



EXTERNAL/ INTERNAL ADVERTISEMENT

The municipality hereby invites applications from experienced, committed and energetic individuals with a vision for appointment to the following positions

OFFICE OF THE MUNICIPAL MANAGER

MANAGER: OFFICE OF THE MUNICIPAL MANAGER (Ref No. 01/24)

Salary: Negotiable

Duration: Fixed term contract linked to the term of office of the Municipal Manager

Requirements: Grade 12, B Degree in Public Administration or any relevant qualification at NQF Level 7, 8 years office management experience of which 3 years must be in a supervisory capacity. Understanding Local Government and Computer Literacy: MS Office and valid driver's license. Previous experience in a leadership capacity is highly advantageous. Must have a valid Drivers License.

Competencies: Strategic thinking and planning, people management, problem-solving and decision-making, understanding of the role and function of municipalities, integrity and transparency, commitment to public service, organisational skills, problem-solving skills, interpersonal skills, project management skills, attention to details, discretion and confidentiality.

Key Responsibilities: Provides executive support and management function in the Office of the Municipal Manager. Manage processes towards efficient and effective audit processes. Manages specific administrative requirements associated with smooth running in the office of the Municipal Manager. Provide leadership and accountability for the development, implementation, and management of comprehensive risk-based compliance systems. Controlling expenditure for the office and reporting on deviations. Execute and monitor the implementation of resolutions relating to the Office of the Municipal Manager and report on the progress.

PERSONAL ASSISTANT IN THE OFFICE OF MUNICIPAL MANAGER (Ref No. 02/24)

Salary: R575 978.69 per annum (Job Level 2 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of office of the Municipal Manager

Requirements: Grade 12, National Diploma in Office Administration or any other relevant qualification. A minimum of 3-5 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint. Good telephone etiquette skills. Be fluent in English. Ability to work under pressure and extended hours. Must have a valid Drivers License.

Competencies: The ability to prioritise tasks, manage multiple deadlines, and maintain a well-organised office is crucial. Excellent time management skills are essential for effectively scheduling appointments, meetings, and travel arrangements. Strong interpersonal and communication skills are necessary to build positive relationships with internal and external stakeholders. The ability to maintain confidentiality and handle sensitive information with discretion is paramount. The ability to take initiative, work independently.

Key Responsibilities: Providing executive-level support: This includes managing the Municipal manager's calendar, scheduling appointments and meetings, handling travel arrangements, and preparing briefing materials. Effectively handling all forms of communication, including emails, phone calls, and written correspondence, while maintaining a professional and courteous demeanour.

Organising and coordinating meetings, conferences, and events, ensuring all logistics are taken care of. Managing office supplies, maintaining office equipment, and ensuring the smooth operation of the office environment. Adhering to strict confidentiality protocols and handling sensitive information with discretion. An understanding of local government operations and procedures is advantageous, especially in terms of policy, budgeting, and public engagement. A dedication to hard work, a positive attitude, and a commitment to providing excellent service are essential qualities for this role.

SECRETARY: OFFICE OF THE MUNICIPAL MANAGER (Ref No. 03/24)

Salary: R387 369.36 per annum (Job Level 6 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of office of the Municipal Manager

Requirements: Grade 12 (Matric) National Diploma in Office Administration or any other relevant qualification. A minimum of 3-5 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel and PowerPoint. Good telephone etiquette skills. Be fluent in English. Ability to work under pressure and extended hours. Must have a valid Drivers License.

Competencies: The ability to prioritise tasks, manage multiple deadlines, and maintain a well-organised office is crucial. Excellent time management skills are essential for effectively scheduling appointments, meetings, and travel arrangements. Strong interpersonal and communication skills are necessary to build positive relationships with internal and external stakeholders. The ability to maintain confidentiality and handle sensitive information with discretion is paramount.

Key Responsibilities: Providing executive-level support: This includes managing the Municipal Manager's calendar, scheduling appointments and meetings, handling travel arrangements, and preparing briefing materials. Effectively handling all forms of communication, including emails, phone calls, and written correspondence, while maintaining a professional and courteous demeanour. Organising and coordinating meetings, conferences, and events, ensuring all logistics are taken care of. Managing office supplies, maintaining office equipment, and ensuring the smooth operation of the office environment. Adhering to strict confidentiality protocols and handling sensitive information with discretion.

INTERNAL AUDIT

2 X INTERNAL AUDIT CO-ORDINATORS (Ref No. 04/24)

Salary: R534 739. 14 per annum (Job level 3 of a Grade 8 Municipality)

Requirements: Matric, National Diploma in Auditing or equivalent qualification, registered with a recognised profession, Computer literacy: MS Office and 5-8 years relevant experience.

Competencies: Communication, Research and Analysis, Advocacy/ Negotiation, Ethics and professionalism, Internal Auditing, Engagement Management, Information Management, Interpersonal Relationships, Action Outcome and Orientation

Key Responsibilities: Prepares documents with as per the audit methodology / audit standards. Effectively collaborates on larger written projects with colleagues. Reviews the engagement letter and Finalise the draft audit report with reflection of management comments and auditor's response. Aligns annual / quarterly audit plans and individual audits with municipal goals and objectives. Knowledge of the municipality's functional directorates and understands integration across these. Ensures that audit work is in compliance with the norms and of Internal Auditing and other set standard. Prepares draft audit project reports on findings complete with management comments for review by the project manager based on the results of the various audit engagements.

2 X ASSISTANT INTERNAL AUDITORS (Ref No. 05/24)

Salary: R 245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Auditing or Internal Auditing as a major, Computer Literacy: MS Office and 2-4 years' experience. Must have a valid Drivers License.

Competencies: Communication, Research and Analysis, Advocacy/ Negotiation, Ethics and professionalism, Internal Auditing, Engagement Management, Information Management, Interpersonal Relationships, Action Outcome and Orientation

Key Responsibilities: Able to document Audit working papers. Able to issue audit expectations / findings. Conduct analytical review on the audit work papers. Audit outcome / results are properly recorded; Identifies relevant issues and facts. Collate data according to the audit trends. Applies authority to scope of work. Understands the mechanism available in municipality to resolve ethical issues. Understands the Internal Audit department functions. Basic knowledge about the municipality; Knowledge of the municipality's priorities and goals. Operates within the municipality's policies and procedures. Applies sector policies and legislation in undertaking tasks; Records audit information in line with the prescribed methodology and QA guidelines; Able to complete engagements within internal audit budget time. Prioritises activities effectively to ensure that tasks are completed within Audit schedules. Executes the audit programme as per the audit methodology.

RISK CO-ORDINATOR (Ref No. 06/24)

Salary: R 534 739.14 (Job level 3 of a Grade 8 Municipality)

Requirements: National Diploma/ Bachelor's degree or equivalent in Risk Management, 1-2 years' experience risk management, Valid Driver's license and Computer Literacy: MS Office

Competencies: Ethical behaviour, Good Communication, Planning, Organising, Listening and interpret, Task structuring, Logical Thinking, Self-Management and motivation, Financial Management and performance reporting.

Key responsibilities: Capturing all risk registers in the systems. Consolidated and updated operational risk registers of all business units and functions on regular basis. Assist in the administration of the Risk Management Committee. Participating in the development of the combined assurance plan for the Municipality. Coordinate and provide support for the risk management implementation plan. Ensure proper administration and record keeping of the unit. Update and keep a register of fraud cases reported in the municipality. Assist management when conducting Anti-Fraud and corruption.

