

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)

OFFICE OF THE MUNICIPAL MANAGER

POSITIONS: MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER
UNIT MANAGER DENEYSVILLE / ORANJEVILLE
MANAGER SECURITY re-advertisement
SECURITY COORDINATOR (Appointment as per diversity target)
RISK COORDINATOR (Appointment as per diversity target)
SENIOR EPWP COORDINATOR

DIRECTORATE: FINANCIAL SERVICES

POSITIONS: MANAGER AFS AND ACCOUNTING SUPPORT
ASSISTANT MANAGER EXPENDITURE re-advertisement

DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

POSITIONS: ASSISTANT MANAGER ELECTRICAL SERVICES
SNR ENGINEERING ASSISTANT: GENERAL MAINTENANCE
(Appointment as per diversity target)
SNR ENGINEERING ASSISTANT: WATER & SEWER
(Appointment as per diversity target)
SENIOR FLEET OFFICER (Appointment as per diversity target)

DIRECTORATE: ORGANISATIONAL DEVELOPMENT & CORPORATE SERVICES

POSITIONS: ASSISTANT MANAGER HUMAN RESOURCES
SENIOR ADMIN OFFICER (MPAC)

DIRECTORATE: LED AND PLANNING

POSITIONS: ASSISTANT MANAGER LED re-advertisement

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).

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 date: 14 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

POSITION: MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER

Minimum requirements:

- Postgraduate degree in Public Finance Management / Public Administration or Management / Business Administration or Management / Local Government Management / Development Studies / Governance / Law / MBA/ MPA/ MBL or relevant
- Computer literacy
- valid driver's license
- 8 years' or more relevant experience required plus at least 3 years must be at Senior Management Level.

Competency requirements:

- Strategic leadership and direction
- Interpersonal Relationships
- Policy Implementation
- Governance and compliance oversight
- Institutional performance management
- Risk and performance monitoring
- Service delivery oversight
- Financial management
- Communication
- Intergovernmental relations
- Stakeholder relations
- Conflict resolution and negotiation
- Integrity and ethical leadership
- Decisive and results-driven

Main Duties:

Researches, develops and participates in the implementation of strategic and short-term plans associated with the functionality

- Reviewing the accuracy, reliability and integrity of significant financial, managerial and operating information, and that significant legislative/regulatory issues impacting on the organization are recognized and addressed appropriately.
- Providing direction and contributing to the development and review of credible plans including the Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP).
- Analysing and evaluating the performance of service delivery mechanisms (internal and external) and outsourced service agreements against performance targets.

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- Monitoring and reporting on the link between the performance indicators and targets and the Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and the individual performance agreements of officials.
- Ensuring that the remuneration and appraisal system is performance based and that all performance bonuses are only awarded after consideration of actual performance of the municipality against the performance targets for a specific period.
- Drafting/ reviewing policy issues.
- Verifying compliance with policies, laws and regulations, and standards and that resources are acquired economically, used efficiently and is adequately protected.
- Facilitating the approval of Council Policies through effecting the relevant approval processes i.e. forwarding the drafts to the relevant Committees, Mayoral Committee, to Council, and publishing approved policy for internal implementation.
- Attending to the effectiveness of policies and procedures through the interaction and involvement of relevant role players including the facilitation of policies for implementation of Council objectives

Formulates and/ or manages the evaluation and review of the Operations Plan against critical deliverables as identified in the organization's Integrated Development Plan

- Keeping abreast of legislative changes and regulatory requirements with respect to Performance Management System information and formulating PMS methodologies/ policies dictating procedural applications for consideration and approval.
- Developing and implementing long term PMS strategies, policies and plans, including Annual Performance Management Audit Plan on monitoring and evaluation for the Municipal Manager.
- Attending the Alignment Workshop for Mayors, Councilors responsible for Planning, Directors, and Government departments to discuss and agree on matters requiring PMS alignment and processes to be followed through the development and approval of PMS framework
- Establishing the effectiveness of the PMS annually through surveys and questionnaires; and obtaining feedback from employees on the PMS with regard to making improvements to the Performance Management System.
- Submitting of performance reports to structures such as Mayoral Committee, Council, MPAC and Audit Committee for oversight purposes of these structures.
- Inputting of reports for the Annual Performance Report to inform Stakeholders of the performance of the municipality.

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- Presenting action plans of IDP interventions through the implementation and monitoring of the Integrated Development Plan necessary to achieve acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short/medium-term performance and service delivery plans.
- Exploring alternative approaches against current practices and commenting on the advantages/ disadvantages to changing the methodology of service delivery.

Formulates and implements the broad Legal Services strategy and, defines, implements and monitors short term plans/ objectives

- Communicating with the Municipal Manager on specific Key Performance Areas (legal communication, relationship management, strategic legal policy implications) with a view to aligning functions and objectives.
- Analysing the adequacy of current legal approaches, submits reports supporting specific provisions associated with Legal Services interventions.
- Keeping abreast of legislative changes and National Government requirements with respect to access to information and formulating methodologies/ policies dictating procedural legal applications for consideration and approval in conjunction with the Legal Manager.
- Analysing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align legal structures and systems

Manages and implements plans and procedures associated with key performance areas of the Office of the Municipal Manager functionality

- Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of the Communication Strategy.
- Identifying annual departmental calendar events for submission/ dissemination to relevant media and stakeholders.
- Mapping out and monitoring initiatives and interventions (Public Relations Programs, Municipal publications, Exhibitions and Educational programs) necessary for the delivery of a professional and quality service with due consideration given to the communications needs of the Municipality and priorities requiring attention.

Controls the Key Performance Indicator's and outcomes of personnel and processes within the Department

- Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulations.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.

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- 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 and preparing progress and assessment reports for inclusion into the consolidated Skills Development Plan of the Department.
- 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

Prepares capital and operating estimates and controls expenditure against the approved budget allocations for the Office of the Municipal Manager

- Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period.
- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures

Manages and controls outcomes associated with the formulation and implementation specific policies, procedures, systems and controls and forwards/ presents recommendations to support amendments to the Municipal Manager and/ or Councils Committees

- Perusing and actioning Council and Executive Committee resolutions pertaining to specific activities of the Department.
- Evaluating the adequacy of current policies and contractual service level agreements and, assessing commenting on the need for change and alignment of terms and conditions to best practices, financial requirements and legislation.
- Monitoring the adequacy of current procedures, systems and controls through analysis and review of reports with respect to specific support functions (Office of the Executive Mayor; IDP; PMS; Legal, Strategic Projects and MPAC.) and, drafting recommendations on specific amendments to policy to stimulate and maintain efficiency.

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Implements and formulates the development of an efficient and effective administration that is responsive to the needs of the local community to participate in the affairs of the municipality.

- Facilitating the participation of the local communities in the affairs of the Council, monitoring the application of public participation procedures, addressing and correcting the lack of communication through immediate interventions and corrective measures to facilitate community input into service delivery prioritization and implementation of plans.
- Ensuring that codes of conduct, roles and responsibilities and reporting lines are clearly communicated, understood and observed by all role players.
- Considering the reports of the internal audit unit and the audit committee when authorising risk prioritisation and risk management.
- Establishing and maintaining of strategic partnerships with international, national and local stakeholders by engaging in discussions to conclude key alliances, influencing support on initiatives that contributes to local prosperity and managing conflict or negative public opinion through explanations and reasons on specific cause of action.
- Establishing and maintaining effective and relevant external stakeholder relations. This would include relations with the community, local business, public benefit organisations, and other spheres of government including neighbouring municipalities and relations for purposes of external service delivery mechanisms, outsourced service agreements, etc. and, in the case of a municipality, Public-Private Partnerships (PPPs).
- Ensuring stakeholder consultation (internal and external) on stakeholder consultation as envisaged and required by the Municipal Systems Act and the MFMA, including stakeholder expectation management.
- Establishing and maintaining clear roles and responsibilities, service levels, reporting lines and communications within the municipality to ensure effective and relevant internal stakeholder relations.
- Implementing audit procedures and exercising the necessary authority to maintain diligent compliance at functional levels, during the execution of applications.
- Managing of effective communication between the administration and its political structures and political office bearers.

