NGWATHE MUNICIPALITY
EXTERNAL ADVERTISEMENT

A well-established local municipality of integrity and a leader of best practices, Ngwathe Municipality is a high performance organization, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following positions:

1. IDP/ PMS MANAGER

Remuneration: R431 053.44 P/A Job Level 0

Key requirements:

- A relevant tertiary qualification or equivalent (Degree/Diploma) NQF Level 6
- MFMP minimum competency level qualification will also serve as strong recommendation
- A minimum of at least three years’ work related experience at Senior Management level in the local government sphere.
- Practical knowledge of the local government environment
- Valid driver’s licence

Key competencies:

- Interacting with functional leaders and making available information on the system and/or explanations on application.
- Participating in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in Integrated Developmental Plans.
- Analysing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area’s, Indicators and Action Plans.
- Applying statistical tools and approaches to interrogate and classify information pertaining to structures, functions and/or capacity to guide decisions pertaining to the selection of a model for basing measurements.
- Examining the applicability, appropriateness and adequacy of measures and/or formulating recommendations to support changes to standards and/or quantitative weightings.
• Coordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions.
• Monitoring compliance with respect to the adopted reporting structure.
• Collating and preparing reports outlining accomplishment of targets and standards and/or commenting on specific deviations from agreed outcomes.
• Maintaining the IDP and Performance Management record keeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.
• Presenting information on the IDP and Performance Management System to Councillors, Managers and the public
• Explaining qualitative and quantitative outcomes, elaborating on reasoning and/or the need for alignment with respect to specific objectives and measures.
• Conducting Workshops to facilitate understanding of the IDP and PMS
• Strict compliance with legislation and policies related to IDP and PMS

2. LEGAL SERVICES AND ADMIN MANAGER

Remuneration: R431 053.44 P/A Job Level 0

Key requirements:

• A relevant tertiary qualification or equivalent (Degree/Diploma) NQF Level 6
• MFMP minimum competency level qualification will also serve as strong recommendation
• A minimum of at least three years’ work related experience at Senior Management level in the local government sphere.
• Practical knowledge of the local government environment
• Valid driver’s licence

Key competencies:

• Analyzing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period and, consolidating the department’s operating and capital budget.
• Evaluating and presenting reports to the Director detailing the Department’s performance against specific measures.
• Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure.
• Communicating with the Finance personnel on audit findings and recommendations and institutes the necessary investigational or corrective measures.

• Analysing and reporting to the Director the adequacy of coverage against loss and/or damage arising out of accidents/ incidents and negligence to departmental assets (facilities, plant and equipment).

• Negotiating contractual terms and conditions of maintenance contracts to support office equipment with service providers/ vendors.

• Maintaining contractual procedures to facilitate assessment of financial/administrative implications for the Department.

• Updating and maintaining the ‘codes of delegations’ and relevant legislation and informing/ circulating to Management and support personnel.

• Evaluating the adequacy of current administrative systems and re-defining registry and archiving sequences with a view to correcting deviations from laid down Departmental guidelines and statutory and/or audit requirements.

• Preparing departmental circulars based on directives/ decisions taken at management meetings, and analyzing and formulating responses to correspondence received to facilitate clarification and understanding.

• Provides legal advice on any matter relating to the municipality

• Prepares and represents the municipality in disciplinary tribunal and cases referred for conciliation or arbitration

3. CHIEF ICT OFFICER

Remuneration: R333 695.52 P/A Job Level 3

Key requirements:

• A relevant tertiary qualification or equivalent (Diploma) NQF Level 5
• A minimum of at least two years’ work related experience in the local government sphere.
• Practical knowledge of the local government environment
• Valid driver’s licence

Key competencies:

• Develop, implement and monitor ICT policy, Strategies and procedures,
• Determine and manage corporate ICT risk,
• Establish sound ICT practice and provide advice on the use of ICT to attain strategic objectives of the municipality;
• Assist in monitoring performance of ICT service providers in accordance with the SLA;
• Ensure that all ICT infrastructures are in a serviceable condition;
• Assist in user support and training;
• Provide advice on new requirement in the field of ICT;
• Ensure that accurate records of all ICT infrastructures are kept;
• Coordinate and manage the GIS of the municipality.