SECTION: SECURITY

2 X SECURITY OFFICERS (Ref No. 07/24)

Salary: R350 770.55 per annum. (Job level 6 of a Grade 8 Municipality)

Requirements: Matric Certificate, Must have a grade B, C, D and a security certificate from a renowned and registered security training academy and be registered with PSIRA, Must have a security clearance certificate with the level of Top Secret from the SSA. Must have a license to carry a fire arm and a competency certificate to possess fire arm. Must have a valid driver's licence, Experience in Local Government /Municipality will be an added advantage. 2-5 years relevant experience.

Competencies: Honesty, Alertness, Leading and Team work, Professionalism, Communications Skills, Physical fitness, managing work, Problem solving, Planning and organising.

Key Responsibilities: Monitor other Units, Be able to write Departmental reports to the Manager Security, Be able to investigate cases (Physical security) appraisal guarding and patrolling) monitor access control to prevent unauthorised entry into the municipal buildings and other premises, Identify risk and threats to the security of the municipality, Monitor the private security company in terms of the SLA to protect the interests of the municipality, Constant monitoring of the DLM Units (Bethlehem, Clarens, Fouriesburg, Paul Roux and Rosendal) Check incidents/occurrence books/ registers, Security vetting (administration of applications and clearance, Conduct preliminary Security breaches, incident investigation and

submit reports, Training and security awareness, Monitoring and authorising entrance of vehicles or people in the property, Removing wrong doers or trespassers from the area.

MARKETING AND COMMUNICATIONS

6 X MARKETING AND COMMUNICATION OFFICERS (Ref No. 08/24)

Salary: R350 770.55 per annum. (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12, diploma/ national diploma or degree and 2-5 years' experience

Competencies: Communication, Conceptual thinking, Project Management, Information measuring and Monitoring, Technology Usage and Accountability and Ethical Conduct.

Key responsibilities: Conveys information through various communication platforms, either directly, or in consultation with other functionaries. Ensures that all communication (both verbal and written) is clear and unambiguous. Understands how the municipality works and the functions of the various directorates. Is aware of the stakeholders involved, understands community needs and is aware of environmental concerns; and Demonstrates more advanced computer literacy. Demonstrates an ability to use the specialist systems / packages pertinent to position at a more advanced level. Honours the confidentiality of matters and does not use it for personal gain or the gain of others. Establishes trust and shows confidence in others.

UNIT MANAGER

1 X PAUL ROUX & 1 X ROSENDAL (Ref No. 09/24)

Salary: R641 143.53 per annum (Job level 1 of a Grade 8 Municipality)

Requirements: Grade 12, B Degree in Public Administration or any relevant qualification at NQF Level 7. Minimum of 8 years office management experience of which 3 years must be in a supervisory capacity. Understanding Local Government and Computer Literacy: MS Office and valid driver's license.

Competencies: : Strategic thinking and planning, people management, problem-solving and decision-making, understanding of the role and function of municipalities, integrity and transparency, commitment to public service, organisational skills, problem-solving skills, interpersonal skills, project management skills, attention to details, discretion and confidentiality.

Key Responsibilities: Manage processes towards efficient and effective audit processes. Manages specific administrative requirements associated with smooth running in the office. Provide leadership and accountability for the development, implementation, and management of comprehensive risk-based compliance systems. Controlling expenditure for the office and reporting on deviations. Execute and monitor the implementation of resolutions relating to the Office and report on the progress. Manages the implementation, monitoring, evaluation and reporting sequence of outcome associated with plans and Programmes designated to accomplish key service delivery objectives and statutory requirements and related municipal activities in order to better quality of life of the community. The post is accountable for all outcome associated with the administration unit under the guidance of the Municipal Manager.

SECTION: INTEGRATED DEVELOPMENT PLANNING

2 X IDP OFFICERS (Ref No. 10/24)

Salary: R350 770.55 per annum. (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Development studies, project management, or municipal administration and Computer literacy: MS Office and 3-5 years' experience. Must have a valid Drivers License.

Competencies: Organizational Awareness, Information Measuring and Monitoring, Planning and Organizing, Monitoring and reporting, Project Management, Information Management, Service Delivery Orientation, Client Orientation and Customer Focus, Written and Verbal Communication.

Key Responsibilities: Translates project objectives into specific plans. Sets short term and longer-term project plans and cascades it to the work team and individual performance objectives. Able to provide data, information and trends analyses for Municipality and related reporting. Able to draft reports using data and information, statistical data, graphs, tables and maps, as well as qualitative information as required. Able to prepare a range of information products as may be required. Able to ensure distribution of information products via appropriate media. Able to prepare and undertake presentations to Municipality Directorates and Departments and other internal groups. Acknowledges contributions of others. Relates to people at all levels of the municipality. Shows confidence in engagement with internal and external stakeholders.

SECTION: PERFORMANCE MANAGEMENT SYSTEM

2 X PMS OFFICER (Ref No. 11/24)

Salary: R350 770.55 per annum. (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Public Administration or an equivalent qualification and Computer literacy: MS Office and 3-5 years' experience. Must have a valid Drivers License.

Competencies: Organizational Awareness, Information Measuring and Monitoring, Planning and Organizing, Monitoring and reporting, Project Management, Information Management, Service Delivery Orientation, Client Orientation and Customer Focus, Written and Verbal Communication and Accountability and Ethical Conduct.

Key Responsibilities: Assist the PMS manger in developing and reviewing the PMS. Develop performance contracts for Municipal employee. Review departmental scorecards. Develop and review the Services Delivery and Budget Implementation plan (SDBIP). Compile quarterly and annual performance reports. Develop the planning, monitoring and reporting tools on PMS. Liaise with all Municipal departments continually to ensure that all their activities and operations are aligned with the IDP and PMS. Render administration duties to the PMS Unit.

DIRECTORATE: CORPORATE SERVICES

SECTION: LEGAL SERVICES

MANAGER LEGAL (Ref No. 12/24)

Salary: R641 143.56 per annum (Job level 1 of a Grade 8 Municipality)

Requirements: Grade 12 (Matric) B Proc or LLB, 8 years relevant legal experience required of which 3 years must be at a supervisory level (either in private practice or municipal environment). Computer literacy: MS Office, Driver's License: Code EB. A candidate who is admitted as an Attorney will be an added advantage.

Competencies: The ability to communicate complex legal information in the understandable documents for specific audiences, ethics and professionalism, organizational awareness, litigation management, interpersonal relationship, research and analysis, ethics and professionalism, problem solving, planning and organizing, information management, interpersonal relationships, communication, service delivery orientation, impact and influence

Key Responsibilities: Draft by-law, research laws interpretations 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. Provide Legal assistance in respect of property and housing matters, township and town planning administration. Attend meeting to provide legal advice to comment on policies of Council to ensure legal compliance and interpret policies .Attend to CCMA /Bargaining Council cases and Labour court cases. Attend to hearings. Draft legal documents and memoranda and reports, Analyses legislation and provide recommendations for appropriate interventions, Draft legal opinion. Conduct legal research documents and memorandum reports, Handle ad hoc tasks in line with instructions.