Identifies with the broad Risk & Internal Audit Management strategy and, defines, implements and monitors plans/ objectives

- Communicating with the Municipal Manager and Audit Committee Chairperson on specific Key Performance Areas (Internal Audit communication, relationship management, strategic policy implications) with a view to aligning functions and objectives.
- Reviewing financial statements to provide credibility to the financial affairs of the Municipality through analyzing financial statements to ascertain

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compliance with relevant legislative prescripts and standards encompassed in the Municipal Finance Management Act (MFMA).

- Analysing the adequacy of current risk audit approaches, assessing and evaluating the exposure and risk of the municipality, and submits reports supporting specific provisions associated with Internal Audit Services interventions.
- Keeping abreast of legislative changes and National Government requirements with respect to access to audit information and formulating methodologies/ policies dictating procedural applications for consideration and approval.
- Developing, maintaining and implementing risk management through the risk management policy, framework, policy statements, risk plan and risk policy and risk management charters.
- Developing organizations risk appetite and tolerance levels, risk identification and assessment methodology, risk classification and setting up Risk Management Committees and managing meetings, including monitoring the implementation of response strategies and intelligence analysis.
- Formulating a conclusion in respect of conducting preliminary audit investigations, including identifying activities within the Auditee's environment, internal control and accounting/ financial system analysis, inherent and control risks associated with the audit, and formulating a conclusion in respect of the preliminary investigations.
- Monitoring and reviewing the implementation of risk management processes to ensure the proactive assessment of the current state of controls.
- Developing a three year-rolling operational plan and annual coverage plan including objectives and scope.
- Providing input to the annual budget requirements and recommending allocation of funds required to meet the needs of the Risk & Internal Audit Management functionality and for internal investigations.
- Providing opinions to the management team on the risk and internal audit management process, through the analysis and evaluation of attitudes and needs of the municipality.
- Interpreting situational and contextual issues and researching relevant topics to enable the preparation of risk and internal audit documentation, including information needs of the Audit Committee and Auditor General

Implements procedural administrative requirements and reporting deadlines associated with the functionality

- Verifying budget availability prior to approving requisitions and related procedural documentation supporting specific requirements for support and administrative functional areas.

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- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the relevant departments for the attention of the Municipal Manager for consideration and inclusion into Council and Sub Committee reports.
- Preparing financial reports detailing expenditure and income arising out of service delivery activities and/ or preparing and submitting applications in respect of fund transfer to the Municipal Manager or Council for approval.
- Analyzing and attending to the preparation of responses to general correspondence received from Directors/ Managers and the public pertaining to services and/ or queries and/ or local, provincial and state departments.

Salary: R 992,610.36 per annum fixed (post level 0 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: UNIT MANAGER DENEYSVILLE / ORANJEVILLE

Minimum requirements:

- B Degree in Public Administration /Development Studies/Project Management or relevant,
- Computer literacy
- valid driver's license
- 8 years or more relevant experience required
- plus at least 3 years supervisory experience.

Competency requirements:

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

Main Duties:

Participates In the Implementation of Short-Term Plans Associated with The Functionality in Each of The Regional Units

- Analysing performance of current administrative, technical and operational systems against municipal requirements and best practices to support accountable service delivery e.g. revenue and debt collection, safeguarding

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- of municipal assets, management of public amenities, refuse removal, waste water plant operations, management of pounds/ commonages, etc.
- Consolidating the income and expenditure estimates for specific functions, preparing the draft budget and, monitoring financial budget with a view to correcting and/ or reviewing applications and processes.
- Preparing and presenting to the Director operational intent and interventions designed to drive service delivery and alignment of critical support service functions

Prepares capital and operating estimates and controls expenditure for the Unit against the approved budget allocations

- Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period.
- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.

Manages outcomes associated with the implementation of specific policies, procedures, systems and controls and forwards/ presents recommendations to support amendments to the Director: Corporate Services

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

Formulates and/ or manages the evaluation and review of the Operations Plan against critical deliverables as identified in the organization's Integrated Development Plan and the Departments Business Plan

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- Monitoring operational and situational studies highlighting positive and negatively impacting variables constraining delivery and maintenance of services.
- Determining the capabilities of Staff in maintaining quality and performance standards with a view to providing suggestions on the revision of roles and outcomes.
- Coordinating the set-up and implementation of communication mediums to serve as avenues to facilitate transfer of functional information and receive public comment and complaints.
- Participating in various meetings (council, internal and external forums, etc.) and providing comments/ opinions on matters affecting or concerning the functionality.
- Responding through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, developers, etc.

Manages procedural administrative requirements and reporting deadlines associated with the functionality

- Verifying the Unit's budget availability prior to approving requisitions and related procedural documentation supporting specific requirements for support and administrative functional areas.
- Preparing financial reports detailing expenditure and income arising out of service delivery activities and/ or preparing and submitting applications in respect of fund transfer to the relevant manager.
- Analyzing and attending to the preparation of responses to general correspondence received from the public pertaining to services and/ or queries

Salary: R 794,633.50 per annum fixed (post level 01 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: SENIOR EPWP COORDINATOR

Minimum requirements:

- B Degree in Finance/Project Management or related field,
- computer literacy
- Code EB drivers' licence
- 3 – 5 years relevant experience

Competency requirements:

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

Main Duties:

Controls the professional, technical and operational outcomes associated with EPWP projects

- Identifying of projects to be implemented with the SPU Officer as detailed in Sector plans and the Municipality's Master Plan against national methodologies, approaches and legislation outlining the implementation of the Expanded Public Works Programme (EPWP).
- Registering of projects as being EPWP compliant through the Department of Labour and Department of Public Works for execution.
- Compiling of EPWP Project List and maintaining project database on labour statistics and other related key performance indicators required by EPWP.
- Identifying and attending to any project constraints which may prohibit the successful completion of the project.
- Coordinating training and workshops on the implementation of the EPWP, including assisting with the implementation of the Learnership Training Programme for Local Municipalities.
- Identifying risk areas, developing a strategy to counter risks and monitoring risks, updating the risk management plan and conducting post implementation review of Projects/ Programmes
- Determining project priorities and identifying projects to relevant personnel, and providing advice, and guidance during projects in terms of progress and target dates pertaining to completion

Coordinates specific administrative and reporting requirements associated with information management

- Preparing reports referring to statistical data and qualitative information gathered through project/ programme investigations and site inspection.
- Completing instructional/ operational documentation (project documentation, project job cards, job record books, schedules; timesheets) extracting information from activity lists and forwarding for approval and processing.
- Maintaining procedural records and registers of inspections and incidents and, providing details during internal assessments.

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Coordinates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints

- Attending to the set-up and implementation of Regional Forums to serve as avenue to facilitate functional information and receive comment.
- Participating in various meetings (council, site meetings, internal and external forums) and provides comments/ opinions on matters related to the EPWP and the alignment and delivery of projects and programmes, and resolving of labour disputes.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, etc.

Salary: R 641,534.91 per annum fixed (post level 03 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: SECURITY MANAGER-READVERTISEMENT

Minimum requirements:

- B Degree in Security Management/ Risk Management/ Policing or related field.
- PSIRA Registration (Grade A).
- 08 years or more relevant post qualifying experience in security management, preferably in a government or public institution of which 05 should be at supervisory level.
- Understanding of the Minimum Information Security Standards (MISS), National Information Security Policy, Protection of Personal Information Act (POPIA), and MFMA.
- No criminal record.
- Firearm proficiency.
- Computer Literacy- Office Applications.
- Valid drivers license.

