoring reminder notifications for circulation to overdue debtors and establishing payment terms and conditions with defaulters.
- Analysing and evaluating complex customer complaints/ queries on rates and valuations, with a view to, implementing measures and enhancing customer satisfaction.
- Verifying information regarding ownership details, calculating adjustments and journalise before capturing information onto the financial system.
- Verifying of rates clearance certificates, payment vouchers, requisitions, etc, and the consolidation of properties in accordance with new applications.
- Balancing of the computerized valuation roll though the reconciliation of valuation-roll movements, and adjustments caused by the valuation roll movement and change of ownership.
- Implementing interim valuations, approved tariffs and balancing of valuation roll.
- Sourcing and interpreting sales agreements from other Business concessions, capturing and adjusting of accounts, calculating DSF rebates, writing off balances, etc.
- Reconciling of rates, service charges and miscellaneous charges and compiling error reports.

## **Coordinates specific administrative and financial sequences associated with the revenue by:**

- Clearing of income suspense accounts to ensure proper allocation of funds received, identifying deposits receipted in the suspense account and tracing and following up on depositors of such monies for declaration.
- Reviewing daily banking balancing to avoid under/ over banking and signing off as proof of review.
- Updating cashbook with the receipts received through the bank and over the counter for the preparation of the monthly report.

# VACANCIES

Enquiries: M Maduna  
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- Tracing from bank statements, cheques returned by the bank, to process journal reversing to such payments.
- Performing debtor's reconciliations to maintain an accurate, complete and valid levy payer account.
- Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.

**Implements financial communication strategies with intra and interdepartmental management staff and external stakeholders**

- Addressing procedural issues applicable to creditors administration and timeous delivery of payment vouchers with Head of Departments.
- Interacting with clients regarding procedural aspects relating to problems encountered with late payments, valuations, rates and applicable recourse.

**Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.**

- Tracing from bank statements, cheques returned by the bank, to process journal reversing to such payments.
- Performing debtor's reconciliations to maintain an accurate, complete and valid levy payer account.
- Verifying and preparing information extracted by Consolidated Billing Database, compiling statistical graphs and reports, and submitting for management purposes.

**Salary:** R 488,427.22 – R 552,868.38 per annum (post level 05 of a Grade 05 Local Authority), subject to job evaluation, (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

**POSITION: ADO OPERATOR x2**

**(Appointment will be made in accordance with diversity target)**

**Minimum requirements:**

- N6 Business Management/ Accounting Studies/ or relevant,
- Computer Literacy: MS Office
- 1 – 2 years relevant experience

**Competency requirements:**

- Attention to detail
- Oral and written communication skills
- Planning and organising

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Stakeholder Liaison

## **Main Duties:**

### **Capture and process revenue transactions on the ADO system**

- Receive source documents from cashiers and relevant sections.
- Capture payments, deposits, and adjustments on the financial system.
- Verify account numbers and transaction details before processing.

### **Reconcile ADO transactions with cashier and banking records**

- Compare system reports with cashier summaries and bank deposit slips.
- Identify and report discrepancies.
- Assist in resolving unmatched transactions.

### **Prepare and update revenue reports**

- Generate daily and monthly transaction reports from the system.
- Compile summaries for submission to the Chief Clerk: Cash Collection.
- Maintain proper filing of reports and supporting documents.

### **Support banking and deposit administration**

- Verify deposit details captured in the system.
- Assist with preparation of banking documentation and batch totals.
- Ensure all deposits are correctly allocated to customer accounts.

### **Maintain accurate records and document control**

- File transaction listings, reconciliations, and adjustment documentation.
- Ensure records are stored safely and are easily retrievable for audit purposes.

### **Provide internal support to cashiers and revenue section**

- Assist with system-related queries from cashiers.
- Escalate technical or account-related issues to the relevant supervisor or IT support.

**Salary:** R 328 828.53 – R 381 162.27 per annum (post level 08 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

## **POSITION: DEBT COLLECTION CLERK x2**

**(Appointment will be made in accordance with diversity target)**

## **Minimum requirements:**

- Diploma in Accounting or any relevant field,
- 2 to 3 years financial experience

## **Competency requirements:**

- Community and Customer Focus
- Oral and Written Communication

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Ethics and Professionalism
- Problem Solving

## **Main Duties:**

### **Conduct monitoring and control**

- Performing specific task with monitoring of customer accounts and recovery of outstanding amounts
- Circulate the accounts to the account holders.
- Document payments terms arrangements as agreed to with the customer and or execute write-off of arrear debts
- Interact with contractors with respect to disconnections / reconnection or resumption of services
- Attend to queries related to the accounts billed