CONTRACT MANAGEMENT OFFICER (Ref No. 13/24)**Salary: R350 770.55 per annum. (Job level 6 of a Grade 8 Municipality)****Requirements:** Grade 12 (Matric) National Diploma in Law/contract management or equivalent, A relevant 3 year tertiary qualifications, 2 to 5 years' experience or more relevant legal experience, Computer literacy: MS Office.**Competencies:** Administrative skills, attention to details, communication skills, computer proficiency, analytical skills, team collaboration, Time Management, Ethical Conduct, Problem Solving, Adaptability and Risk Management.**Key Responsibilities:** Draft and review contract to ensure accuracy, completeness, compliance with legal requirement and municipal policies. Assisting the Legal Practitioner with administrative duties. Good Filing and maintaining contractual records. Assisting the Legal Practitioner on distribution of contracts within the organization. Establish and maintain a comprehensive database of all municipal contracts, including key terms, renewal dates. Identify, assess, and manage risk associated with contract to protect municipality's interest. Verifying that all required and associated materials in contract packages are in place. Uphold ethical standards and confidentiality in handling sensitive contract information.**LABOUR RELATIONS OFFICERS X2 (Ref No.14/24)****NB: preference will be given to one (1) male and one (1) female****Salary: R 350 770, 55 per annum. (Job level 6 of a Grade 8 Municipality)****Requirements:** Grade12 (Matric) National Diploma (NQF level 6) or equivalent qualification in Labour Relations or Law, 2-5 years' experience, Computer Literacy: MS Office. Must have a valid Drivers License.**Competencies:** Labour law knowledge, collective bargaining, conflict resolution, communication skills, employee relations, interpretation of collective agreements, legal compliance, mediation and arbitration, policy development, advisory role, negotiation skills, confidentiality and ethics, documentation and record keeping.**Key Responsibilities:** Lead and support collective bargaining processes, negotiating employment terms and conditions with unions or employee representative. Interpret and apply the provisions of collective agreements, ensuring accurate implementation of negotiated terms. Manage and resolve employee grievances, conducting investigations and facilitating dispute resolution processes. Develop, review, and update labour relations policies and procedures in alignment with legal requirements and industry best practices. Ensure compliance with labour laws, regulations, and municipal policies, providing guidance to ensure adherence. Consult with employees and unions on labour-related matters, seeking input and addressing concerns to maintain open communication channels. Maintain accurate and up-to-date records of labour relations activities, including grievances, negotiations, and resolutions. Facilitate mediation and arbitration processes when disputes cannot be resolved through negotiation. Represent the municipality in hearings, such as grievance hearings or arbitration proceedings, ensuring a fair and objective process. Identify opportunities for continuous improvement in labour relations processes, practices, and policies. Attend Local Labour forums meetings.**POSITION: OCCUPATIONAL HEALTH AND SAFETY OFFICER (Ref No. 15/24)****Salary: R350 770.55 per annum. (Job level 6 of a Grade 8 Municipality)****Requirements:** Grade 12 (Matric), National Diploma (NQF level 6) in Occupational Health and Safety, 2 -5 years' experience in OHealth and safety, Computer Literacy: MS Office and Added certificate of first Aid. Must have a valid Drivers License.**Competencies:** Regulatory knowledge, policy implementation, documentation skills, communication skills, risk assessment, investigation skills, emergency preparedness, inspection skills, records management, analytical skills, time management, problem solving and attention to detail**Key Responsibilities:** Implement and enforce occupational health and safety policies and procedures in alignment with local, state, and national regulations. Monitor and ensure

compliance with occupational health and safety laws, regulations, and municipal policies. Develop and implement emergency response plans, conduct drills, and ensure municipal staff are prepared for emergencies. Plan and conduct regular inspections of municipal workplaces to identify hazards, assess safety conditions, and ensure compliance with OHS standards. Manage the selection, provision, and proper use of personal protective equipment (PPE) across various municipal departments. Facilitate communication on health and safety matters within the municipality, including disseminating relevant information and promoting a safety culture. Maintain accurate records of OHS-related data, including incident reports, inspection findings, and corrective actions. Conduct risk assessments for various municipal activities and propose measures to mitigate identified risks. Serve as a point of contact for regulatory agencies and ensure the municipality remains in compliance with OHS regulations.

SECTION: HUMAN RESOURCES

MANAGER HUMAN RESOURCES (Ref No. (16/24)

Salary: R 641 143.56 per annum (Job level 1 of a Grade 8 Municipality)

Requirements: Grade 12. B Degree (NQF level 7) or equivalent qualification in Human Resource Management or equivalent qualifications, 8 years working experience preferably in local government of which (3 years of experience must be at the managerial level), Knowledge of VIP systems, Knowledge of Municipal Staff Regulations, BCEA, Collective Agreement LRA, OHS Act, Knowledge of MS Word, Power Point and Excel, Excellent verbal and written communication, Good interpersonal relations, A valid Driver's license.

Competencies: Managing work, problem solving, accountability, and ethical conduct, written and communication, decision making; honest, integrity and professional, team orientation, confidentiality, reliable, planning and organizing abilities, monitoring and control, HR Technology/Information Management and workforce planning.

Key Responsibilities: Manage and oversee effective rendering of Human Resources Administration (Employee benefit, Recruitment, Terminations, Employee Wellness, Occupational Health & Safety, and Employment Equity), Develop and monitor implementation of HR Strategic Plan, Recruitment Plan, and Employment Equity Plan, Monitoring and evaluation of policy development review and implementation. Manage, develop and review HR Policies aligned with the Legislative Frameworks. Maintain stakeholder relations and stakeholder engagement planning, oversee the management of HR annual budget to ensure sound financial practices in line with the budgetary requirements, ensure implementation of council resolutions related to HR, Ensure implementation of salary adjustments in line with the Salary & Wage Collective Agreement. Maintain an accurate record of the staff establishment and actual personnel strength at all times, Provide technical support in development of job descriptions and implementation of the Job Evaluation Process.

SKILLS DEVELOPMENT AND EMPLOYMENT EQUITY OFFICER (Ref No. 17/24)

Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12 (Matric) National Diploma (NQF level 6) in Human Resource Management, or a related field is typically required. A minimum of 2-5 years' experience in training, excellent computer skills, particularly MS Word, MS Excel, and Power Point. Good telephone etiquette skills. Must have a valid Drivers License.

Competencies: Needs assessment and analysis. Program development and implementation. Partnerships and collaboration. Budgeting and financial management. Monitoring and evaluation. Communication and interpersonal skills. Strong work ethic and initiative.

Key Responsibilities: Conduct skill audits and needs assessments. Develop and implement training programs. Manage partnerships and collaborations. Secure funding from Sector Education and Training Authorities and manage budgets. Monitor and evaluate training programs. Report and communicate results. Promote skills development initiatives. Knowledge of relevant legislation. Change management. Intercultural competence. Ensuring training programmes are aligned with the organisation overall strategic objectives.