Competency requirements:

- Ethics and Professionalism
- Attention to details
- Communication (oral and writing)
- Client Orientation and Customer Focus
- Attention to detail

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- Planning and Organising
- Crisis and incident response
- ICT and cyber security knowledge

Main Duties:

Develop and implement municipal-wide security strategies and policies

- Develop internal security policies aligned with the National Information Security Policy and applicable legislation
- Conduct needs analysis and stakeholder consultations
- Draft and review security frameworks and standard operating procedures (SOPs)
- Benchmark with best practices from other government and security entities

Manage and coordinate all security functions (physical, personal, ict, document, communication, and investigative

- Assess and oversee physical security systems (guards, access control, surveillance)
- Enforce measures to protect personal and sensitive information
- Monitor secure handling of official documents and communications
- Oversee IT security controls and incident response protocol
- Conduct internal security investigations when breaches occur

Conduct security risk assessments and gap analyses

- Identify threats, vulnerabilities, and risks to municipal operations
- Review physical and information systems security infrastructure
- Engage with departments to assess specific risk profile
- Compile detailed security risk reports with mitigation plans

Manage vetting and personnel screening processes

- Liaise with State Security Agency (SSA) or relevant authority
- Facilitate pre-employment and ongoing vetting of officials with access to classified information
- Maintain secure records of security clearances and access rights
- Monitor adherence to vetting requirements

Monitor and evaluate compliance with security policies and protocols

- Conduct regular internal audits and inspections
- Develop compliance checklists and enforcement plans
- Provide reports to management and council
- Implement corrective actions for non-compliance

Develop and run security awareness and training programmes

- Design training materials and campaigns on key security topics
- Conduct workshops, seminars, and staff inductions
- Provide targeted training for high-risk departments or positions

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- Track attendance and effectiveness of awareness programmes

Continuous evaluation and improvement of security systems and procedures

- Gather feedback from users and departments
- Review incident logs and trends
- Monitor evolving security threats and technology
- Update procedures and controls based on assessments and lessons learned

Reporting and liaison with external security bodies

- Compile and submit required security reports
- Participate in inter-governmental forums or committees
- Coordinate responses with SAPS, SSA, and other entities
- Act as the primary security liaison for the municipality

Controls the development and implementation of procedural requirements and applications associated with the provision of all - encompassing security for council

- Devising operational plans to protect Council assets, properties, illegal land invasion, designated officials
- Analyzing outcomes of risk assessments and studies on specific factors that could threaten safety, through liaison with Traditional Leaders, Religious Organizations, members of the public, SAPS, including gathering of information on political threats.
- Interpreting key security requirements and briefing senior personnel on critical aspects of security codes, procedures, protocols requiring observation during specific assignments.
- Aligning and monitoring the implementation of security plans in respect of special events and/ or the provision of protection to important officials/ delegates.
- Approving the implementation of contingency plans to avert the risk of potential threats overcoming existing controls and measures.

Attending to the scope and procedural administrative requirements and reporting deadlines associated with the functionality

- Manager in ensuring that administrative regulations, codes and procedures applicable to the department are followed to ensure compliance with legislation and efficiency in the administration of the department including the Financial Regulations and Council Resolutions.
- Managing departmental assets and equipment by initiating control systems and procedures and monitoring these to ensure that the department and council do not suffer loss through theft or misuse of such assets and equipment.

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- Attending/ chairing a wide range of meetings i.e. departmental management meetings, branch meetings/ discussions with subordinates, meetings with other council departments/ service units, external organizations and provides required guidance at such meetings.
- Preparing, drafting, signing and submitting reports, memorandums, including letters to the public on activities in the branch and dealing with relevant complaints and queries.

Salary: R 794,633.50 per annum fixed (post level 01 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: SECURITY COORDINATOR

(Appointment will be made in accordance with diversity target)

Minimum requirements:

- B Degree in Security Management/ Risk Management/ Policing or related field
- PSIRA Registration (Grade A or B Security Officer)
- Understanding of the Minimum Information Security Standards (MISS), National Information Security Policy, Protection of Personal Information Act (POPIA)
- No criminal record,
- valid drivers license,
- plus Computer Literacy- Office Applications,
- Firearm proficiency
- 05 - 08 years relevant experience in security management, preferably in government or public institution of which 03 years should be at supervisory level.

Competency requirements:

- Ethics and Professionalism
- Attention to details
- Communication (oral and writing)
- Client Orientation and Customer Focus
- Attention to detail
- Planning and Organising
- Crisis and incident response
- ICT and cyber security knowledge

VACANCIES

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Main Duties:

Controlling the operational Security strategy with respect to service delivery and, defines, implements and monitors the short term plans/objectives

- Planning on specific Key Performance Areas with a view to aligning operational security functions and service delivery objectives (quantity, location and method of conducting security implementation) against the capacity and capability of the Section.
- Monitoring and analysing security service delivery trends and capacity against requirements and submits reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives.
- Conducting research and assessment of outsourced security, and crime prevention through the monitoring of reports and journals, extracting and analysing data from surveys, and compiling management reports
- Interacting internally and externally, participating in formal meetings with a view to providing critical information and requirements pertaining to the safety of the VIPs, personnel, important delegations and visitors, Council property and assets, security contracts and surveys, and attending to and reporting on constraints effecting the implementation of operational plans/guidelines with a view to revising security policies and procedures

Controls the development and implementation of procedural requirements and applications associated with the provision of all - encompassing security for Council

- Devising operational plans to protect Council assets, properties, illegal land invasion, designated officials (Mayor, Deputy Mayor, politicians, VIP delegates, council personnel, etc.).
- Analyzing outcomes of risk assessments and studies on specific factors that could threaten safety, through liaison with Traditional Leaders, Religious Organizations, members of the public, SAPS, including gathering of information on political threats.
- Interpreting key security requirements and briefing senior personnel on critical aspects of security codes, procedures, protocols requiring observation during specific assignments.
- Aligning and monitoring the implementation of security plans in respect of special events and/ or the provision of protection to important officials/delegates.
- Approving the implementation of contingency plans to avert the risk of potential threats overcoming existing controls and measures.
- Interacting with relevant law enforcement agencies including the South African Police Services, South African National Defense Force and Business

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Communities with a view to coordinate security risk and methodology development of the Security Section.

Implements the functioning and processes associated with monitoring and providing a security management service

- Mapping out and implementing, monitoring response plans and procedures and/ or developing/ revising security contingency plans.
- Monitoring the execution and application of security plans, through 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 safety incidents with a view to maintaining established security management standards/ approaches to react immediately to life threatening and/ or high-risk situations.
- Instituting awareness of security management strategies within the Section and communities through the coordination of educational initiatives that provides understanding

Manages the procedural administrative and reporting requirements/ deadlines associated with the functioning of the Section

- Preparing security investigational statistics received and productivity reports referring to statistical data and qualitative information related to service delivery initiatives.
- Compiling investigational reports and / or responses to correspondences and queries (security related problems), undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Interacting with Heads of other Departments for the sharing of information that would enhance the level of security service delivery.
- Maintaining the activity and record- keeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.

Salary: R 566,761.88- R 595,597. 33 per annum fixed (post level 04 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 650 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

VACANCIES

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Telephone: 016 973 8695

DIVISION: RISK MANAGEMENT

POSITION: RISK COORDINATOR

(Appointment will be made in accordance with diversity targets)

Minimum requirements:

- B Degree in Risk Management / Internal Auditing / Accounting / Public Administration or related field
- computer literacy
- valid driver's license.
- 05 – 08 years relevant experience in Risk Management / Internal Audit / Compliance or Governance environment.

Competency requirements:

- Use of Technology - Computer literacy: MS Office, Internet
- Written and Oral Communication
- Planning and organising
- Research and Analysis, and Reporting
- Action and Outcome Orientation
- Ethics and Professionalism

Main Duties:

Coordinate risk and operational management processes

- Coordinate facilitation of departmental risk assessment workshops
- Assisting departments in identifying strategic and operational risks
- Updating and maintaining the municipal Risk Register and Risk Management Implementation Plan (RMIP).
- Ensuring risk mitigation plans are developed and implemented
- Monitoring progress on risk action plans
- Encourage and facilitate the ongoing use of risk-based decision making in planning through departmental day-to-day operations.
- Ensure ongoing use and alignment of risk-based planning, IDP & SDBIP in the execution of municipality functions/objectives
- Ensure that Enterprise-wide Risk Management principles and practices are applied at all levels throughout the organisation

Monitor and report on risk management activities

- Monitoring internal/external environmental impact of risks
- Assisting in facilitation of controls and mitigation plans (Encourage and facilitate the ongoing use of risk-based decision making)
- Compiling quarterly and annual risk management reports.
- Preparing risk-related submissions for Risk Committee, Audit Committee and Council

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- Tracking implementation of Internal Audit findings and corrective actions
- Monitoring emerging risks and reporting material changes

Implement risk awareness and training initiatives

- Assist in providing practical advice to management based on analysis of the compiled register
- Propose alternative solutions/controls based on research and analysis.
- Assist in conducting risk awareness sessions
- Provide guidance to departments on risk management tools and templates
- Promote risk ownership at departmental level
- Promote understanding of key responsibilities regarding ethics, fraud & corruption to all departments.