### **Execute administration of activities**

- 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

### **Implement 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 328 828.53 – R 381 162.27 per annum (post level 08 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

## **POSITION: CASH COLLECTION CLERK GR1**

### **Minimum requirements:**

- N6 Business Management/ Accounting Studies/ or relevant
- Computer Literacy: MS Office
- 1 – 2 years relevant experience

### **Competency requirements:**

- Attention to detail

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Oral and written communication skills
- Planning and organising
- Stakeholder Liaison

## **Main Duties**

### **Collect and receipt municipal revenue from customers.**

- Receive payments for rates, services, fines, and other municipal charges.
- Issue official system-generated receipts for all payments received.
- Accept payments by cash, card, cheque (where applicable) and electronic methods.
- Verify account details before processing payments.
- Ensure correct allocation of payments to customer accounts.

### **Ensure safe custody of all monies received.**

- Count cash received and ensure it balances with issued receipts.
- Safeguard cash, cheques and other payment instruments during the working day.
- Follow cash control procedures and internal security measures.
- Prepare cash for banking in accordance with municipal procedures.
- Report any shortages, overages or suspicious transactions immediately.

### **Balance daily collections and system records.**

- Balance daily cash, card and electronic transactions against system reports.
- Complete daily cash-up sheets and reconciliation forms.
- Submit reconciled collections and supporting documentation to the Chief Clerk: Cash Collection.
- Assist with resolving discrepancies identified during balancing

### **Provide frontline service to members of the public**

- Attend to customer payment enquiries in a professional and courteous manner.
- Provide basic information regarding municipal accounts and payment methods.
- Direct complex account queries to the relevant section (e.g., Debtors).
- Maintain accurate records and support reporting.

**Salary:** R 390 693, 31 – R 431 457.04 per annum (post level 07 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

## **DIVISION: ASSETS**

### **POSITION: ACCOUNTANT ASSETS**

**(Appointment will be made in accordance with diversity targets)**

#### **Minimum requirements:**

- B.Com Degree with Accounting as a major subject,
- Computer literacy: MS Office
- Municipal Financial Management Programme
- 3 – 5 years' relevant experience required which includes 2-3 years of supervisory experience.

#### **Competency requirements:**

- Oral and Written Communication
- Problem Solving
- Financial Process Management
- Financial Management and Reporting
- Organisational Management
- Planning and organising
- Knowledge of GRAP and MFMA
- Asset Management and Control

#### **Main Duties:**

##### **Coordinate sequences associated with the verification, recording and reporting of municipal asset**

- Analysing, verifying and processing asset acquisitions, disposals, transfers and write-offs in line with supporting documentation
- Coordinating the updating and maintenance of the Fixed Asset Register
- Reconciling the Asset Register to the General Ledger and investigating variances
- Preparing asset-related schedules and reports to support monthly and annual financial reporting
- Assisting in the compilation of asset disclosure notes for the Annual Financial Statements
- Liaising with Internal and External Auditors and providing supporting documentation

##### **Controls the key performance areas and outputs of personnel within the Assets Section**

- Providing guidance on asset accounting procedures and asset control measures
- Monitoring performance and addressing deviations from expected standards

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Identifying training needs and facilitating development of asset management skills
- Reviewing work outputs and ensuring adherence to policies and procedures

## **Coordinates physical verification and safeguarding of municipal assets**

- Planning and coordinating annual asset verification processes
- Investigating missing or damaged assets and reporting discrepancies
- Ensuring assets are correctly tagged and recorded
- Liaising with departments regarding asset movements and confirmations

## **Coordinates applications and procedures associated with asset valuation and accounting compliance**

- Processing depreciation run and amortisation report from the system
- Ensuring that the Engineers review useful lives and residual values in accordance with GRAP and obtaining Engineers' report on reviewed useful lives and residual values
- Assisting with asset revaluations and impairment assessments
- Monitoring Work-in-Progress (WIP) and ensuring timely capitalisation of completed projects

## **Coordinates administrative and financial sequences associated with asset disposals**

- Verifying asset disposal documentation and approvals
- Processing disposals, write-offs and transfers on the financial system
- Maintaining proper records of disposed and transferred assets

## **Implements communication with internal departments and stakeholders**

- Advising departments on asset management procedures and compliance requirements
- Providing asset information for budgeting and planning purposes
- Addressing asset-related audit queries and management information requests

**Salary:** R 488,427.22 – R 552,868.38 per annum (post level 05 of a Grade 05 Local Authority), 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: SUPPLY CHAIN MANAGEMENT**

## **POSITION: DEMAND AND ACQUISITION PRACTITIONER**

### **Minimum requirements:**

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- B Degree in SCM / Logistics / Procurement or relevant;
- Computer literacy: MS Office
- Driver's license
- 2 – 3 years' relevant experience in Local government or private sector required which includes 1 years of supervisory experience.

