



EXTERNAL/INTERNAL ADVERTISEMENT

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

DIRECTORATE: CORPORATE SERVICES

SECTION: LEGAL SERVICES

2 X LEGAL PRACTITIONERS

Salary: R309 791.96 per annum (Job level 4 of a Grade 8 Municipality)

Requirements: LLB Degree or any 4 year recognized legal qualification be an admitted Attorney or have previously completed articles. Appropriate post qualification legal experience. Sound knowledge of South African Legal System, Municipal System Act, Municipal Structures Act, Municipal Finance Management Act and Labour Relations Act. Computer literacy. Legal research, planning and decision making skills. Strategic capability and leadership skills. Good interpersonal skills. Dispute Resolution. Report writing and problem solving. A valid drivers' license.

Duties: Draft by-laws, research in law and interpretation of existing by-laws. Comment and report on new legislation and monitor progress. Attend to claims instituted by and against Council. Provide legal advice to Council on a wide variety of subjects. Drafting and vetting of contracts and tender documents. Provide legal assistance in respect of property and housing matters, township and town planning administration. Attend meeting to provide legal advice to Council, Committees of Council, Sub committees and other structures. Comment on policies of Council to ensure legal compliance and interpret policies. Attend to CCMA / Bargaining Council cases and Labour Court cases. Attend to disciplinary hearings. Draft legal opinion. Handle ad hoc tasks in line with instructions.

DIRECTORATE: PUBLIC WORKS

SECTION: WATER AND SANITATION

MANAGER

Salary: R431 016.61 per annum (Job level 1 of a Grade 8 Municipality)

Requirements: National Diploma. Civil Engineering. Applicable knowledge and experience in the field of water and sewerage supply and purifications. Water Care or Microbiology. Water And Sanitation as class 6 Process Controller. Management skills, Technical skills and leadership skills.

Duties: Water and sanitation design, construction and maintenance, determination of bulk contributions, WSDP development and implementation, engineering surveying, project management, management of carants and internal infrastructure programmes, management of Blue and Green Drop. Maintenance of Water and sanitation networks. Manage and lead Water and Sanitation Division. Identify short, medium and long term plans for Water and sanitation. Prepare Capital and operating estimates and controls expenditure. Directs and controls the professional, technical and operational outcomes associated with Water and Sanitation. Attend to Water and Sanitation

TOWN PLANNER

Salary: R309 791.96 per annum (Job level 4 of a Grade 8 Municipality)

Requirements: National Diploma Town and Regional Planning. Civil Engineering. Applicable knowledge and 1-2 years' experience in a related field or position.

Duties: To regulate the planning of building construction as per Town/Map/Master Plans. Passing the Blue prints of plans of Town Planning/Master Plan. Earmark all the land use as per master plan in urban area for housing. Earmark the site for residential and non-residential zone. Earmark the site for industrial area, market area in the town planning. Preparation of Regional Plans, Development Plans and Town Planning. Assistance/advice to the Municipality for preparation of Town Planning. Preparation of land use plan. Preparation of development plans for all urban towns. Function as Arbitrator as and when any dispute arise on land use matter.

PROCESS CONTROLLER

CLASS IV

Salary: R266 968.24 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12. Valid driver's license. Must have a valid Operator certificate as a Class III or IV Operator. Computer Literacy. Good Communication Skills

Duties: Training of Class III, Class II, Class I, Class 0 operators. Analyses of water sample, Chemical and Bacteriological. Process control of chemicals. Process control of flocculation channels. Process control of C12 gas. Process control of Ozone plant. Safety control on Purification works and Personnel. Operates pumps and motors. Backwash filters. Sampling of water sample. Do maintenance on the Water and Sewer purification works. Do maintenance on water reservoirs. Operate mechanical and non- mechanical equipment.