Facilitate the implementation of a fraud prevention strategies & plan

- Regularly evaluate the Municipal's Fraud risk management strategic documents are adhered to.
- Assist in developing procedures to ensure that professional standards and performance targets are met in accordance with the institution's objective, policies adopted.

Coordinates administrative processes associated with risk committee operation

- Preparing Risk Committee agendas and packs
- Recording minutes and tracking resolutions
- Monitoring implementation of committee recommendations
- Ensuring documentation is properly filed and archived

Salary: R 566,761.88- R 595,597.33 per annum fixed (post level 04 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 650 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

DIVISION: HUMAN RESOURCES

POSITION: ASSISTANT MANAGER HUMAN RESOURCES

Minimum requirements:

- B Degree in Human Resources Management or relevant field
- supervisory experience

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- Computer literacy
- driver's license.
- 6 - 8 years' relevant experience required.

Competency requirements:

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

Main Duties:

Develop and implement labour relations policies, codes and practices

- Compile reports and advise management on all matter pertaining to labour relations.
- Handle staff grievances, disputes, incapacity, and disciplinary matters by representation and/or coordination at disciplinary hearings, conciliations and arbitration hearings and mediate disputes between employees and management.
- Provide advice and support to departments on labour relations issues by investigating complaints, cases of misconducts and incapacity.

Education, training development and career management

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

Administration and management

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

Ensure proper reporting methods are implemented

- Write reports regarding personnel policies, wages and salaries, conditions of employment, fringe benefits and amendments of procedures.

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

Implement recruitment and selection processes

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

Facilitate compensation and benefits management

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

Coordinate occupational health and safety activities

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

Salary: R 708 294,29 per annum fixed (post level 02 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

VACANCIES

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DIVISION: ADMINISTRATION SERVICES

POSITION: SENIOR ADMIN OFFICER (MPAC)

Minimum requirements:

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

Competency requirements:

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

Main Duties

Implement effective coordination of activities

- Coordinate and manage administrative functioning of MPAC.
- Implement work plan of the MPAC in consultation with the Municipal Manager.

Ensure compliance with all relevant legislation and regulations

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

Coordinate requirements related to meetings

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

Manage effective stakeholder engagement

- Liaise with Management on all matters relating to oversight.
- Work closely with the Chairperson for the execution of MPAC functions.
- To liaise at a senior level with internal and external stakeholders on behalf of the Municipal Manager for office documentation and other related matter regarding the running of the office.

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Salary: R 566,761.88- R 595,597.33 per annum fixed (post level 04), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

FINANCIAL SERVICES

DIVISION: EXPENDITURE

POSITION: MANAGER AFS AND ACCOUNTING SUPPORT

Minimum requirements:

- B Com Degree in Accounting/Financial Management (with Accounting as a major subject),
- SAICA/SAIPA (advantage),
- Driver's License (Code EB)
- Computer Literacy: MS Office and Financial Systems.
- 8 years or more relevant experience covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline with 05 years supervisory experience

Competency requirements:

- Planning and organising
- Problem solving
- Written and oral communication
- Financial Process Management
- Financial Management
- Financial Reporting
- Costing
- Budgeting

Main Duties:

To prepare and compile Annual Financial Statements (AFS) and implement procedures, systems and controls.

- Render statistical financial administration and statutory financial reporting in terms of applicable legislation: monthly, quarterly, mid-year and yearly reports in accordance with relevant legislation and execute and maintain Standard Chart of Accounts (SCOA)

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- Maintain general ledger and votes structure
- Manage cash flow and investments
- Administer bank reconciliations
- Ensure performance, integrity and security of the financial database
- Verify, administer and process financial data on the financial system
- Provide financial management support services to ensure the implementation of policies, systems and procedures in accordance with reporting and accounting requirements and practices

Researches and develops strategic and short, medium & long term plans for the directorate, as well as his/ her functionality

- Advising/ assisting/ supporting the CFO w.r.t. strategic planning of financial management processes and systems for the Directorate: Financial Services as a whole.
- Keeping abreast with local government developments by conducting research into best practices and determining the appropriateness of specific financial management interventions for implementation.
- Analysing and aligning requirements with operating capacity and capability.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the department's Business and Strategic Plans.
- Identifies the short-and medium term equipment needs for the Division and ensures that these needs are addressed in the annual capital budget of the Department for example the purchase of new office equipment and the replacing of existing obsolete equipment.
- Commenting on specific matters and reports needed by Council for strategic decisions.
- Mapping out current and future requirements taking into consideration operational needs, skills scarcity and retention capability as influential factors.
- Drafting immediate, short and medium term result indicators to address critical needs and interventions for key functional areas within the Municipality in accordance with local government legislation and strategic objectives (labour relations, by-laws, etc.).

Aligning Key Deliverables and Outcomes – Expenditure

- Provide strategic direction to the department in the performance of its functions by undertaking detailed planning and research pertaining to the attainment of the Section's objectives, and holding strategic planning sessions with Senior Management staff.
- Providing strategic input in development of Projects and Programs in the IDP in respect of financial viability and sustainability by tabling appropriate plans once strategic goals of the IDP are defined.

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- Complying with the requirements of the MFMA specifically with regard to Budgets, Annual Financial Accounts by analysis of the provisions of the MFMA, providing direction and guidance and implementing best practice.
- Undertaking detailed evaluation and assessment of the requirements of the Accounting Standards (Local as well as International) Accounting Guidelines and relevant legislation.
- Determining future funding requirements to finance the Budget of the municipality through utilization of a financial model which is capable of complex calculations, scenario planning etc.
- Keeping up to date with proposed Accounting Standards, new legislation and influencing the final outcome by serving on bodies such as relevant Working Groups, and liaising with National Treasury, Accounting Standards Board, SALGA and other bodies.
- Directing the formulation, development and implementation of the relevant policies, procedures, practices and programmes in respect of Generally accepted Accounting by providing direction and guidance and ensuring compliance with best practice, and by maintaining an effective system of expenditure control, including procedures for the approval, authorization, withdrawal and payment of funds.
- Advise the Chief Financial Officer on the performance of the Section through the provision of management reports, and performing the necessary reviews.
- Responsible for the budget requirements of the Section by conducting the preparation of the budget and monitoring expenditure.
- Responsible for bank, grants, within the Accounting Support and AFS and providing reports and working papers to the Chief Financial Officer.
- Responsible for developing, facilitating and updating the Audit Action Plan on audit findings
- Actively be involved in the preparation of Annual Financial Statements.

Manages, coordinate and oversee the rendering of financial administration services

- Assisting/ supporting the CFO regarding management processes for the Directorate: Financial Services as whole
- Making recommendations to CFO in terms of changes to current service delivery or need for new services, e.g. HR, telephone system, copiers, maintenance
- Provide policy and operational direction to the division by interpreting policies, legislation and trends and guiding the division in implementing updated policies and procedures
- Coordinate the different functions/activities of the division to ensure that all the staff has a uniform goal and objectives to enhance service delivery to the municipality's departments

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- Control the activities of the division to ensure that all the required objectives are met and that the set standards are adhered to
- Attending to IDP and PMS matters in division
- Compiling of draft budget for division
- Controlling of budget expenditure of Division

Directs and controls Key Performance Indicators and outcomes associated with the utilization, productivity and performance of personnel within the Division

- Defining/adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance.
- Conducting appraisals to measure performance and objective accomplishments against agreed targets, reviewing goals, and setting new objectives; also counselling and consulting with personnel on developmental goals, career paths and, short term targets and standards
- Identifying skills gaps within the division and complete developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities and makes recommendations for the necessary training.
- Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/or the need of changes to plans.
- Implementing Human Resources policies and procedures to control/regulate workplace conflict and/or instituting corrective measures and consultation processes to address deviations from standards.
- Developing standards for performance or instructing reporting staff to do so in order to ensure standardisation of performance levels and operation.
- Ensuring that employees are familiar with performance standards by ensuring training is provided in terms of activities and standards.
- Evaluating performance levels by considering verbal and written reports, statistics and performing observations
- Implementing corrective and motivational action or ensuring that corrective or motivational action is implemented to align performance and behaviour to standards
- Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicants' suitability through analysis of selected short-listed curriculum vitas and interviews.
- Chairs meetings with staff in section and reports problems to the Chief Financial Officer.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/or workplace

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conflict through the implementation of corrective measures in accordance with Human Resources policies.