## **Competency requirements:**

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

## **Main Duties:**

### **Co-ordinates the implementation of functional procedures, systems and controls associated with the key 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.
- 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 fulfill 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.

### **Manages the initiation, preparation of tender documentation, receives and prepares tender documentation and co-ordinates the functioning 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.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- 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.
- 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 tasks/ activities of personnel and allocates and prioritizes outcomes**

- 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.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- 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 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.

# VACANCIES

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- 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.
- Referring to legislation and regulations to unable 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 R200,000.00 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 R200 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 Ro 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.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

## **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.
- 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 R200,000, and for all goods or services more than R100,000.00 (National Treasury & Provincial Treasury).
- Drafting monthly report for all deviations incurred for goods or services less and equal to R200,000.00 and draft a quarterly report for all deviations incurred for goods or services less and equal to R200,000.00.
- Participating in meetings and providing information on specific Supply Chain processes and procedures.
- Attending trade shows, product demonstrations to keep abreast of technological changes and improvements to specifications to help improve efficiencies and save costs.
- Meeting and/ or 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 from R30 000 to R200 000.

**Salary:** R 442,315.78 – R 552,868.38 per annum (post level 6/5 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

## **POSITION: DISPOSAL MANAGEMENT PRACTITIONER** **(Appointment will be made in accordance with diversity targets)**

### **Minimum requirements:**

- National Diploma in SCM / Logistics / Assets/ Procurement;
- Computer literacy: MS Office,
- Code EB driving license.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- 03 years' relevant experience required.

## **Competency requirements:**

- Financial Process Management
- Service Delivery Orientation
- Project Management
- Asset Management Principles
- Communication

## **Main Duties:**

### **Coordinate Disposal Management Processes**

- Develop and maintain disposal management policies and procedures.
- Identify assets for disposal in consultation with departments.
- Prepare schedules of items for disposal.
- Classify assets according to condition and disposal method.

### **Maintain Disposal Registers and Records**

- Maintain a disposal register for all disposed assets.
- Update asset management systems with disposal details.
- Keep documentation and certificates of disposal.

### **Conduct Disposal Processes (Auctions, Transfers, Donations, Write-offs)**

- Arrange auctions or public sales.
- Prepare documentation for write-offs.
- Coordinate inter-departmental asset transfers.
- Manage donations as per policy.
- Ensure compliance with SCM regulations and MFMA.

### **Prepare Reports on Disposal Activities**

- Compile monthly, quarterly, and annual reports on disposals.
- Provide information for audit purposes.
- Submit reports to management, council, and National/Provincial Treasury if required.

### **Monitor Compliance and Advise Departments**

- Guide departments on disposal procedures.
- Monitor compliance with disposal policies.
- Recommend improvements to disposal processes.
- Train departmental staff where needed.

### **Manage Stakeholder Engagement**

- Liaise with auctioneers, service providers, and regulatory bodies.
- Communicate disposal schedules and processes internally and externally.
- Respond to public or auditor queries regarding disposals.

**Salary:** R 442,315.78 – R 552,868.38 per annum (post level 6/5 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

## **POSITION: CHIEF CLERK ACQUISITION**

**(Appointment will be made in accordance with diversity targets)**

### **Minimum requirements:**

- National Diploma in SCM / Logistics / Procurement.
- Computer literacy: MS Office.
- 1 - 2 years' relevant experience required.

### **Competency requirements:**

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

### **Main Duties:**

#### **Implement the SCM process to ensure effective procurement of goods and services**

- Implementing quotation administration processes in line with supply chain management policy.
- Attending to all quotations related queries.
- Implement effective execution of Acquisition management strategic sourcing.
- Attend to administrative matters around sourcing of quotations and liaising with relevant user directorate.
- Receiving request for procurement from demand management for sourcing of quotations.
- Report on a weekly basis on all activities around his or her area of operation (output).

#### **Performing suppliers analysis of procurement for optimum supply chain management performance**

- Report on the capability of service providers and suppliers to meet the demand and supply requirements of the Municipality.
- Implementing the sourcing and purchasing strategy of goods and services and prepare reports.
- Evaluating suppliers strengths and weaknesses, recommend the need for alternatives/ or contingency plans to effectively deal with fluctuations in the supply cycle.

# VACANCIES

Enquiries: M Maduna  
Telephone: 016 973 8695

- Reporting on the monthly procurement activities.
- Liaising with other department officials on procurement matters.

## **Maintains and access records of discussions, instructions and correspondence**

- Maintains a database of approved vendors.
- Reconciles physical stocks to accounting records
- Referencing source documentation, reports and/ or instructions using alphanumeric sequential codes, to facilitate retrieval.
- Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.
- Retrieving supporting documentation and records to facilitate and support query resolution.