4. ASS MANAGER RECRUITMENT & LABOUR RELATIONS

Remuneration: R302 213.64 (Minimum) – R309 791.88 P/A Job Level 4

Key requirements:

• A relevant tertiary qualification or equivalent (Diploma) NQF Level 5
• A minimum of at least two years’ work related experience in the local government sphere.
• Practical knowledge of the local government environment
• Valid driver’s licence

Key competencies:

• Verifying details of post recorded on approved vacancy requisition forms and/ or referring to the job description to establish role boundaries and specifications for inclusion into advertisements.
• Receiving and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criterions/ standards.
• Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
• Applying specific statutory and procedural sequences on engagement of the successful applicant (Unemployment Insurance Fund Registration, Income Tax, banking details, medical checks, etc.).
• Preparing notifications using pro-forma types associated with the confirmation of employment, contracts, regret letters, termination of services.
• Maintaining and updating personnel information with respect to changes in employment/ personal status and attending to the safekeeping of personnel records/ files in accordance with approved recordkeeping systems.
• Preparing memorandums to communicate specific human resources procedures and seeking approval prior to circulation.
• Processing/ updating Human Resources Information System records from approved applications and submissions with respect to training, employee assistance programmes, staff establishment details, job design and specifications.
• Assume responsibility for all labour relations, as well as the implementation of disciplinary and grievance procedures.
• Provide information and advice.
• Co-ordination and participate in the Local Bargaining Forums.
• Co-ordinates and controls procedures and research sequences associated with Disciplinary and Grievance cases and enquiries.
• Performs specific administrative tasks/responsibilities associated with the functionality.
• Prepares and represent the municipality in cases referred for conciliation or arbitration.
• Represent the employer in the Local Labour Forum
• Promotes sound labour relations throughout the Municipality.

5. ASS MANAGER SKILLS DEVELOPMENT & OCCUPATIONAL HEALTH & SAFETY

Remuneration: R302 213.64 (Minimum) – R309 791.88 P/A Job Level 4

Key requirements:
• A relevant tertiary qualification or equivalent (Diploma) NQF Level 5
• A minimum of at least two years’ work related experience in the local government sphere.
• Practical knowledge of the local government environment
• Valid driver’s licence

Key competencies:
• Participating in discussions and forums related to the skills development of employees involving the Sector Education and Training Authority and/ or Departments of the Municipality.

• Presenting qualitative and quantitative information on the status of skills development initiatives, strengths and weaknesses of current interventions, opportunities available and recommendations to support improvement.

• Evaluating and commenting on concepts and approaches with a view to aligning broader strategies to current functional requirements.

• Reporting to specific Sub-Committees on activities and key outcomes of the functionality

• Preparing and circulating skills audit questionnaires for completion detailing current skill level, developmental requirements and career aspirations.

• Consolidating and analysing information to facilitate the preparation of a comprehensive skills plan, identifying and prioritising specific interventions.

• Assessing the effectiveness of the plan to meet developmental and capacity building objectives against specific measures reflective of cost, time and quality of content.

• Discussing proposed actions/ interventions, internal and external training requirements with the immediate superior prior to commencing with implementation sequences.

• Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved.

• Preparing reports on the activities of the Section outlining objectives and accomplishment of outcomes.

• Checking and verifying payment invoices of external provides prior to forwarding for processing.

• Updating training materials and manuals, changing content in view of amendments to legislation, processes and/ or agreements.

• Coordinating and attending OHS committee meetings

• Preparing schedules for employees to attend occupational therapists and conduct physical site inspections

• Compiling reports on specific personnel related items medical boarding ,etc)

• Completing standardized forms and documentation reflecting details/ information
and/or descriptions in respect of medical boarding, injury on duty and forwarding to specific internal/external departments for processing.

6. MANAGER WATER AND SANITATION SERVICES

Remuneration: R431 053.44 P/A Job Level 0

Key requirements:

- Bsc / B Tech Civil engineering or equivalent
- At least five (5) years’ experience in Civil Engineering Services and Project Management
- Registered with Professional body will be an added advantage
- Proven liaison and verbal & written communication skills
- Strong computer skill with extensive knowledge of Micro Soft package
- Good planning, organizational and negotiation skills
- Knowledge of Municipal Finance Management Act and other related policies, regulations and guidelines
- Valid driver’s licence

Key competencies:

- Development of the Water Services Development Plan
- Programme and project management
- Planning and design
- Operation and maintenance
- Water resource management
- Water catchment management
- Water governance structures
- Manage the program budget through the passing of timely orders, the preparation of monthly forecasts and the monitoring of expenditure.

7. PROJECT MANAGEMENT UNIT (PMU) COORDINATOR (THIS IS A THREE (3) YEAR FIXED TERM CONTRACT)

Total Remuneration: R625 187.00 per annum (Total Cost to the Employer)

MINIMUM REQUIREMENTS:

- An appropriate B-Tech in Civil Engineering or Equivalent qualification prescribed in Engineering Profession Act, 1990
- At least five (5) years’ experience in Civil Engineering Services and Project Management
- Registered with Professional body will be an added advantage
• Proven liaison and verbal & written communication skills
• Strong computer skill with extensive knowledge of Microsoft package
• Good planning, organizational and negotiation skills
• Knowledge of Municipal Finance Management Act and other related policies, regulations and guidelines
• A valid code 08 driver’s license.