Plans and manages utilisation of division's resources

- Determining resources (people, equipment, money) necessary to perform scope of work by considering current utilisation level reports and with inputs from reporting staff.
- Allocating resources to / from different teams as per needs identified in order to meet priorities.
- Developing divisional capital and operational budget with inputs from direct reports and including resources needs identified in budget or manpower plan for division
- Managing, monitoring and reporting on expenditure (capital and operational) by analysing reports provided by Finance department .
- Recommending adjustments in terms of budget allocations by discussing issues with CFO and Finance department

Coordinate activities and procedures associated with direct supervision and monitoring of personnel, services and the status/ general condition of the Financial Management Services Division

- Give direct and indirect supervision and instructions to subordinates
- Developing standards for performance or instructing reporting staff to do so in order to ensure standardisation of performance levels and operations
- Ensuring that employees are familiar with performance standards by ensuring training is provided in terms of activities and standards
- Evaluating performance levels by considering verbal and written reports, statistics and performing observations
- Implementing corrective and motivational action or ensuring that corrective or motivational action is implemented to align performance and behaviour to standards, e.g. review staff performance, disciplinary actions.

Render statistical financial administration and statutory financial reporting, financial management and financial information system

- Manage the financial information system.
- Analyse financial reports and advise the CFO and management.
- Oversee and guide the implementation of accounting standards, including GRAP Framework in terms of National Treasury Directive 5.
- Manage and direct the implementation of relevant legislation and the regulation of Standard Chart of Accounts (mSCOA).
- Analyses, implements and explain systems, ensures that systems are utilized optimally and makes recommendations for new systems
- Monitor Control Measures in all sections that are applicable and in place.
- Re-organize systems and methods according to circumstances, tendencies and amendments in legislation.

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- Manages the process for the timeous compilation of financial statements at quarterly and year end closures.
- Responsible for the implementation of all new GRAP and related Accounting Standards in all Directorates.
- Communicate with all Directorates with regard to the implementation of GRAP and all related standards.
- Responsible for the maintenance of the Main ledger, Income and expenditure Votes system for creation of new votes.
- Monitoring that all financial accounts of the Municipality are closed, balanced and reconciled at end of each month.

Coordinate Chart of Accounts processes

- Maintain general ledger and account structure to support Generally Recognized Accounting Practice (GRAP).
- Ensure compliance with mSCOA regulations in terms of budget and reporting.
- Ensure that procedures for opening of line items are in place and enforced

Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the division's structure

- Assessing the adequacy of current transactional recording/ accounting procedures related to reconciliations, capturing of records/accounts, updating and adjustment of entries and presenting opinion-outlining approaches aimed at improving controls and processes.
- Monitoring and evaluates financial control procedures and verifies and controls the application and adequacy of financial transaction procedures to ensure compliance with financial regulations enabling the compilation of credible financial statements.
- Advise on aligning information systems, applications, work processes and role boundaries to support functional outcomes related to financial reporting.
- Liaising with internal / external auditors, interpreting, analysing audit findings, and investigational reports with a view to determining levels of interventions required to improve procedural applications

Develop and maintain the Audit Action Plan database to track current year audit queries and, in consultation with Manager in the Municipal Manager's Office and all responsible Directors, develop action plans to prevent recurrence

- Create Audit Action Plan database pending the coming audit.
- Update Audit Action Plan with all the current year's audit queries, which include assigning responsibilities, deadlines etc.
- At the conclusion of the audit, prepare for submission a final report to the Audit Committee.

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- Develop an action plan for each Directorate on how all audit queries identified in the management report would be prevented from re-occurring, which will become the audit action plan for the following financial year.
- Monitor and report on the Audit action plan. This includes the quarterly report on progress to the Audit Committee and the Director of Accounting at Provincial Treasury.

Disseminate guidance and information on specific key performance areas and requirements associated with the financial reporting program and financial procedures

- Participating in various meetings (Audit/Financial Committee, Council, Mayoral Committee, external forums, etc.) and community/ward committee consultation processes, providing comments/opinions and responding to queries/questions, through the collection of factual information and/or presenting and elaborating on findings to substantiate outcomes.
- Collaborating with external departments (National Treasury, etc.) and professional bodies on financial reporting procedural applications and principles with a view to aligning internal processes.
- Providing guidance and advice to personnel on the re-alignment of specific financial processes, roles and responsibilities to maintain compliance with statutory legislation and Council policies.
- Providing advice to heads of internal departments on financial management, the re-alignment of specific financial processes, roles and responsibilities to maintain compliance with statutory requirements.
- Coordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying that information/ records submitted satisfies the scope of requirements.

Manage specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

- Preparing investigational and productivity reports as required by relevant legislation and treasury directives referring to statistical data and qualitative information related to the financial position of the Municipality, asset status, etc. for submission to the immediate superior for consideration and inclusion into Council agendas/reports and/or forwarding to the appropriate government departments.
- Completing statistical/statutory reports extracting information from the financial system and/or obtained from relevant internal departments.
- Compiling investigational reports and/or responses to correspondences and queries, undertaking research or extracting information from records/statistics to support content, recommendations and/or opinion.

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Manages and coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

- Compiling and/or verifying investigational reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Providing inputs regarding the financial administration in terms of relevant legislation and informing/circulating to the immediate superior for consideration/attention.
- Writing of reports to Council, Municipal Manager and CFO in relation to the key functions of this post and such other subjects/matters directly assigned to the incumbent that needs to be investigated and reported back on.
- Requesting of information/reports and or comments, from other internal departments and or external role players, needed to compile reports as mentioned.

Disseminates information on financial policies and processes and provides reports detailing interventions and outcomes

- Representing the department by participating in various meetings (Executive Committee, council committees, working groups, internal and external forums) presenting proposals, consolidated reports and providing comments/ opinions on matters affecting or concerning specific outcomes.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from other departments, Councillors, Auditor General, National and Provincial Treasury, Justice departments, SARS, etc.
- Addressing policy issues applicable to Expenditure administration

Assist and facilitate auditing function (Auditor General) to support the stable running of all audit functions

- Co-ordinate the actions of the internal and external auditors.
- Act as contact person between external / internal auditors and municipal personnel.
- Receive all enquiries and process comments on all enquiries. Supply comments on enquiries to auditors.
- Receive all requests for information and direct to responsible person.
- Obtain comments on draft reports and management letters.
- Supply all info to auditors (statistics, AFS, Trial Balance etc.).
- Prepare items for Audit Committee and Council regarding audit matters.
- Monitor corrections and progress with regard to audit queries on a continuous basis.
- Review and send reminders to officials who have outstanding queries.
- Identify financial and other risks of the municipality.

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- Assist and provide information to the Internal and External Auditors as and when required.
- Go through all the External Audit Report and load the Audit Findings on the System used to address audit findings.
- Monitor the progress of the Audit Findings.
- Verifying the information on the Audit Reports.
- Preparing and submitting Progress Reports.

Salary: R 794,633.50 per annum fixed (post level 01 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: ASSISTANT MANAGER EXPENDITURE-RE ADVERTISEMENT

Minimum requirements:

- B Com Accounting with financial accounting as a major subject.
- 5 years or more relevant experience covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in a finance discipline with 3 years supervisory experience.
- Computer Literacy (Microsoft application and financial system).
- Valid Driver's license.

Competency requirements:

- Planning and organising
- Problem solving
- Written and oral communication
- Financial Process Management
- Financial Management
- Financial Reporting
- Costing
- Budgeting
- Accounting

Main Duties:

Identifies and defines the short to medium term objectives and priorities of the Section encapsulating expenditure and budget control functionalities

- Assist in identifying and defining short- to medium-term objectives for the section, ensuring alignment with expenditure and budget control requirements.