## **Performs specific tasks/ activities associated with the provision of clerical support**

- Receiving, recording and distributing incoming mail and facsimiles to the relevant officials.
- Requesting of quotations from suppliers.
- Preparing purchasing requisitions for the Finance Department and distributing supplier invoices to all departmental buyers.
- Processing the computerized orders for all departments, and verifying payment documentation from departmental buyers are completed.
- Checking that relevant supporting documents are present and necessary signatories are obtained.
- Handling petty cash float for purchases of small items, and maintaining the filing system for the safe keeping of all accounting documents.
- Printing of the outstanding commitments report.
- Providing clerical support to the bid evaluation committee, preparing and printing of bid documents and opening and closing of bid documents.
- Controlling adequate levels of stock by ordering, receiving and issuing of stationery and associated office consumables to personnel and/ or Offices.
- Attending to daily requests for procurement of goods and services, checking availability of funds and forwarding to the immediate supervisor for approval.
- Processing new supplier information on the system and printing CSD Reports for suppliers.
- Printing of purchase orders using specific system and forward to the Supervisor for signatory and sending purchase orders to the relevant suppliers.

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- Assisting in preparing of monthly reports on compliance on the implementation of the Supply Chain Management processes.
- Performing stock taking on a when needed

**Salary:** R 390,693.31 – R 431,457.04 per annum (post level 07 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

## **ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES**

### **DIVISION: ADMINISTRATION SERVICES**

#### **POSITION: ADMIN ASSISTANT (MPAC)**

##### **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
- Problem Solving

##### **Main Duties:**

##### **Administrates and controls the office of the MPAC Chairperson**

- 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 Required Documents**

- 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 on a daily basis according to an assessment of schedule of activities.

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**Salary:** R 328,828.53 – R 381,162.27 per annum (post level 08 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

## **DIVISION: RECORDS AND AUXILIARY SERVICES**

### **POSITION: ADMIN OFFICER RECORDS SERVICES**

#### **Minimum requirements:**

- National Diploma in Archive or Records management or equivalent
- computer literacy
- 2- 5 years' experience

#### **Competency requirements:**

- Planning and Organising
- Written and Oral Communication
- Information management
- Problem Solving
- Advice and Guidance
- Organisational Awareness

#### **Main Duties:**

#### **Performs activities/ tasks associated with registering and recording of incoming/ outgoing mail/ correspondence and documents**

- Implementing of administrative processes and systems according to policy and legislative requirements (Archives and Records Services Act).
- Verifying that scanning, indexing and routing is done on a daily basis according to specific requirements.
- Receiving of incoming mail via post or electronic mail, opening of correspondence, receiving of cheques/ cash according to policies and procedures.
- Receiving incoming/ outgoing mail and monitoring recording sequence in registers, or capturing on the electronic Records Management System, inserting dates, details of addressee, etc.
- Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details.
- Monitoring the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and/ or detailing any special requirements with respect to priority mail, etc.
- Verifying that appropriate 'control codes' are inserted on correspondence received from internal/ external sources.

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- Managing and administering the archiving of documents according to Archives and Records Services Act through transferring of documents to the archive section of the Records
- Management System, maintaining the database with imaged documentation (archived and active documents) and selecting completed documents for archiving.
- Receiving and managing of Government Gazettes and distributing to relevant officials.

## **Coordinate the provision of proper disposal programme**

- Ensuring that records are only disposed of in terms of a written disposal authority issued by the Provincial Archivist;
- Applying the general disposal authorities (GDA's) on records common to all offices;
- Applying for disposal authority on all records not covered by the GDA's in the custody of the office by:
- Submitting the file plan to the Provincial Archives and Records Service with a request to issue a disposal authority on the file plan; and submitting the schedule for records other than correspondence systems to the Provincial Archives and Records Service with a request to issue a disposal authority on the schedule;
- Ensuring that all terminated correspondence files are listed and two copies of that list are submitted to the Provincial Archives and Records Service with a request to issue a disposal authority on these files;
- Ensuring that all terminated records other than correspondence files are listed and two copies of that list are submitted to the Provincial Archives and Records Service with a request to issue a disposal authority on these records;
- Ensuring that all legacy electronic records systems are described [as per the schedule of electronic records] and two copies of that schedule are submitted to the Provincial Archives and Records Service with a request to issue a disposal authority on these systems;
- Determining the retention periods for the non-archival records in consultation with the risk manager and the users and ensure that all relevant legislation is considered; and reviewing the retention periods of all records before destruction and document the reasoning behind the review of the retention periods;
- Ensuring that non-archival records due for destruction are destroyed at least once a year, but that records needed for litigation and access to information purposes are not destroyed while the litigation and access to information requests are still under consideration;