EDUCATION AND BURSARY OFFICER (Ref No. 18/24)**Salary: R350 770.55 per annum. (Job level 6 of a Grade 8 Municipality)****Requirements:** Grade 12, National Diploma (NQF level 6) or Certificate in Occupational Directed Education Training and Development Practitioner (ODETDP). A minimum of 3-5 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint. Good telephone etiquette skills. A valid driver's license.**Competencies:** Organisational skills. Financial management. Analytical skills. Communication Skill, Problem-solving skills. Discretion and confidentiality. Attention to detail and accuracy in data management. Organisational skills and ability to prioritise tasks. Problem-solving skills and ability to work independently. Time management skills and ability to meet deadlines. Ability to maintain confidentiality and adhere to ethical standards.**Key Responsibilities:** Manage bursary applications. Monitor and track bursary performance. Liaise with educational institutions. Promote the bursary program. Adhere to policy and compliance. Knowledge of local education landscape. Continuous learning. Processing bursary applications and assessing eligibility. Managing bursary payments and ensuring timely disbursement of funds. Maintaining accurate records of bursary recipients and financial transactions. Communicating with students and educational institutions. Preparing reports on bursary program performance and financial status. Ensuring compliance with relevant legislation and policies. Resolving any queries or complaints from students or stakeholders. Liaise with the office of the Premier and other stakeholders for placement of learners. Prepare reports to council and treasury.**ADMINISTRATION CLERK (Ref No. 19/24)****Salary: R 245 834.29 per annum (Job level 8 of a Grade 8 Municipality)****Requirements:** Grade 12, Computer Literacy: MS Office A minimum of 2 – 3 years' experience. **Competencies:** Organizational Awareness, Communication and Relationship building**Key Responsibilities:** Identifying and understanding the needs and concerns of the employees related to employment and workforce development. Assist in preparing and processing payroll and HR related documents. Assisting the speaker's office with the administration for burial paupers. Displaying and adequate understanding of the roles and responsibilities on HR within the municipality. Assist in the administering employee benefit programs. Displaying integrity and Confidentiality in dealing with sensitive information. Committed to excellence, and keeps commitments and promise in undertaking tasks and meeting deadlines.**PAYROLL OFFICER (Ref No. 20/24)****Salary: R 350 770.55 per annum (Job level 6 of a Grade 8 Municipality)****Requirements:** Grade 12, National Diploma (NQF level 6) or any equivalent qualification. A minimum of 2 – 5 years' experience.**Competencies:** Tax compliance; Internal controls; Clear communication ;Customer service; Negotiation Skills; Troubleshooting; Critical thinking ; Attention to detail; Time management; Teamwork; Confidentiality; Continuous learning; Understanding of Municipal Finance; Familiarity with Municipal Payroll Systems.**Key Responsibilities:**

Change of banking details; Change of policies and new ones ;change as requested by employees approvals ; Maintenance and Garnishee changes; capture of leave forms for BCEA payments; notch increase; long service bonus; temporary employees extensions; terminations and leave pay out; capturing new appointments ; implementations as received from legal. Payments voucher's for deductions, Capturing notch increase.

WELLNESS OFFICER (Ref No. 21/24)**Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)****Requirements:** Grade 12, National Diploma or equivalent qualification in psychology, counseling or related field, Computer literacy: MS Office and 2-5 years' experience in wellness field. Must have a valid Drivers License.**Competencies:** Good Communication Skill (written and verbal). Planning and Organizing, Capacity building, Advocate for Wellness, Stake holders collaboration and Project Management.**Key responsibilities:** Display an understanding of basic wellness programmes. Promotes awareness of the municipality wellness policy. Able to address any staff wellness matters and support wellness initiatives in the workplace. Organizes wellness awareness projects in collaboration with other stakeholders. Offer resources and support for employees experiencing mental health challenges while maintaining confidentiality and directing them to appropriate professional help. Serve as a resource for employees seeking information, guidance, or referrals on various well-being concerns Advocate for the importance of mental and physical well-being within the municipality and encourage healthy habits and work-life balance practices.**SECTION: INFORMATION TECHNOLOGY****INFORMATION TECHNOLOGY OFFICERS X 3 (Ref 22/24)****Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)****Requirements:** National Diploma in Information Technology or equivalent qualifications. 3 -5 years' experience and Drivers' license.**Competencies:** Managing work, Problem solving, Planning and organising and Quality orientation.**Key Responsibilities:** Coordinates specific sequences associated troubleshooting and problem solving application problems, software, connectivity and/or functionality of operating software and hardware devices. Verifying system and data backup integrity on a regular basis. Configuration of LAN and wan networks/setting up router modems. Performs specific administrative activities associated with the functionality. Maintaining or repairing equipment. Analyses and provides recommendations pertaining to the information systems.**2 X SYSTEM ADMINISTRATORS (Ref No. 23/24)****Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)****Requirements:** National Diploma in Information Technology or related qualification. 3 years' experience. Drivers' license.**Competencies:** Managing work. Problem solving. Planning and organising. Quality orientation.**Key Responsibilities:** Building, configuring and installing computer equipment. Network and user support to Municipal Officials. Troubleshooting all IT related issues. Recommend upgrades purchases, repairs and replacement of IT stock. Physical and wireless network installation and management. Audio and visual equipment support. Logging and reporting on all jobs. Conduct regular maintenance tasks and applying updates. Resolve network related problems. Implementing security measures, encryption, protocols, threats models and detection systems. Diagnose and resolve issues in a timely manner to minimise downtime.

SECTION: CORPORATE ADMIN

10 X CLEANERS (Ref No. 24/24)

Salary: R140 214.55 per annum (Job level 15/16 of a Grade 8 Municipality)

Requirements: Basic literacy. 0-1 years' experience

Competencies: Managing work. Problem solving. Planning and organising.

Key Responsibilities: Ensuring proper hygiene by dusting work surfaces. Performs basic, routine functions and follows instructions. Perform duties such as sweeping and mopping floors. Receive and understand instructions correctly. Performing routine inspections to check that spaces like restrooms, kitchens and public areas are always sanitary. Able to clean floors using manual or mechanical cleaning equipment (e.g. mops, vacuum cleaners, floor cleaners)

SECTION: SECRETARIAT

SENIOR ADMINISTRATIVE OFFICER (Ref No. 25/24)

Salary: R460 820.11 per annum (Job level 4 of a Grade 8 Municipality)

Requirements: National Diploma or equivalent qualification. Computer literacy. 3-5 years' experience. Drivers' license.

Competencies: Written and oral communication. Planning and Organising. Problem solving. Report writing.

Key Responsibilities: Functional planning. Plan and supervise utilisation of resources. Provides secretarial support within the municipality. Executive administrative functions regarding property administration. Integrate translation function in administration / communication process. Formal and informal reporting. Arranging of all logistical needs for scheduled meetings. Attending all allocated meetings and availing oneself when required. Taking minutes as per standard procedure and format. Compiling of the meeting notice, agenda packs and allocate these correctly. Recording meeting proceeding using correct devices.

2 X ADMINISTRATIVE OFFICER (Ref No. 026/24)

Salary: R350 770. 55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: National Diploma or equivalent qualification. Computer literacy. 2-5 years' experience. Drivers' license.

Competencies: Written and oral communication. Planning and Organising. Problem solving. Report writing.

Key Responsibilities: Functional planning. Plan and supervise utilisation of resources. Provides secretarial support within the municipality. Executive administrative functions regarding property administration. Integrate translation function in administration / communication process. Formal and informal reporting. Arranging of all logistical needs for scheduled meetings. Attending all allocated meetings and availing oneself when required. Taking minutes as per standard procedure and format. Compiling of the meeting notice, agenda packs and allocate these correctly. Recording meeting proceeding using correct devices.

2 X ARCHIVES CLERKS (Ref No. 027/24)

Salary: R 245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12, Computer literacy: MS Office and 1 year experience and experience in the fields of paper-based and electronic records management.

Competencies: Written and verbal Communication, Attention to detail, Organizational Awareness, Computer Literacy, Managing Work, Information Management and Service Delivery Orientation.

Key responsibilities: Basic reading and writing abilities for sorting files, records and documents. Transmitting facsimile copies to specific destinations and recording transmission details. Ensures that capturing of records are completed timeously. Relevant at a small scale as relating to collection, receiving and capturing of records. Has basic understanding of the

municipality, its priorities and goals. Aware of policies and procedures and works in strict accordance within those parameters. Aware of issues impacting service delivery. Displays basic knowledge of MS Outlook. Shares information and collaborates easily with others

REPROGRAPHIC OPERATOR (Ref No. 028/24)

Salary: R 188 149.50 per annum (Job level 10 of a Grade 8 Municipality)

Requirements: Basic numeracy, literacy and code EC driving license and 6 months relevant working experience.