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- Support in analyzing operating and capital expenditure trends and forecasts to ensure efficient financial planning.
- Prepare and monitor expenditure management to ensure alignment with budget allocations.
- Assist in presenting expenditure status reports to relevant committees and management meetings.

Manages and controls the Key Performance Indicator's and outcomes of personnel within the Expenditure Section

- Assist in supervising and evaluating the performance of personnel within the Expenditure management section.
- Provide guidance on workflow processes and ensure compliance with financial management regulations.
- Support staff development by monitoring training needs and providing feedback on competency levels.
- Address and monitor attendance, overtime, leave management, and performance issues within the section.

Controls the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Expenditure Section's structure

- Assist in the implementation of financial systems and controls to ensure compliance with accounting policies.
- Review financial statement on payables, expenditure and payroll components, budget performance.
- Support audit processes by verifying financial transactions and ensuring compliance with regulations.
- Responsible for developing and updating of audit action plan
- Advise the Chief Financial Officer on the performance of the section through the provision of management reports and performing the reviews where necessary

Manages applications and sequences associated with recording, authorization and execution of expenditure transactions and budget formulation

- Assist in the implementation of financial systems and controls to ensure compliance with accounting policies.
- Actively be involved in the preparation of Annual Financial Statement and review financial statements, budget performance, and asset management reports.
- Support audit processes by verifying financial transactions and ensuring compliance with regulations.

VACANCIES

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- Manages and analyse applicable legislations to comply with the requirements VAT legislation
- Responsible for reconciliation of bank, grants creditors, payroll VAT and sundry creditors account within the expenditure management section

Salary: R 708 294,29 per annum fixed (post level 02 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

TECHNICAL AND INFRASTRUCTURE SERVICES

DIVISION: ELECTRICAL AND MECHANICAL SERVICES

POSITION: ASSISTANT MANAGER ELECTRICAL SERVICES

Minimum requirements:

- A relevant BEng / B Tech / BSc (Eng) engineering degree
- eligibility for registration as Pr Eng;
- in the case of electrical or mechanical disciplines, depending on the size of installations, a GCC or Pr Cert Eng;
- computer literacy,
- Code EB driver's license
- 5 - 8 years of relevant experience post registration

Competency requirements:

- Planning
- Organisational Awareness
- Attention to detail
- Interpersonal relationship
- Communication
- Service Delivery Orientation

Main Duties

Supervise and guide operational teams

- Compiling interdepartmental and departmental memorandums and correspondence
- Compiling letters and correspondence to outside instances
- Approving time sheets and applications for leave of personnel

VACANCIES

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- Investigating incidents and compilation of reports as required
- Compiling reports and items for Council meeting
- Compiling of correspondence to the National Electrical Regulator and to the Department of Minerals and Energy
- Compiling monthly reports regarding service provided by the Electrical Engineering Services Department to the Portfolio Committee
- Overseeing the compilation of tenders and quotations.

Analysing operational requirements and expenditure trends; tracking and reporting variances

- Drawing up a yearly, 3-yearly and 5-yearly operational budget in terms of the IDP program
- Drawing up a yearly, 3-yearly and 5-yearly capital budget in terms of the IDP program
- Drawing up a yearly, 3-yearly and 5-yearly capital budget for projects that must be financed by outside instances (INEP, MIG etc.) in terms of the IDP program.

Assist in managing energy loss and reporting

- Compiling work standards and procedures to ensure that the Electrical Engineering Services Department can function as an autonomic, effective, efficient service providing entity.
- Scrutinizing ESKOM accounts by means of an Excel spreadsheet – compare own meter readings to that of ESKOM, to determine electrical distribution losses.
- Attending and chairing meetings within the Department
- Attending of interdepartmental meetings and meetings with external entities as delegated by the Manager
- Overseeing control of stock levels by all branches of the Electrical Engineering Services Department.
- Controlling of asset register
- Evaluating ripple control reports and recommending changes when necessary
- Attending and resolving complaints received from public and councillors regarding electrical service delivery
- Approving daily, weekly and monthly planning programs and working schedules
- Making proposals to the Manager with regards to service providing levels and the proposed actions to be implemented to ensure that service performance targets are met, achieved and maintained by the Electrical Engineering Department.
- Ensuring the effective and efficient management and operation of the electrical workshops

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- Ensuring an effective and efficient service to electrical consumers by the implementation of the NRS 047 & 048 Quality of Supply Regulations
- Planning of areas of responsibility for all subordinate personnel
- Approving of overtime planning

Plan the provision of a safe working environment in the Electrical Engineering Department

- Implementing safety and control procedures to ensure the safety of people and equipment.
- Ensuring that all the requirements of the Occupational Health and Safety Act are complied with e.g. appointment of responsible persons.
- Appointing of Health and Safety Officers.
- Formulating Safety Committees.
- Ensuring by physical inspections done at all workplaces that machinery is safe and that the responsible personnel keep all records and registers in this regard up to date.
- Ensuring that safe working procedures are drawn up and implemented in all branches of the Metsimaholo Electrical Engineering Services Department.
- Ensuring security service to premises of the Electrical Engineering Services Department and to ensure that control procedures are maintained.
- Ensuring that strict switching and safety procedures are always maintained for all voltage.
- Ensuring that all electrical work conducted must comply to the SANS10142 regulations and in accordance with the Occupational Health and Safety Act.

Responsible for managing power interruptions

- Overseeing the setting up of procedures and ensuring that they are adhered to when power interruptions occur.
- Overseeing that all branches are furnished with all logistical means necessary to ensure the power interruption is effectively and efficiently attended to.

Assist in preparing and monitoring departmental budgets

- Overseeing and approving quotations to consumers for the provision, installation or alteration of electrical connections to end-users
- Scrutinizing monthly trial balances as received from financial department and to ensure that set expenditure targets are met
- Liaising with suppliers and contractors regarding the provision of services to the Electrical Engineering Department and the financial implications thereof
- Taking direct control of departmental spending and report on actual expenditure vs. targeted expenditure and income.

Monitor operations and maintenance of energy systems

- Co-coordinating the programming of annual shutdowns in terms of the shutdown schedule received from ESKOM.

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- Overseeing that maintenance programs be developed and implemented for the following:
 - -Protection relays
 - -For UPS battery packs in substation
 - -For HT and LV switch gear
 - -For Transformers
 - -For Streetlight installations
 - -For Air-conditioning installations
 - -For Electrical Installation in Council building
 - -For load control installations
 - -Radio installations
 - -For electrical distribution and reticulation networks
- Overseeing that all electrical maintenance work conducted must comply with all relevant SANS regulations and with the Occupation Health and Safety Act.
- Undertaking long term planning and forecasting of infrastructure requirements.
- Overseeing that all maintenance conducted are logged and registered on a database.
- Determines technical specifications for systems requirements.
- Ensures that adequate resources (labour, material equipment) are allocated to achieve desired objectives.
- Considering and predicting the financial, social, economic, and environmental implications.
- Considers operational implications on a municipal wide basis.
- Commissions and / or decommissions engineering works safely and with minimum disruption to municipal service provision.
- Applies asset management and asset lifecycle principles to develop capital programme for modifications, upgrades, and renewals.
- Ensures asset registers are kept up to date.
- Develops budgets for capital works, operations, and maintenance.

Oversee project implementation and compliance

- Participating in the preparation, co-ordination, and monitoring of project initiation programmes.
- Managing and monitors the preparation of project costing.
- Finalizing and approves project documentation and construction programme.
- Coordinating preparation of project documentation and construction programmes.
- Establishing project brief, objectives, priorities, constraints, assumptions, and strategies.
- Ensuring stakeholder communication.

VACANCIES

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- Prioritizing multiple resources to meet competing deadlines.
- Finalizing project concept and feasibility.
- Managing supply chain activities and ensures compliance with supply chain policy and tender procurement processes.
- Managing, co-ordinates and integrates processes within the project scope, time, cost, and quality parameters.
- Conceptualizing, and ensures that the maintenance requirements are determined based on asset management for all new projects.