PROCESS CONTROLLER

CLASS III

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12. Valid driver's license. Must have a valid Operator certificate as a Class II or III Operator. Computer Literacy. Good Communication Skills

Duties: Training of Class II, Class I, Class 0 operators. Analyses of water sample, Chemical and Bacteriological. Process control of chemicals. Process control of flocculation channels. Process control of C12 gas. Process control of Ozone plant. Safety control on Purification works and Personnel. Operates pumps and motors. Backwash filters. Sampling of water sample. Do maintenance on the Water and Sewer purification works. Do maintenance on water reservoirs. Operate mechanical and non- mechanical equipment.

DIRECTORATE: FINANCE

MANAGER BUDGET AND EXPENDITURE

Salary: R431 016.61 per annum (Job level 1 of a Grade 8 Municipality)

Requirements: An appropriate Bachelor's Degree or equivalent qualification with accounting or financial management as a major. 2-3 years' relevant work experience. Competencies: Good communication skills and computer literacy, knowledge of finance-related municipal legislations, report writing skills. Computer literacy (Microsoft Excel and PowerPoint) management and presentation and problems solving skills. Valid driver's license.

Duties: 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 MFMA and budget reports. Plan, implement and monitor the budget timetable/process. Prepare budget scenario, maximize stakeholders' participation in the process of the budget planning. Co-ordinate and report on the departmental budget control and prepare Annual Financial Statement.

MANAGER FINANCIAL ACCOUNTING

Salary: R431 016.61 per annum (Job level 1 of a Grade 8 Municipality)

Requirements: Bachelor's degree or equivalent qualification in a related field. Post graduate qualification or related field will be an added advantage. 3 – 5 years' experience.

Duties: Managing the Financial, Capital, Insurance, Systems and Cost and Management Accounting Departments. Ensuring all sections within the Finance Department comply with statutory regulations, departmental codes of practices and the Municipal Finance Management Act. Supervising and controlling accounting personnel in the preparation of Monthly Management Accounts, Annual Financial Statements and Annual Budget thus ensuring compliance with all respective deadlines. Analyze and align financial requirements with capacity and capability. Manage, control and direct the implementation of specific financial procedures, systems and controls associated with the various financial activities. Manages specific administrative and reporting requirements associated with the key performances and result indicators. Identify and define the immediate, short and long term objectives/plans. Disseminate guidance and information on specific key performance areas and requirements associated with the financial planning and reporting program and financial procedures.

UNIT: PAUL ROUX

SWITCHBOARD OPERATOR

Salary: R145 363.52 per annum (Job level 9 of a Grade 8 Municipality)

Qualifications: Grade 12. Certificate in switchboard operation will be an added advantage. Computer literacy. Excellent communication skills.

Duties: Assist with the switchboard operations eg. Answering all incoming calls, transfer them through to the person requested, taking messages at the request of officials who are not available, handling enquiries concerning changed telephone numbers as and when required to do so.

Applicants should submit their letters of application, CV and certified copies of their certificates to:

**The Municipal Manager
PO Box 551
BETHLEHEM
9700**

NB: Faxed applications shall not be considered.

Closing date: Not later than Friday 9 June 2017 at 16h00.

Enquiries: Mr D R Evans, Tel 058 303 5732 x 3052

Council reserves the right to appoint or not appoint any candidate if in its view no suitable candidate could be found. Canvassing for appointment to the position and corroborating proof thereof will result in the disqualification of a candidate. Candidates, who meet the abovementioned competencies, will be appointed. Candidates should note that some or all of the abovementioned competencies may at the discretion of the Council be formally assessed as part of the selection process. If you have not been contacted within 30 days after the closing date of this advertisement, please accept that your application was unsuccessful. **The Council will not pay travelling costs for attending interviews.** Dihlabeng Local Municipality subscribes to the provisions of the Employment Equity Act, 1998 and applications from designated groups are specifically encouraged to apply.


**BUSA MOLATSELE
MUNICIPAL MANAGER**

NOTICE NO: 5/2017