Competencies: Managing Work, Problem Solving, Planning and Organising, Good Communication skills written and verbal, Workplaces Safety, Discipline Specific skills and Service delivery Orientation.

Key Responsibilities: Remains focused on tasks at hand. Plans activities and prevent irrelevant issues or distractions from interfering with work completion. Delivers documents to line departments soon after completion. Displays knowledge of all related safety or security regulations. Understands how to use and operate safety equipment. Ensuring that the reproduces documents meet quality standards, checking for clarity, completeness and accuracy. Ensuring that the equipment is configured correctly for the desired outputs. Is aware of the hazards of working with dangerous materials. Able to identify and understand the tasks relating to dispatch of documents and correspondence.

INTERPRETER (Ref No. 029/24)

Salary: R 295 224. 74 per annum (Job level 7 of a Grade 8 Municipality)

Requirements: Grade 12, Relevant experience of delivering bilingual interpretation and communication services, Computer Literacy: MS Office and 3-5 years' experience in translation

Competencies: Good in communication (Written and verbal), ability to interact with clients from diverse economic background. Ability to interpret and translate oral information to written form and vice versa. Able to communicate in multi languages.

Key responsibilities: Interpret and translate conversations and oral instructions from one known language to another known language. Review and translate documents, forms and other technical materials in both languages. Manage and provide consecutive and first person interpretation on the phone. Provide bilingual interpretation services for court and worked as per court protocols. Comply with established interpreter ethics and followed data confidentiality policy, as applicable. Interact and interpret for clients from different socio-cultural and economical background.

1 X DRIVER (Ref no. 030/24)

Salary: R 159 127, 80 per annum (Job level 12 of a Grade 8 Municipality)

Requirements: Grade 10 Code 8 driver's license, and physical fitness. Preference will be given to candidates with experience on the above job.

Competencies: Safe and responsible driving, Good Communication, Teamwork, Problem Solving, Decision Making, Initiative and self-motivation.

Key Responsibilities: Perform drivers/messengers duties, when required, Perform messenger other duties of support services instructed from time to time, Responsible for the delivery of Agendas to the Councilors, Make sure the vehicle is in good condition.

**FINANCE
SECTION: REVENUE**

INCOME ACCOUNTANT (Ref no. 031/24)

Salary: R 460 820.11 per annum (Job level 4 of a Grade 8 Municipality)

Requirements: Grade 12, B.Com Degree/National diploma in Accounting or Financial management, sound knowledge of Microsoft Office, GRAP, MFMA and other legislation, Certificate in Municipal Finance Management programme, Solar Financial Management

Systems, A relevant minimum 3 years working experience in the field of financial management preferably in the Local Government and Valid drivers license.

Competencies: Written and verbal communication skills, Knowledge of *Batho Pele* principles, Attention to details and accuracy, Strong analytical and problem solving skills, excellent time management and organizational skills

Key Responsibilities: Update and reconcile revenue accounts, and prepare the financial reports reflecting the municipality's income status. Implementing billing and revenue collection systems such as cash collection, including cashiering, direct debit payment and bank payment. Doing daily verification of all revenue related transactions on the general ledger. The updating and implementation of the valuation roll information onto the financial systems and the rates and taxes reconciliation. Oversee the implementation of the control and related policies. Ensure effective customer care and follow

ENQUIRY CLERK (Ref No. 032/24)

Salary: R 245 834.29 per annum. (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in financial Management, Computer Literacy, A relevant 3 year experience and knowledge of Solar Financial Management System.

Competencies: Knowledge of *Batho Pele* principles, Active listening, Clear and concise communication, gather and analyze Information, information research, record keeping, verbal and written communication and date management skill.

Key Responsibilities: To monitor and corrects the departments expenditure transactions and provide an accounts payable management function. Corrective and journals to allocate transactions. Implementing Functional accounts payable systems. General ledger journals for clearing accounts and correction of allocation. Management Debtors Accounts. Capture the adjustment transactions. Monitor over expenditure and write journals when necessary. Attending to all telephone queries of the inquiries desk. Creating, loading new accounts on financial Systems (solar) for connections. Rectifications of incorrect water and electricity readings and posting. Capturing of corrective journals and disconnections. Respond to customer's complaints and resolve their issues. Process the refunds owed clients.

SECTION: BUDGET AND EXPENDITURE

BUDGET AND EXPENDITURE OFFICER (Ref No. 034/24)

Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12 National Diploma in fields in the field of Accounting Finance or equivalent to NQF Level 6. Minimum of 3 -5 years' experience in Local Government environment.

Competencies: Knowledge of municipal legislation, Financial Knowledge, Good reporting skills, Good interpersonal skills, Budgeting, Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

Key Responsibilities: Assist the municipality with the compilation of Budget. Compare actual expenditure with the budget by checking monthly expenditure and total in debtors. Compile budget status reports on monthly basis and execute any legitimate instruction of the Chief Accountant.

SECTION: COLLECTION

3 X COLLECTION OFFICER (Ref No: 035/24)

Salary: R350 770. 55 per annum. (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12. National Diploma in Finance or equivalent qualification. A minimum of 3-5 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, PowerPoint. Good telephone etiquette, Experience in debt collection and revenue collection.

Competencies: Communication, Financial and analytical, Customer service, Organisational and Time Management, Technical skills, Legal compliance, Stress resilience.

Key Responsibilities: Revenue Collection: Percentage of outstanding accounts collected, Customer Service: Number of complaints, Efficiency and accuracy, Number of accounts handled per day/week, Communication and Professionalism: Maintained professionalism during interactions, Continuous Improvement, Participation in training and development opportunities Legal and Ethical Compliance: Compliance with municipal revenue collection procedures.

COLLECTION CLERK (Ref No: 036/24)

Salary: R 245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12. A minimum of 2 -3 years relevant experience. Excellent computer skills, particularly MS office, Good telephone skills. Experience in debt collection, Knowledge of *Batho Pele* principles.

Competencies: Communication, Financial and analytical, Customer service, Time Management, Stress resilience.

Key Responsibilities: Attend to customers, Handle queries from customers, Percentage of outstanding accounts collected, Customer Service: Handle complaints, Efficiency and accuracy: Number of accounts handled per day/week, Communication and Professionalism: Maintained professionalism during interactions, Continuous Improvement: Participation in training and development opportunities, Legal and Ethical Compliance: Compliance with municipal revenue collection procedures.

INDIGENT CLERK X2 (Ref No. 037/24)

Salary: R 245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12. A minimum of 2 -3 years relevant experience. Excellent computer skills, particularly MS office, Good telephone skills. Knowledge of *Batho Pele* principles. Must have a valid Drivers License.

Key Responsibilities: Assist individuals with applying for government assistance programs like food stamps, housing subsidies, or healthcare. Offer information and referrals to social services, legal aid or other community resources relevant to their needs. Evaluate client documentation and income verification to determine program eligibility. Interact with clients in a compassionate and understanding manner, providing support and guidance throughout the application process.

SECTION: FINANCIAL ACCOUNTING

3 X FINANCIAL ACCOUNTING OFFICERS (Ref No. 038/24)

Salary: R350 770. 55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Accounting or Finance or equivalent qualification, A minimum of 2-5 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, and Power Point. Good telephone etiquette skills.