Supporting the execution of capital and maintenance projects; monitoring contractor performance

- Contributing to the tender process in accordance with agreed procedures.
- Able to deal effectively with contractual matters between the municipality and the contractors.
- Mitigating health, safety, and environmental risks.
- Managing project budgets and schedules effectively.
- Monitoring, reviewing, approving, and certifying monthly progress payments.
- Monitoring the preparation of monthly cost reports by the cost consultants.
- Agreeing and monitoring the Construction Documentation Schedule for timeous delivery of required information to the contractors.
- Establishing procedures for monitoring, controlling, and agreeing all scope and cost variations.
- Agreeing on the quality assurance procedures and monitors the implementation thereof by the consultants and contractors.
- Monitoring long lead items and off-site production by contractors and suppliers.
- Co-ordinating, monitoring and issuing Practical Completion Lists and the Certificate of Practical Completion.

Salary: R 708 294,29 per annum fixed (post level 02 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: SENIOR FLEET OFFICER

Minimum requirements:

- Grade 12 plus Trade Certificate in Mechanic or Diploma in Fleet Management / Transport / Logistics or equivalent,
- Code EC Driver's License

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- Computer literacy (MS Office, fleet management systems).
- 05 years' experience in fleet management

Competency requirements:

- Planning and organisational skills.
- Analytical and problem-solving ability.
- Knowledge of relevant legislation (MFMA, Road Traffic Act, OHSA).
- Leadership and supervisory skills.
- Financial management and reporting skills.

Main Duties

Fleet Operations Management

- Oversee allocation, utilisation, and control of municipal vehicles.
- Implement fleet policies and standard operating procedures.
- Monitor repairs, maintenance, licensing, and roadworthiness of all vehicles.
- Authorise major repairs, replacements, and fleet disposals.

Planning and Fleet Replacement

- Analyse fleet utilisation and recommend replacements or acquisitions.
- Contribute to annual fleet budgeting and cost optimisation.
- Coordinate procurement of vehicles, spares, and fuel.
- Maintain updated asset register for fleet.

Monitoring and Reporting

- Prepare monthly and quarterly fleet reports (utilisation, costs, fuel, accidents).
- Monitor vehicle tracking system and investigate irregularities.
- Report on fleet performance, downtime, and abuse to senior management.
- Conduct regular audits of vehicle documentation, licenses, and fuel usage

Compliance and Safety

- Ensure all municipal vehicles comply with National Road Traffic Act and OHSA.
- Enforce disciplinary measures for fleet abuse, misuse, and fraud.
- Coordinate accident reporting, insurance claims, and follow-ups.
- Conduct periodic safety and risk assessments of fleet operations.

Personnel Supervision

- Supervise Fleet Controllers, Clerks, and Drivers.
- Monitor attendance, performance, and discipline of subordinates.
- Identify training and development needs for fleet personnel.
- Conduct staff meetings, coaching, and performance reviews.

Financial Control

- Verify and approve invoices for fleet-related services.
- Monitor budget expenditure on fuel, repairs, and maintenance.
- Reconcile fleet expenditure with financial systems

VACANCIES

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- Ensure timeous payments to service providers.

Salary: R 566,761.88- R 595,597.33 per annum (post level 04 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: CIVIL ENGINEERING SERVICES

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

(Appointment will be made in accordance with diversity targets)

Minimum requirements:

- Relevant B Degree in Civil Engineering
- eligibility for registration as Pr Eng/Pr Tech Eng.
- 5 - 8 years of relevant experience post registration.
- Computer literacy: MS Office.
- Valid Driver's license.

Competency requirements:

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

Main Duties:

Coordinate Management and Control of Administrative Functions

- Responsible for management and control and all administrative functions by:
- Managing the general maintenance section of the Metsimaholo Local Municipality which includes water, sewer, roads, and building.
- Contribute to various broadly defined engineering functions. Some degree of independence but seeks strategic guidance as required; and could assist superiors in providing specialist advice to clients.

VACANCIES

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- Managing the execution facets of the section under his control by making use of set administrative systems such as work orders, time sheets, requisition books and vehicle.
- Using computer with appropriate soft programs such as WORD and EXCEL to do reports, schedules, letters, etc.
- Using specialised computer software to update the Pavement Managing Program.
- Understanding and enforcing municipal policies and procedures.
- Understanding and applying the regulatory framework applicable to local government within specific functional areas.
- Implementing set systems (standard forms for auditing) within the section to ensure that work is executed, and statistical evidence is kept.
- Writing informative letters to the Manager CES which could be used to formulate council policy such as bylaws to set norms as to the connections and usage of water as well as sewer connections and networks.
- Writing letters on labour issues such as shortage of labour, labour growth needed, applications for medical unfitness, acting in higher positions, job promotions.
- Solving telephonically complaints received either directly or by channelling complaints to appropriate section or other department in Council or by having investigated and after discussion with manager CES make final decisions on how it should be solved.
- Processing all verbal and written queries related to CES from developed, consulting engineering's, architects, and the public.
- Reviewing all designs of consulting engineers as to all civil engineering services on MIG funded and other projects.
- Initiating the redesign of services when existing services are being exceeded (own design or using consultants) after approval by Manager CES.
- Initiates site investigations and specifies requirements thereof.
- Contributes to the compilation of engineering drawings for broadly defined designs.
- Contributes in the compilation of tender and contract documents independently.
- Making final decisions on problems forwarded by the superintendents in the daily managing of the sections in the towns under their control involving labour disputes, complaints received, management problems, design problems, with reports.
- Analysing informative letters and preparing reports from them.
- Finalising compilation of sectional budget under his control.
- Checking financial systems and expenditure profiles and consult with Section as to better the expenditure curves set by manager.
- Recommending leave applications before the final approval by the Director.

VACANCIES

Enquiries: M MADUNA
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- Implementing training program within the section.
- Doing estimating and ordering of materials.
- Chairing sectional preliminary disciplinary hearing.
- Training and supervising of personnel under his control.
- Knowledge of issues impacting service delivery.
- Seeing to it that OHSA is adhered to.
- Attending safety meetings and that registers are kept up to date.
- Controlling expenditure to ensure effectiveness and efficiency within the section and to optimise work output.
- Represent the civil department at various relevant meetings and committees by:
- Attending weekly department managerial meetings.
- Chairing departmental disciplinary hearings (involves the legal advisor, human resource representative, union representatives)
- Professional interaction with public and stakeholders.
- Organising and presenting own perspective in logical manner.
- Adapting communication contents to the audience.
- To ensure that the department's interests are represented and that decisions made are implemented appropriately in terms of Council's policies.

Conduct Operations and Maintenance (Water and Sanitation)

- Control the operation and maintenance of the water and sewer purification plants in Deneysville and Oranjeville and the distribution of water for consumption, as well as the collection of sewerage by pipeline, buckets, or vehicles by
- Participating in the budget process to secure money for the operation and maintenance of the water and sewerage purification plants in DV and OV.
- Ensuring that enough personnel are trained to purify enough water to cater for the required consumption of water in Deneysville, Refengkotso, Metsimaholo and Oranjeville.
- Ensuring that the sewerage team responsible for opening sewerage line blockages, are trained and capable and indeed do repair blockages in the shortest possible time to prevent pollution and inconvenience.
- Ensuring that enough personnel are on duty to purify the sewerage as it is generated and delivered to the purification plant.
- Ensuring that enough water is purified for storing so that water can be supplied for 3 days when the plant is out of commission.
- Ensuring that water sewerage is purified to the predetermined specifications and decide on corrective steps when purification are outside specifications.

VACANCIES

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- Compiling annual programs for preventative maintenance on purification works, pump stations, pipelines and consumer connections and capital work to be executed.
- Controlling and organising the operation and maintenance of vehicles as well as tools and equipment.
- Ensuring that equipment and storage facilities of purified water are clean to prevent any contamination of stored potable water.
- Controlling and organising the maintenance of all purification works, pump stations, pipelines, and consumer connections.
- Ensuring that drawings of the entire water and sewer systems, whether on paper or electronic, are correct, verified and kept up to date.
- Specifying and obtaining all chemicals needed to purify water.
- Supervising the operation of the contractor that removes the sewerage buckets in Refengkgotso.
- Specifying and obtaining all spare parts for maintenance purposes.
- Ensuring that the water team, responsible for water leaks in the shortest possible time to prevent water losses.
- Contributing to the construction, refurbishment, or replacement of infrastructure services, that are broadly defined by nature, to conform to the standards, time constraints and budgets of the planning and design requirements.
- To ensure that a continuous delivery of purified water is possible and to prevent water losses as well as preventing pollution of the Vaal Dam in the case of sewerage.