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- Ensuring that records are only destroyed in terms of the applicable disposal authorities; ensuring that destruction events for electronic records are documented in the systems' audit trail; and ensuring that the necessary destruction certificates are compiled and that a copy is kept on file at the office; and sent to the Provincial Archives and Records Service (PARS);
- Documenting in the policy and procedures in which cases destruction holds should be placed on records, who should authorize a destruction hold and who is responsible for reviewing a destruction hold;
- Ensuring that no archival records are destroyed; reporting unlawful destruction of records to PARS; and investigating and report all cases of accidental and/or intended unauthorized destruction of archival records to the Provincial Archives and Records Service.

## **Prepares mail/ correspondence/ records for circulation and attends to the delivery to departments**

- Checking and batching according to destinations and/ or preparing the circulation list.
- Identifying with urgent mail and executes applications to facilitate circulation to the relevant Department or immediate attention.
- Walking to specific offices located within the complex, checking delivery details and seeking acknowledgement of receipt from the relevant personnel.

## **Coordinates the provision of information to the public and other corporates including government departments on information in terms of the access to information act. I.e. telephonically, electronically or written**

- Compiling and updating the manual in terms of the Act in 3 languages- annually.
- Compilation of section 15 report, publication thereof in the media and submission to Department of Justice for publication- annually
- Annually submission of report to Human Rights Commission
- Receiving requests and attending to enquiries from public for information.
- Assisting those not able to make formal requests.
- Processing fees and makes statements in terms of cases where information can't be supplied.
- Defer giving access to records in certain instances.
- Deciding whether to grant access in accordance with the Act and notify requester.
- Granting access as per request ie visual ,written , sound and computer.
- Giving access to information in any language

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## **Performs tasks/ activities associated with the provision of clerical/ office and systems support**

- Administering the franking machine through ensuring that the direct telephone line is connected to the modem, completing requisition forms and requesting order numbers through prescribed guidelines and policy, verifying that funds are paid electronically and downloading the prescribed amount electronically on the franking machine, and keeping records of monies loaded into the franking machine.
- Writing of CDs and exporting of statutes through verifying that CDs received from Jut stat are updated regularly, renewing of subscriptions for legislation on CD-ROM, extracting of acts/ notices/ statutes from CDs by way of exporting, burning of legislation and policies on CD-ROM, and printing of chronological/ alphabetical lists of acts/ statutes and keeping registers according to administrative procedures.
- Maintaining the Records System through routine maintenance sequences, administering users by creating user rights and accessibility to the system, reporting of errors, verifying updates on the system, verifying that daily back-ups are performed on the system, and responsible for the building of databases on the Records System Indexer.
- Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution.
- Photocopying original documentation as per requests received from personnel.

**Salary:** R 442,315.78 – R 476,498.94 per annum (post level 06 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

## **DIVISION: HUMAN RESOURCES**

### **POSITION: IPMS OFFICER X3**

**(Appointment will be made in accordance with diversity targets)**

### **Minimum requirements:**

- National Diploma in Human Resource Management/ Industrial Psychology/ Performance Management or related field),
- Computer Literacy – Office Applications,
- Driver's license,

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- added advantage: -knowledge of municipal legislation and performance management frameworks, knowledge of SDBIP and IDP processes and training in monitoring and evaluation or performance auditing.
- 4 years' experience in performance management preferably in local government.

## **Competency requirements:**

- Performance management systems and methodologies
- Strategic planning and alignment
- Monitoring and evaluation
- Governance and compliance
- Analytical and report-writing
- Facilitation and presentation skills
- Attention to detail and deadline-driven work ethic

## **Main Duties:**

### **Provides guidelines and information on the Performance Management System**

- Interacting with functional managers/ supervisors and making available information on the system and/ or explanations on application.
- Ensure performance objectives are aligned with the IDP, Service Delivery and Budget Implementation Plan (SDBIP), and departmental operational plans.
- Analyzing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area's, Indicators and Action Plans.
- Monitoring and advising on implementation and assessing compliance with standards and procedures to support synergy between application and understanding of the Performance Management System.
- Maintain a performance management calendar and ensure adherence to timeframes

### **Applies methods and standards to determine specific requirements and dimensions of Performance Management**

- Applying statistical tools and approaches to interrogate and classify information pertaining to structures, functions and/ or capacity to guide decisions pertaining to the selection of a model for basing measurements.
- Facilitating the development of Departments, Branch or Section scorecards, incorporating identified areas of improvement in scorecards, coordinating monthly, quarterly and annual performance reports, and evaluating and benchmarking outputs and providing feedback.
- Facilitating and developing of individual performance plans and personal development plans, giving guidance and advice on the application of the

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appraisal system, and conducting training/ workshops on the appraisal system

**Coordinates specific procedures associated with the implementation and execution of Performance Management and associated administration.**

- Monitoring compliance with respect to the adopted reporting structure.
- Collating and preparing reports outlining accomplishment of targets and standards and/ or commenting on specific deviations from agreed outcomes.
- Making available documentation and records to substantiate reasoning for specific performance management actions/ decisions during enquiries and investigations.
- Maintaining the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.