Key requirements:

1. The successful candidate will primarily be responsible to integrate, co-ordinate, project management, contract management and monitoring and evaluation of infrastructure projects of the municipality
2. Develop business plans and feasibility studies
3. Submit monthly, quarterly, bi-annual and ad hoc reports to funders as determined in the applicable legislation.
4. Manage staff reporting directly to him.
5. Facilitate and compile IDP portion on capital infrastructure for NLM.
6. Forge and sustain effective liaison with Provisional and National Government on issues relating to infrastructure.
7. Implementation of programmes and projects.

8. SENIOR TECHNICIANS, ELECTRICAL (2)

Remuneration: R333 695.52 P/A Job Level 3

Key requirements:

• National Diploma heavy current or equivalent NQF Level 6 (Trade Tested Artisan)
• A minimum of at least two years’ work related experience in the local government sphere.
• Practical knowledge of the local government environment
• Valid driver’s licence

Key competencies:

• Planning and design
• Operation and maintenance
• Demand management
• Programme and project management
9. PUBLIC SAFETY AND DISSASTER MANAGER

Remuneration: R431 053.44 P/A Job Level 0

Key requirements:

- A relevant tertiary qualification or equivalent (Degree/ Diploma) NQF Level 6
- MFMP minimum competency level qualification will also serve as strong recommendation
- A minimum of at least three years’ work related experience at Senior Management level in the local government sphere.
- Practical knowledge of the local government environment
- Valid driver’s licence

Key competencies:

- Communicating to personnel through the verbal and written mediums statutory and procedural requirements for adoption and/or approving statutory notices for circulation and, procedural forms authorizing personnel to conduct inspection of premises and/or processes to determine compliance.
- Inspecting work sites and/or conducting observations of work sequences and determining extent of awareness and/or the need for corrective/ remedial measures.
- Discussing and/or investigating workplace accidents/ incidents, seeking reasons from supervisory personnel on any non-compliance/ deviation and providing direction on courses of action for execution.
- Evaluating the operating functionality and condition of vehicles, plant and equipment and, the status and movement trends with respect to stock items (chemicals, cleaning materials) through perusal of inspection checklists, service records and registers with a view of identifying with risks, deviations and the availability of alternative courses of action/ corrective measures.
- Develop, implement and monitor immediate short and long term plans regarding service delivery including, refuse removal, parks, cemeteries, street cleaning, museums, swimming pools, fire and rescue, resorts and sports facilities.
- Directs and monitors the implementation of the IDP.
- Directs and controls outcomes associated with utilization, productivity and performance of employees within the department.
- Maintenance and control over fleet.
- Manage and control the flow of income and expenditure.
- Co-ordinates and monitors the implementation of council resolutions.
- Co-ordinates specific administrative and reporting requirements

10. SUPPLY CHAIN, ASSETS AND FLEET MANAGER

Remuneration: R431 053.44 P/A Job Level 0

Key requirements:

- A relevant tertiary qualification or equivalent (Degree/ Diploma) NQF Level 6
- MFMP minimum competency level qualification will also serve as strong recommendation
- A minimum of at least three years’ work related experience at Senior Management level in the local government sphere.
- Practical knowledge of the local government environment
- Valid driver’s licence

Key competencies:

- Capturing information pertaining to Supply Chain Management and Preferential Procurement referring to relevant source documentation and, accessing specific field and inserting information using system tools (project, department responsible for quote, action/ execution dates of order, etc.)
- Attending to specific control sequences (numbering green forms) and filing documents applying laid down document control guidelines to facilitate retrieval during enquiries/ follow-ups.
- Processing new supplier information referring to registration forms, maintaining database records and, checking Contractors/ Suppliers are in procession of updated tax registration and clearance certificates through requests for submission.
- Maintaining ‘Bids’ register and Preferential Procurement information, extracting reports detailing Bids over specific values and awards and, forwarding to the immediate superior for approval.
- Corresponding through electronic mail/ telephonically with suppliers/ service providers and making available relevant information/ documentation (registration forms) in accordance with procedural requirements.
- Transmitting/ receiving facsimile’s and circulates acknowledgement of receipt/ enquiries to the relevant personnel for attention.
• Preparing document packs for Bid Meetings, copying and binding documents in sequential order for ease of reference.
• Preparing and forwarding Site Meeting notifications to Contractors in accordance with the prescribed timeframe detailing date, time and venue.
• Attending departmental and management meetings
• Reports SCM progress to the Chief Financial Officer

11. BUDGET MANAGER

Remuneration: R431 053.44 P/A Job Level 0

Key requirements:

• A relevant tertiary qualification or equivalent (Degree/ Diploma) NQF Level 6
• MFMP minimum competency level qualification will also serve as strong recommendation
• A minimum of at least three years’ work related experience at Senior Management level in the local government sphere.
• Practical knowledge of the local government environment
• Valid driver’s licence

Key competencies:

• Draft and prepare the municipal budget
• Link the municipal budget with the IDP
• Consolidate the departmental budget
• Plan and implement the budget plan of the municipality
• Compile the MFMA and budget reports
• Plan, implement and monitor the budget timetable/process
• Prepare budget scenario, maximise stakeholder’s participation in the process of the budget planning
• Coordinate and report on the departmental budget control and prepare the Annual Financial Statement
• Directs and controls outcomes associated with utilization, productivity and performance of employees within the department.
• Co-ordinates and monitors the implementation of council resolutions.
• Co-ordinates specific administrative and reporting requirements

12. EXECUTIVE SECRETARY

Remuneration: R198 468.48 (Minimum) - R230 058 P/A Job Level 7
Key requirements:

- Grade 12, Matric certificate (NQF Level 4)
- Computer Literacy – Office Applications
- A minimum of at least two years’ work related experience in the local government sphere.

Key competencies:

- Scheduling and updating appointments on behalf of the Municipal Manager.
- Confirming for travel and accommodation details, attending to specific business arrangements and briefing the Municipal Manager on itinerary and specific requirements prior to departure.
- Using word processing and/ or other ‘Office applications’ to prepare, format and copy type documentation/ correspondence, etc.
- Confirming availability and reserving the Conference/ Board Room for scheduled meetings and/ or coordinating arrangements/ set-up in accordance with requirements.
- Arranging and scheduling meetings with internal/ external departments, professionals, contractors, etc and preparing/ circulating notifications and agendas.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- Retrieving/ accessing information/ files/ correspondences and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal at Executive level.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.
- Receiving and communicating with guests, complainants and/ or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention.
- Answering telephonic calls and determining requirements prior to transferring to appropriate departments/ personnel and/ or member of the Management team.
13. **GENERAL WORKERS TECHNICAL SERVICES**  
(30) (Parys 6, Heilbron 6, Vredefort 6, Koppies 6 and Edenville 6)

**Remuneration:** R82 468.08 (Minimum) – R84 158.40 P/A Job Level 16

**Key requirements:**
- Basic Adult Literacy

**Key competencies:**
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences.
- Excavating and backfilling trenches and ancillary road-works to defined levels and widths using hand held tools (e.g. spade, picks, etc.).
- Laying and compacting materials (e.g. crusher run, asphalt, etc.) using hand held tools (e.g. hand-stamper, spade etc.).
- Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade, etc.)
- Removing and washing off debris from tools and equipment.
- Placing and stacking tools/ equipment in the vehicle, observing sequences and procedures supporting safe transit.
- Physically loading materials and other products and/ or holding and guiding plant/ equipment during the hoisting and placement.
- Removing debris/ rubble, etc and cleaning worksites

14. **GENERAL WORKERS COMMUNITY SERVICES**  
(25) (Parys 6, Heilbron 6, Vredefort 7, Koppies 2 and Edenville 4)
Remuneration: R82 468.08 (Minimum) – R84 158.40 P/A Job Level 16

Key requirements:

- Basic Adult Literacy

Key competencies:

- Walking, picking up and loading refuse bags into the refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles.
- Attends to the loading/ offloading of refuse bags into/ from refuse vehicles at disposal sites.
- Placing and stacking tools in designated storage areas and/ or verbally reporting the condition/ status of tools to the immediate superior.
- Cutting/ trimming lawns and verges using hand held machines (brush cutters, lawnmowers) and/ or tools (shears, lashers) for the clearing of overgrown shrubs.
- Weeding, cleaning and shaping flower beds using hand held gardening tools.
- Excavating/ backfilling trenches using hand held equipment (spades, picks) and/ or positioning and erecting fencing structures in accordance with pre-determined markings/ indicators.
- Picking up litter and/ or items lying in open spaces.
- Removing and replacing refuse bags from collection bins in public areas.
- Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags/ materials and or garden refuse into/ from vehicles.

NB: Faxed, e-mailed and late applications will not be considered.

Council reserves the right to place and move candidates anywhere within the municipality. The Municipality reserves the right not to appoint any applicant to this positions.

Please forward your application with Curriculum Vitae and originally certified copies of qualifications to the Director Corporate Services, at Municipal Offices situated at Liebenbergstrek, PO Box 359, Parys, 9585. Tel. 056 816 2700, contact person ZJ Majivolo (Human Resources)
CLOSING DATE: 25 August 2017

*If you have not heard from us after 3 months of closing date, please accept that your application was not successful.*

BW KANNEMEYER
MUNICIPAL MANAGER