Conduct Operation & Maintenance (Roads, Storm Water and Building)

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

VACANCIES

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- Makes recommendation on issues falling outside of the operating rules and procedures.
- Liaises with other both internal and external on integrated service delivery matters and
- Understand long term planning and forecasting of infrastructure requirements.

Facilitate Planning of Projects

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

Manage Design and Plans Effectively

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

Supervise Construction Activities

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

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

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

Manage Project Management Phases

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

VACANCIES

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- Ensures project compliance with EPWP policies and ensures use of labour-intensive construction methods.
- Manages multidisciplinary projects and programmes.
- Prioritizes multiple resources to meet competing deadlines.
- Manages supply chain activities and ensures compliance with supply chain policy and tender procurement processes.
- Evaluates and gives input during appraisal of tenders.
- Manages multiple projects to agreed standards.
- Prioritizes multiple resources to meet competing deadlines and
- Manages multiple budgets.
- Plans controls and deliver projects and programmes to agreed time, cost and quality requirements.
- Applies engineering knowledge, skills, and experience to put infrastructure into service and
- Understands and applies technical knowledge of functional duties, processes, methodology and systems.
- To ensure that contracts are administered according to legal prescriptions.

Salary: R 566,761.88- R 595,597.33 per annum (post level 04 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: SENIOR ENGINEERING ASSISTANT: WATER & SEWER
(Appointment will be made in accordance with diversity targets)

Minimum requirements:

- Relevant B Degree in Civil Engineering
- eligibility for registration as Pr Eng/Pr Tech Eng.
- 5 - 8 years of relevant experience post registration.
- Computer literacy: MS Office.
- Valid Driver's license.

Competency requirements:

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

VACANCIES

Enquiries: M MADUNA
Telephone: 016 973 8695

- Communication

Main Duties:

Coordinate and manage administrative, technical and operational functions within the Water and Sewer Section.

- Manage the daily operations of the water and sewer section, including purification works, pump stations, reticulation networks and consumer connections.
- Implement and control administrative systems such as work orders, timesheets, requisitions, fleet usage and reporting tools.
- Prepare reports, correspondence, schedules and submissions using MS Word and Excel.
- Enforce municipal policies, procedures, bylaws and relevant legislation.
- Apply the regulatory framework governing water and sanitation services.
- Handle and resolve service delivery complaints and queries from the public, consultants and internal departments.
- Prepare technical reports and recommendations for management and Council consideration.
- Assist with the compilation and control of the sectional operational and capital budgets.
- Monitor expenditure and ensure cost-effective use of resources.
- Supervise and train staff under own control and recommend leave, training and performance interventions.
- Ensure compliance with Occupational Health and Safety Act (OHSA) requirements.

Control and supervise the operation and maintenance of water purification and distribution systems.

- Ensure adequate purification of potable water to meet demand and regulatory standards.
- Supervise water treatment works, reservoirs, pump stations, pipelines and consumer connections
- Ensure sufficient water storage capacity for emergency supply.
- Specify and procure chemicals, materials and spare parts required for water treatment.
- Develop and implement preventative maintenance programmes.
- Monitor water quality and implement corrective measures where standards are not met.
- Ensure rapid response to water leaks and losses.

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- Maintain accurate and up-to-date water infrastructure drawings and records.

Control and supervise the operation and maintenance of sewerage collection and treatment systems.

- Oversee sewer purification works, pump stations, pipelines and connections.
- Ensure effective response to sewer blockages and spillages to prevent pollution.
- Supervise contractors responsible for bucket sanitation services where applicable.
- Monitor effluent quality and ensure compliance with environmental standards.
- Plan and implement preventative maintenance programmes for sewer infrastructure.
- Procure required equipment, materials and spare parts.

Plan and prioritise water and sewer infrastructure projects.

- Evaluate proposed projects and determine technical and capacity requirements.
- Prepare draft plans, cost estimates and feasibility assessments.
- Prioritise projects based on budget availability and service delivery needs.
- Coordinate with stakeholders including DWS, consultants, town planners and communities.
- Manages multiple projects to agreed standards
- Establishes project brief, objectives, priorities, constraints, assumptions and strategies; Finalises and approves project documentation and construction programme
- Manages multiple project schedules and budgets.

Design and review water and sewer infrastructure systems.

- Contribute to the design of water and sewer services with consideration for operational efficiency, cost and sustainability.
- Review and sign off designs and drawings for broadly defined projects.
- Review feasibility studies and provide recommendations as per municipal context.
- Designs complex engineering infrastructure and processes
- Signs off designs and drawings
- Considers the appropriateness of engineering solutions in the context of the community needs.
- Manages multiple projects to agreed standards
- Ensure compliance with engineering codes, standards and legislation.
- Contribute to tender and contract documentation

Supervise construction and refurbishment of water and sewer infrastructure.

VACANCIES

Enquiries: M MADUNA
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- Allocate labour, materials and equipment.
- Review contractor programmes and monitor performance.
- Ensure compliance with design specifications, OHS and environmental requirements.
- Manage capital programmes and grant-funded projects.

Salary: R 566,761.88- R 595,597.33 per annum (post level 04 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).

ECONOMIC DEVELOPMENT AND URBAN PLANNING

DIVISION: LED

POSITION: ASSISTANT MANAGER LED (RE-ADVERTISEMENT)

Minimum requirements:

- B Degree in Local Economic Development / Development Studies / Economics / Public Administration / Business Administration / Urban and Regional Planning or relevant field.
- 05 – 08 years relevant experience of which 02 years must be Supervisory level.
- Computer Literacy
- Valid driver's license.

Competency requirements:

- Planning and organizing
- Programme and Project Management
- Research and Analysis
- Interpersonal relationship
- Communication
- Socio-Economic / Socio- Political Awareness
- Public Consultation

Main Duties:

Manage Strategic LED Planning and Development

- Conduct SWOT analyses and LED situational assessments.
- Facilitate stakeholder engagements and workshops.
- Draft strategy documents and align to IDP and LED Frameworks.
- Collaborate with provincial and national departments for policy integration.

Manages budget Preparation and Financial Oversight

VACANCIES

Enquiries: M MADUNA
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- Collect cost estimates from LED initiatives.
- Draft operational and capital budgets in consultation with finance.
- Use financial systems (e.g. mSCOA) for budget tracking.
- Monitor expenditure and flag deviations
- Enforce MFMA compliance.

Coordinate LED Policy Development and Project Implementation

- Review and update LED policies and procedures.
- Draft project proposals, business plans, feasibility studies.
- Develop Gantt charts and implementation schedules.
- Apply for funding through MIG, DBSA, SEDA, etc.
- Monitor project milestones and risks.

Lead Project Coordination and Monitoring

- Conduct project site visits and progress meetings.
- Use project management tools (e.g., MS Project, Excel trackers).
- Compile and submit project reports and dashboards.
- Interface with consultants, contractors, and community representatives.

Manages community and Stakeholder Engagement

- Organize LED Forums, public participation sessions, and SMME events.
- Develop communication materials (flyers, presentations, minutes).
- Liaise with Ward Committees, CBOs, local businesses.
- Gather community inputs for project development

Coordinate Administrative and Performance Reporting

- Draft quarterly and annual reports on LED activities.
- Use templates for Council submissions and compliance reports.
- Maintain electronic and paper filing systems.
- Respond to internal/external audits and correspondence.

Supervise on information Dissemination & Advisory

- Respond to public, media, and government queries.
- Prepare press statements and media briefs.
- Present findings at Council meetings, LED forums, and workshops.
- Keep updated with policy changes affecting LED

Salary: R 708,294.29 per annum fixed (post level 02 of a Grade 05 Local Authority), subject to job evaluation. Plus (Car Allowance of 850 km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).