**Provides information and/ or reports on the status and outcomes internally/ externally**

- Presenting information on the Performance Management System capabilities, measures and outcomes.
- Explaining qualitative and quantitative outcomes, elaborating on reasoning and/ or the need for alignment with respect to specific objectives and measures.
- Conducting Workshops to facilitate understanding of the system and its application in defining and measuring organizational goals and accomplishment.
- Implementing and publishing a Service Commitment Charter through the identification of salient points from Scorecards, compiling drafts, submitting for authorization and publishing charter.

**Salary:** R 442,315.78 – R 476,498.94 per annum (post level 06 of a Grade 05 Local Authority), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

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## **SOCIAL SERVICES**

### **DIVISION: PUBLIC SAFETY**

#### **POSITION: STATION OFFICER**

**(Appointment will be made in accordance with diversity target)**

#### **Minimum requirements:**

- National Diploma in Fire Technology;
- Has come through the firefighter ranks and qualifications;
- Computer literacy
- MS Office,
- Code: C1 (EB) Drivers Licence
- 7 years operational experience of which 3 years must be at supervisory level (firemen).

#### **Competency requirements:**

- Community and Customer Focus
- Written Communication
- Safety and Welfare
- Problem Solving
- Community and Customer Focus
- Team management skills

#### **Main Duties:**

##### **Plans and manages the operational requirements and priorities of the Fire section:**

- Communicating with the Chief Fire Officer, presenting the status of the functionality with respect to resources, capability and constraints and, establishing key priorities, interventions and procedures requiring implementation to support service delivery standards and compliance with legislation.
- Analysing service delivery trends and capacity against requirements to facilitate the preparation of capital and operational expenditure estimates to support the budgeting process and functional plans objectives.
- Monitoring the execution of fire operational plans, procedures, measures and controls and, resolving deviations through the application of approved alternative measures in the form of resources, processes and/ or rearrangement and alignment of functions/ procedures within the section.

##### **Controls the Key Performance Indicator's and outcomes of personnel based in the Operations section**

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- Defining role boundaries and workflow process against laid down service delivery requirements and statutory regulations and departmental priorities.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
- Conducting appraisals to measure performance against agreed objectivities, counseling and consulting with personnel on developmental goals, career paths and, short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications, conducting specific courses on risk control and management techniques and, incident investigations and preparing progress and assessment reports for inclusion into the consolidated Skills Development Plan of the Unit.
- Analyzing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures and Codes of Good Practice encapsulated in Employment Legislation.

## **Implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as dictated to in statutory legislation and by-laws**

- Interpreting and guiding the application of requirements related to the provision of fire-fighting, emergency rescue and humanitarian aid services to facilitate alignment and synergy with management principles and as stipulated in Acts, Council Policy, Ordinances and By-Laws.
- Communicating to personnel through the verbal and written mediums statutory and procedural requirements for adoption and/ or approving statutory notices for circulation and, procedural forms authorizing personnel to conduct inspection and investigations to determine compliance.
- Inspecting work sites and/ or conducting observations of work sequences and determining extent of awareness and/ or the need for corrective/ remedial measures.
- Discussing and/ or investigating workplace accidents/ incidents, seeking reasons from supervisory personnel on any non- compliance/ deviation and providing direction on courses of action for execution.

## **Manages the functioning and processes associated with monitoring and providing a fire-fighting, emergency rescue and humanitarian aid service**

- Mapping out and implementing, monitoring response plans and procedures and/ or developing/ revising contingency plans.
- Monitoring the execution and application of plans during call-outs, through

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the examination of reports and conducting of on the spot investigations and, attending to deviations and/ or determining the need for review of procedures.

- Commanding and/or guiding personnel on the specific applications during incidents with a view to maintaining established fire-fighting standards/ approaches during life threatening and/ or high-risk situations.
- Controlling and formulating emergency measures to combat fire of hazardous chemical tankers involved in collision/s, derailment or proximity to fire.
- Instituting awareness of fire prevention and fire-fighting strategies within communities through the co-ordination of educational initiatives that provides understanding of basic preventative measures.