Competencies: Written and verbal communication, Problem –solving and critical thinking, Professionalism and ethics, Technical skills, Financial analysis, Financial reporting, Software proficiency, Taxation, Business strategy.

Key Responsibilities: Transaction processing, Account reconciliation, basic financial reporting, Data entry and spreadsheet skills, Accounts payable and receivable management.

SECTION: ASSETS

ASSETS OFFICER (Ref No. 039/24)

Salary: R350 770, 55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12. National Diploma in Asset Management /Finance/ or equivalent qualification in related field is typically required. A minimum of 2-5 years relevant experience. Excellent computer skills, A valid driver's license.

Competencies: Influencing, Organisational Awareness, Conceptual Thinking, Project Management, Financial Management, Information Measuring and Monitoring, Technology Usage, Communication, Client Orientation and Customer Focus, Action Orientation, Resilience, Learning Orientation, Problem Solving , Accountability and Ethical Conduct

Key Responsibilities:

Asset Inventory and Record keeping: Frequency of physical verification, Asset Maintenance and Upkeep: Compliance with maintenance schedules, Procurement and Disposal: Compliance with disposal procedures, Financial and Reporting: Timeliness and quality of asset reports, Risk Management and Compliance: Compliance with asset management policies and regulations. Number of audits or inspections passed: Successfully meet all audit and inspection requirements related to asset management practices.

**DIRECTORATE: COMMUNITY SERVICES
SECTION: TRAFFIC**

CHIEF TRAFFIC OFFICER (Ref No. 040/24)

Salary: R460 820.11 per annum (Job level 4 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in traffic, Computer Literacy, A relevant administrative skills program, Willing to work standby and overtime, 5 years' experience at senior position (Senior Traffic Officer) minimum. Unendorsed driver's license and must not have a Criminal record.

Competencies: Community and Customer Focus, Problem solving, Negotiation and influencing, Resilience, Communication, Ethics and Professionalism, Patrol, Enforcement and Emergency Response, Interpersonal Relationships, Service Delivery Orientation, Client Orientation and Customer Focus, Action and Outcome Orientation, Change Readiness.

Key Responsibilities: Provide Strategic planning for achieving divisional objectives, Analyse statistical information pertaining to staff attendance, overtime and leave. Address deviations or occurrences of abuse and workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures, Analyse and evaluate requirements associated with specific investigations arising out of complaints received from Public with respect to criminal activities and public disturbance. Formulating operational plans and addressing implementation of key safety and security programmes with respect to specific events, Provide protection of important dignitaries visiting the area, Executing specific awareness and educational campaign within the communities to capacitate individuals on the safety and security strategies, Address deviations or adjustment to plans and coordinate joints efforts to eliminate / minimise security and safety risks, Arrange training programmes for subordinates, Enforcement of traffic by laws, Attend court to provide evidence for prosecution of offenders, Enforcement of animal by laws, Manage both animal pound and vehicle pound, Visits scholar patrols in the area, Attend accidents scenes ,and all traffic related matter. Prepare reports and submission it to the Manager Public Safety.

SUPERINTENDENT (Ref No. 041/24)

Salary: 397 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Traffic Management, Computer Literacy, Unendorsed driving license Basic training qualification, National Diploma, must not have a Criminal record, 8 years or more relevant experience required, willing to work overtime, 4 years' experience as a Traffic Officer.

Competencies: Community and Customer Focus, Problem solving, Negotiation and influencing, Resilience, Communication, Ethics and Professionalism, Patrol, Enforcement and Emergency Response, Interpersonal Relationships, Service Delivery Orientation, Action and Outcome Orientation, Change Readiness, Cognitive Ability, Learning Orientation, Team Orientation, Direction Setting, Coaching and mentoring and Impact and Influence.

Key Responsibilities: Manage shifts, Issue of traffic by laws, Enforcement of animal by laws, Conduct point duty, Escort funerals and abnormal loads, Identify training programmes for subordinates, Planning and attendance of roadblocks and special operations Scholar patrol,

Ensure safety to vehicle and animal impounded, Preparation of reports to Senior Superintendent traffic, Attend court to provide evidence of prosecution, Execute warrant of arrest and all traffic related matters.

4 X TRAFFIC OFFICERS (Ref No. 042/24)

Salary: R350 770. 55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12 (Matric), or equivalent, Road Traffic Law Enforcement, Register as a Law enforcement officer. Must not have a criminal record, 2-5 years relevant experience, unendorsed driving licence (code EB) minimum and willing to work overtime and standby.

Competencies: Verbal and Written Communication skill Problem solving, negotiation and influencing, resilience, communication, ethics and professionalism, patrol, enforcement and emergency response, interpersonal relationships, service delivery orientation, client, action and outcome orientation, change readiness, cognitive ability, learning orientation, team orientation, direction setting, impact and influence.

Key Responsibilities: Issuing of section 56 notices. Issuing of section 341 notices. Execute warrant of arrests, Enforcement of traffic by-laws. Scholar patrol. Attend roadblocks and special operations. Attend court to provide evidence for prosecution. Conduct point duty. Escort funerals and abnormal loads and all traffic related functions.

1 X DATA CAPTURER (Ref No: 43/24)

Salary: R245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12 (Matric), Computer Literacy: MS Office and 0-2 year's relevant experience.

Competencies: Attention to Detail, Ethics and Professionalism, Problem Solving, Planning and Organising, Use of Technology, data Processing and Analysis, Interpersonal Relationship, Good Communication Skill Verbal and Written ,

Key Responsibilities: Basic knowledge of the local government environment. Knowledge of the municipality's priorities and goals. Operates within municipality's policies and procedures. Awareness of the issues impacting service delivery Ability to use the basic features of a range of office machines including a photocopier, scanner, fax and telephone; Capture data into specific applications, computerised or manual according to set procedures. Checks data as it is entered for obvious errors. Strong attention to detail. Works within a relatively structured environment.

SECTION: FIRE

DIVISIONAL OFFICER: DISASTER MANAGEMENT (Ref No: 044/24)

Salary: R397 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: National Diploma in Disaster Management or equivalent, 2 – 3 years' experience, Driver's License Code EB, Computer Literacy: MS Office.

Competencies: Disaster risk prevention and reduction, disaster preparedness and response, disaster recovery and rehabilitation, disaster operations and emergency communication and control, disaster, disaster risk education, training and public awareness, disaster information management, problem solving, discipline specific, accountability and ethical conduct, resilience, management of learning, interpersonal relationships, communication, impact and influence, team orientation, direction setting, coaching and mentoring.

Key Responsibilities: Supervises and continuously integrate multi-disciplinary and multi-sector process of planning and implementation of measures to prevent or reduce the risk of disasters, mitigate the severity thereof, manage the preparations and post disaster recovery. Able to offer input to strategy and implementation plans that reduce hazard, exposure and vulnerability. Mitigating the effects of disaster. Creating circumstances that will reduce the risk of similar disaster occurring. Providing emergency communication support to emergency and essential services during normal and emergency operations. Issuing, controlling and participation in developing authorized early warning and public safety advisory. Implement ad-

hoc disaster management public awareness preparedness and educational campaigns and opportunities. Capture complex issues clearly and concisely.

DIRECTORATE: DEVELOPMENT AND TOWN PLANNING

MANAGER: TOWN PLANNING AND BUILDING CONTROL (Ref No 045/24)

Salary: R641 143.56 per annum (Job level 1 of a Grade 8 Municipality)

Requirements: Grade 12, Degree in Urban Design or Town Planning or equivalent qualification, 8 years relevant experience of which (3 years must be in Managerial or supervisory position), Computer literacy: MS Office, Registration as Professional Town Planner with SACPLAN. Must have a valid Drivers License.