## **Manages the application of procedures with respect to the organization and availability of fire-fighting resources**

- Establishing the adequacy of equipment and vehicles at specific units and adjusting response-planning schedules to activate redeployment of resources in accordance with availability.
- Addressing critical maintenance needs and/ or formulates and approves planned and predictive maintenance schedules for vehicles and equipment.
- Evaluating the condition of equipment/ vehicles through analysis of inspection reports and costing schedules against budgeted provisions with a view to identifying with replacement needs.
- Approving processes to address major breakdown and repairs to vehicles and providing the Manager with the necessary guidance on specific logistical issues.
- Maintaining that a register of all fire station plant and equipment with all relevant details, are recorded in the individual logbooks.
- Monitoring all plant and equipment is tested and maintained in accordance with manufacturer's specifications.

## **Manages the procedural administrative and reporting requirements/ deadlines associated with the functioning of the section**

- Conducting meetings with subordinates by receiving written and verbal reports on the previous week's operations, and by disseminating the following weeks work program.
- Preparing reports detailing qualitative and quantitative information on the requirements, activities and progress made with regards to the implementation of plans and interventions and forwarding to the immediate superior for perusal prior to presentation or inclusion as Committee items for discussion/ attention.
- Preparing annual estimates and participates in the annual estimates of both capital and operating for the Station's budget allocation

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- Communicating internally and externally, participating in formal meetings with a view to providing critical information and requirements pertaining to the Fire Operations functionality, attending to and reporting on constraints effecting the implementation of operational plans/ guidelines with a view to revising procedures.
- Verifying recordings, consolidating and maintaining financial schedules for movable/ immovable asset and inventory items within the section.
- Verifying and/ or approving the recording/ entries of occurrences/ incidents in control registers and investigation files and/ or correcting specific reporting sequences.
- Approving correspondence, requisitions/ procedural forms and documentations for further processing and/ or circulation.
- Monitoring the efficiency of information recoding and record keeping systems and aligning specific sequences to facilitate compliance with statutory and internal procedural requirements.

**Salary:** R 442,315.78 – R 552,868.38 per annum (post level 6/5 of a Grade 05 Local Authority), 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).

## **POSITION: FIRE FIGHTER**

### **Minimum requirements:**

- Grade 12 plus Firefighter I and 2,
- Hazmat Awareness, Hazmat Operational / Fire & Rescue,
- First Aid Level 3,
- Code: C1 (EB) Drivers Licence
- be Physically and Mentally fit,
- passed physical fitness
- no criminal record.
- BAC with Current HPCSA registration
- 3 or more years' relevant experience

### **Competency requirements:**

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

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## **Main Duties:**

**Responds to fire and emergency incidents perform acts/operations under the supervision of the Station Officer to neutralize the threat of fire or other danger:**

- Responding as a member of the crew to fires, rescues, hazardous material incidents and related emergency and non-emergency humanitarian incidents, where he/ she will deploy and operate a range of equipment to control/ extinguish fire, extricate or release casualties, resuscitate or treat injured persons and carrying out emergency operations as directed by the supervisor in order to save life and property.
- Undertaking protection duty by standing by potentially life or property threatening incidents and events with appropriate equipment as directed by supervisors to minimize the risk to life and property.
- Conducting the maintenance and inspection of fire hydrants/ extinguishers, to ensure fixed installations are correctly identified and in good working order, to ensure they are working and are clearly identifiable in times of emergency.
- Preparing for emergency incidents and protection duty by participating in training drills, stimulation exercises, physical fitness training maintaining a high standard of safety and operational efficiency at emergency incidents.
- Participating in pre- planning visits as directed by immediate supervisors and reducing the incidence severity of fire and providing a safer environment for fire-fighters and communities.
- Preparing for emergency incidents by checking, cleaning, testing and maintaining equipment and vehicles, ensuring safety, availability and operation at all times.
- Participating in the cleaning and maintenance of fire stations as directed by the Station Officer in order to maintain a safe and hygienic working environment in such stations.
- Performing administrative duties, sign registers, reporting defects on all machinery, vehicles equipment and reports to the Station Officer for actioning / repairing.
- Conducting non-emergency duties such as driving light motor vehicles and the collection and delivery of correspondence, equipment and personnel as directed by the Supervisor/Station Officer ensuring the efficient functioning of the Department.
- Attending the safety and safekeeping of all departmental equipment, vehicles, furniture, etc, by ensuring safety and storage procedures are adhered to at all times.
- Carrying out related training duties as assigned by the supervisor.

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- Conducting the maintenance and inspection of fire hydrants under the supervision of the supervisor, to ensure easily identification and smooth operation during emergencies.
- Assisting in the reduction of risk to the environment and life from the spillage of hazardous materials and fluids by donning and neutralizing spillages.
- Recharging breathing apparatus sets by filling empty oxygen cylinders.
- Participating in rescue teams with specific sequences (installing slings and hooks onto ropes, assembling rescue equipment), following specific instructions of the Officer in charge of the operations.
- Conducting building inspections to verify compliance relating to fire safety by-laws through the inspecting and risk assessment of fire installations and building safety fire regulations and reporting outcomes and specific concerns requiring immediate attention to the Senior Fire Fighter.
- Driving and operating a range of heavy and extra-heavy specialist appliances to/at emergency incidents as directed by the supervisor in order to save life and property and providing humanitarian services to the community.
- Completing procedural documentation (vehicle log sheets, time sheets, statements, inspection check-lists, etc.) and inserting the appropriate details.
- Preparing for emergency incidents by checking, cleaning, testing and maintaining equipment and vehicles, ensuring safety, availability and operation at all times.
- Conducting non- emergency duties such as driving light motor vehicles and the collection and delivery of correspondence, equipment and personnel as directed by the Senior Fire Fighters ensuring the efficient functioning of the emergency services unit.
- Attending to safety and safekeeping of all departmental equipment, vehicles, furniture, etc, by ensuring safety and storage procedures are adhered to at all times.
- Attending to disaster incidents by assisting with assessments, relief distribution and other activities related to Disaster management and mitigation.
- Responding as a member of the crew to fires, rescues, hazardous material incidents and related emergency and non-emergency humanitarian incidents, where he/ she will deploy and operate a range of equipment to control/ extinguish fire, extricate or release casualties, resuscitate or treat injured persons and carrying out emergency operations as directed by the supervisor in order to save life and property.

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- The physical pressures inherent to the functions of this post requires for the pulling of heavy water pressure hoses and carrying of heavy equipment during rescue.
- Performs heavy lifting and strenuous physical activity in confined areas and at elevated temperatures while wearing personal protective clothing and equipment weighing approximately 25 kilograms.
- Faces exposure to carcinogenic dusts such as asbestos, toxic substances e.g. hydrogen cyanide, acids, carbon monoxide, or organic solvents or radiation through inhalation or skin contact.
- Required to work in hazardous locations at considerable above grade elevations.
- Required to perform rescue work in swiftly flowing water.
- Enter structures on fire wearing protective bunker gear and breathing apparatus and carrying a variety of tools and equipment.

## **Performs specific activities associated with communications and providing support to line functions**

- Receiving instructions on matters pertaining operational functions, work sequences, queries and priorities

**Salary:** R 273 813,03 – R 381 162,27 per annum (post level 9/8 of a Grade 05 Local Authority), subject to job evaluation. (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance.

## **POSITION: CLERK (TRAFFIC) re-advertisement**

### **Minimum requirements:**

- N6 Office management / Management Assistance or relevant,
- Computer Literacy: MS Office
- 1 – 2 years relevant

### **Competency requirements:**

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

### **Main Duties:**

#### **Attends to specific clerical recording and recordkeeping applications**

- Filing and controlling of all files (active and archive files) traffic fines issued, Accident reports, Escorts, sports meetings and issuing of notice of gatherings forms.

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- Attending to the filing of general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.

## **Provides support with respect to requirements and/ or general office applications**

- Preparing and transmitting and/ or receiving copies and/ or copying documents.
- Issuing, recording and safekeeping of traffic books.
- Maintaining records through filing of traffic fines and accident reports, using alphanumeric sequences to file documentation and/ or accessing/ retrieving information to support query resolution.
- Attending to all telephone queries pertaining to traffic fines and all traffic related matters
- Assist the customer with related problem he/she has given him/her accurate information to the requirements of legislation.
- Receive application document from the clients and ensure that tracking is attached, stamped, signed and numbered by enquiry clerk.
- Receive all applications from the supervisor for verification purposes, Complete documents by signing it and placing date stamp thereon.

## **Help desk/ Phone desk**

- Answer all incoming calls and divert to the correct section/ person
- Transfer relevant calls to be attended with the correct information, assistance and or help must be given to the calling customer, when a difficult problem arises, refer the customer to a more experienced person to assist.
- To attend personnel meetings and take minutes.
- Execute any other related functions or duties as instructed by the supervisor.
- Responsible to keep all revenue collected during the day safe until it is taken over by the supervisor at cash up at the end of the day.
- Responsible to keep cash float safe at the end of the day to lock it away in the safe for utilizing again the next day.
- Responsible for all face value document received and signed for in the stock register.
- Assist the whole department with all administration work as and when required.
- Assist the manager during meetings with minutes recording and memorandums typing during reporting periods.

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