Competencies: Monitoring and control, negotiation, planning and organizing, spatial planning, urban design, land use management, information management, research, information analysis and policy, knowledge management, public consultation, socio economic / socio-political awareness, policy conceptualization, interpersonal relationships, communication, service delivery orientation, client orientation and customer focus, action orientation, resilience, change readiness, learning orientation, problem solving, accountability and ethical conduct, impact and influence, direction setting, team orientation and coaching and mentoring.

Key Responsibilities: A specialist or subject matter expert and sought after to inform intergovernmental (Provincial and National) planning initiatives (Provincial Growth and Development Strategies). Displays specialist knowledge in areas of planning and has detailed knowledge of regional, provincial and national planning contexts. Able to deal with high levels of complexity and ambiguity and sought after to lead projects of regional and or national importance (urban renewal projects). Provides technical leadership to planners within the unit. Able to develop city-wide land use management policies, operational requirements and standardised processes and systems. Conceptualises and formulates Information Management policy (GIS Strategy) for the municipality. Understands regional and national planning requirements. Well respected and seen as a credible representative of the municipality at planning forums. Monitors trends and developments with regards to information systems and shows an ability to consider implications and consequences for the municipality. Keeps abreast of latest developments within GIS. Participate in tribunals.

CHIEF BUILDING INSPECTOR (Ref No: 046/24)

Salary: R460 820.11 per annum. (Job level 4 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in the Building Environment, 8 years building industry experience of which 3 years must be in a supervisory capacity, Computer literacy: MS Office, Driver's License: Code EB, Eligible to be registered as a Peace Officer (Law Enforcement Officer) and registration with SACAP.

Competencies: Building development control, building inspectorate, customer centricity, legal administration, negotiation and influencing, ethics and professionalism, organizational awareness, problem solving, planning and organizing, information management, interpersonal relationships, communication, service delivery orientation, action and outcome orientation, resilience, change readiness, learning orientation, accountability and ethical conduct, team orientation, direction setting, coaching and mentoring, impact and influence.

Key responsibilities: Extensive knowledge of laws, regulations and policies relating to Land Use Management, the Building Control Function and Occupational Health and Safety. Able to develop strategies and procedure for dealing with community support services. Negotiates successful outcomes with the stakeholders gaining their support to achieve organizational objectives. Understands outside partners preferred approaches to agreeing solutions. Evaluates relevant facts issues and risks. Prepare and executes effective strategies to achieve desired objectives taking into account relative risks. Building plan approvals and record keeping. Contributes to shaping the municipality and Local government specific goals and priorities. Knowledge of the municipality's functional directorates/departments and

understandable strategic integration across these. In depth knowledge of the municipality challenge in delivering municipal services. Gathering of information and ideas from outside to benefit the municipality. Manage, review and analyze SCM information and conclusions. Responsible for building plans approvals.

SENIOR BUILDING INSPECTOR Ref No: 048/24)

Salary: R397 119.19 per annum. (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Building Environment as stipulated in the national building regulation, 5-8 years building industry experience, Computer literacy: MS Office, Driver's License Code EB, Eligible to be registered as a Peace Officer (Law Enforcement Officer) and registration with SACPCMP.

Competencies: Building development control, building inspectorate customer centricity, legal administration, negotiation and influencing, ethics and professionalism, organizational awareness, problem solving, planning and organizing, information management, interpersonal relationships, communication, service delivery orientation, action and outcome orientation, resilience, change readiness, learning orientation, accountability and ethical conduct, team orientation, direction setting , coaching and mentoring, impact and influence.

Key Responsibilities: Demonstrated technical and operational understanding of the building control functions, effect regulations, control and oversight of all building related activities. Assists with preparing reports and dockets for submission to Council or the Magistrate's Court as and when instructed by immediate functional supervisor. Contributes to shaping the municipality's specific goals and priorities. Aligns annual / quarterly plans with municipality goals and objectives. Knowledge of the municipality's functional directorates/departments and understands integration across these directorates. In-depth knowledge of National Building Regulations and Standards, municipal legislation, policy, practice and code of conduct. Contributes information toward addressing the municipality's service delivery challenges. Quality check data entered into management software and extract accurate reports. Successfully completes projects with time and budget allocations.

CLERK: POUND AND COMMONAGE (Ref No: 049/24)

Salary: R 245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12, or equivalent qualification in agricultural management. A public administration qualification will be an added advantage. Computer literate. Background in agricultural production. Good communication skills. Must have a valid Drivers License.

Key Responsibilities: Mapping out initiatives and interventions necessary for the delivery of professional and quality impounding and commonage services with due consideration given to the needs of targeted emerging and subsistence farmers as well as priorities requiring attention. Manage and compile contracts of impounded animals and ensure income. Recruit new commonage farmers. Managing the impound fee structure and monies collection. Maintenance of the municipal pound, and commonage farmers across five (5) towns. Control veld carrying capacity at pounds and commonage. Manage, plan and coordinate special farm management information sessions. Manage pound and commonage inspection by the SPCA and the Department of Agriculture and Rural development.

SECTION: PROJECT MANAGEMENT UNIT

1 X PROJECT CO-ORDINATOR (Ref No: 050/24)

Salary: R 534 739.14 per annum (Job level 3 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma or a BTech Degree in Civil Engineering. A qualification in Project Management will be an added advantage, Computer Literacy: MS Office and 5-8 years relevant experience. Must have a valid Drivers License.

Competencies: Written and Verbal Communication, Problem Solving, Planning and Organizing, Use of technology, Project Management, Data Processing and Team Orientation.

Key Responsibilities: Prepares considered, high quality reports for decision-making within the municipality. Takes supervisory responsibility for reviewing and editing less experienced subordinates work. Creates understanding with client / stakeholder / groups as to best option. Contributes to shaping the Directorate / Municipality's sector specific goals and priorities. Contributes to shaping the Directorate / Municipality's policies and procedures. Demonstrates knowledge of relevant municipal legislation; and In-depth knowledge of the Directorate / Municipality's challenges in delivering municipal services. Displays understanding of risks that threaten projects at each stage of development; Plans tasks on a monthly basis for self and others. Prepares delegated plans for others on a weekly basis. Consistently meets client and stakeholder expectations on projects Able to analyse complex data through the creation of spreadsheets and databases. Successfully completes projects with time and budget allocations.

1 X TECHNICIAN (Ref No: 051/24)

Salary: R 379 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Civil Engineering, 3 - 5 years relevant experience Computer Literacy: MS Office. Must have a valid Drivers License.

Competencies: Written and Verbal Communication, Problem Solving, Planning and Organizing, Use of technology, Project Management, Data Processing and Team Orientation.

Key Responsibilities: Technical Support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Monitor the labour intensive projects in line with the EPWP frameworks and the related reporting requirements. Arrange regular projects progress meetings. Ensure that projects are completed within time, budget and required quality. Monitor contractors and consultants during the implementation of projects. Ensure projects compliance of all legal aspects and conditions required from different spheres of government. Conduct site visit/meetings to ensure compliance to business plan conditions. Verify payment certificate and preparations of monthly schedule documentation. Prepare monthly reports and attend all meetings as and when required.

2 X PROJECT OFFICERS (Ref No: 052/24)

Salary: R 379 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12, with preferably an Engineering qualification or willingness to further studies in Built environment or project management. At the most 2 - 3 years relevant experience Computer Literacy: MS Office. Must have a valid Drivers License.

Competencies: Written and Verbal Communication, Problem Solving, Planning and Organizing, Use of technology, Project Management, Data Processing and Team Orientation.

Key Responsibilities: Prepares considered, high quality written communications which may include - letters, memoranda, e-mails, reports and other correspondence, both internal and external to the municipality. Gives options and recommendation of preferred option to client / stakeholder; Contributes to shaping the departmental specific goals and priorities. Well-developed knowledge of relevant municipal legislation. Contributes toward addressing the departmental service delivery challenges. Able to process data utilising various computer software packages (e.g. MS Project). Makes recommendations on improvements to a process or system within the project; Implement management procedures necessary for the smooth running of a project. Relates to people at all levels of the municipality. Shows confidence in engagement with internal and external stakeholders. Accurately captures others expectations, ideas and concerns. Encourages and considers inputs of others.

1 X DATA CAPTURER (Ref No 053/24)

Salary: R245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12 (Matric), Computer Literacy: MS Office and 0-2 year's relevant experience.

Competencies: Attention to Detail, Ethics and Professionalism, Problem Solving, Planning and Organising, Use of Technology, data Processing and Analysis, Interpersonal Relationship, Good Communication Skill Verbal and Written ,

Key Responsibilities: Basic knowledge of the local government environment. Knowledge of the municipality's priorities and goals. Operates within municipality's policies and procedures. Awareness of the issues impacting service delivery Ability to use the basic features of a range of office machines including a photocopier, scanner, fax and telephone; Capture data into specific applications, computerised or manual according to set procedures. Checks data as it is entered for obvious errors. Strong attention to detail. Works within a relatively structured environment.

The above positions in PMU will be on a three (03) year contract.

DIRECTORATE: PUBLIC WORKS

SECTION: ELECTRICITY

ELECTRICIANS: 2 X ROSENDAL, 2 X PAUL ROUX, 2 X FOURIESBURG & 1 X BETHLEHEM (Ref No: 054/24)

Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: N2 plus trade test. Minimum of 5 years in the field. Code EC drivers' license with a valid PDP. No criminal record.

Competencies: Good human relations. Listening skills, interpersonal communication skills. Community and Customer Focus. Problem solving. Negotiation and influencing. Resilience. Communication. Ethics and Professionalism.

Key Responsibilities: Required to work in all weather conditions. Work outside normal working hours, on standby, during emergencies and planned overtime. Proactively address matters in problem Areas as required. Responds to calls promptly and effectively. Recognise unusual activity and intervenes appropriately. Directs effective patrols to prevent crimes. Assesses emergency situations and calls for support as necessary. Controls critical incidents using standard operating procedures. Understands policies and regulations governing pre-patrol issues, preparing and reporting for duty.

SPECIAL WORKS MAN: 2 X ROSENDAL, 2 X PAUL ROUX & 2 X FOURIESBURG (Ref No: 055/24)

Salary: R295 224.74 per annum (Job level 7 of a Grade 8 Municipality)

Requirements: N2 certificate, 2 - 3 years' experience in the field. Code EC drivers' license with a valid PDP. Minimum of 5 years' experience in the field of medium and low voltages network.

Competencies: Ability to work under pressure. Must be physically fit and able bodies. Problem solving. Negotiation and influencing. Communication. Ethics and Professionalism.

Key Responsibilities: interprets and coordinate specific pre-work/site requirements with regards to installations, repairs, planned and predictive maintenance sequences and guides the activities of personnel. Performs specific tasks associated with the operation of heavy and specialised vehicles and equipment during electrical installations, repairs and maintenance activities.

3 X ARTISAN ASSISTANT (Ref No: 056/24)

Salary: R147 850.69 per annum (Job level 13 of a Grade 8 Municipality)

Requirements: Grade 12. Minimum of 2 years' experience in the field.

Competencies: Ability to work under pressure. Must be physically fit and able bodied. Problem solving. Negotiation and influencing. Communication. Ethics and Professionalism.

Key Responsibilities: Enforces safety and / or security procedures. Must be aware of the hazards of working with dangerous materials. Shows commitment to excellence and quality. Checks own understanding of tasks and expectations to avoid mistakes. Responds to clients' needs timeously. Drive to meet deadlines.

13 x GENERAL WORKERS (Ref No: 057/24)

Salary: R140 214.55 per annum (Job level 15/16 of a Grade 8 Municipality)

Requirements: Basic literacy. 0-1 years' experience.

Competencies: Managing work, Problem solving, Planning and organising and Quality orientation.

Key Responsibilities: Performs basic, routine functions and follows instructions. Performs manual functions such as digging, sweeping, lifting, packaging, cleaning and operating levers. Keep tools safe. Understand signs. Receive and understand instructions correctly.

SECTION: ROADS

FOREMAN: OUTSIDE UNITS (Ref No: 058/24)

Salary: R397 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Minimum NQF Level 4 or equivalent and with at least 10 years relevant experience in roads and storm water maintenance works. Valid driver's license Code C1 with PDP. Certification in Basic OHS to be completed within 18 months period from date of appointment.

Competencies: Co-ordinates and controls the set-up, work in progress and completion of tasks and activities associated with roads and storm water related activities including monitoring and correcting support personnel performance and deviations from standards, procedures and guidelines and, undertaking routine/general tasks contributing to the accomplishment of departmental objectives.

Key responsibilities: Performs specialized tasks associated with building, roads and storm water related repair, construction, installation and maintenance type work (e.g. construction and maintenance of roads, installation of underground pipelines, kerb-laying, brick work, concrete related works etc.). Co-ordinates, monitors and controls road and storm-water repair and construction work at specific sites by ensuring priorities and requirements for maintenance work is confirmed and understood, effectively communicated to teams and progress monitored and deviations promptly addressed to support the accomplishment of laid down outcomes and objectives. Ensure priorities and requirements for maintenance work is confirmed and understood, effectively communicated to teams and progress monitored and deviations promptly addressed to support the accomplishment of laid down outcomes and objectives. Ensure details of activities are accurately recorded enabling the processing of personnel work activities and material allocation and utilization for specific assignments.

SPECIAL WORKS MAN: STREET PATCHING (Ref No: 059/24)

Salary: R295 224.74 per annum (Job level 7 of a Grade 8 Municipality)

Requirements: Minimum NQF Level 4 or equivalent and Certificate in Roads Construction with at least 5 years relevant experience in roads construction and maintenance related activities. Valid driver's license Code C1 with PrPD. Certification in Basic OHS to be completed within 18 months period from date of appointment.

Competencies: Co-ordinates and controls the set-up, work in progress and completion of tasks activities associated with road construction/marketing/installation and/or maintenance including monitoring and correcting support personnel performance and deviations from

standards, procedures and guidelines and, undertaking routine/general tasks contributing to the accomplishment of departmental objectives.

Key responsibilities: Interprets and co-ordinates specific pre-work/site requirements with regards to installation, repairs and planned and predictive maintenance sequences. Ensure details of activities are accurately recorded to facilitate the processing of information related to productivity, time and material allocation and utilization for specific assignments. Performs specific tasks associated with the operation of heavy and/or specialized carpentry equipment during building installation (i.e. trusses, etc.), repair and maintenance activities. Ensure installation and safety procedures and guidelines are complied with and tasks executed in accordance with standards associated with quality workmanship in relation to building maintenance. Co-ordinates activities and sequences associated with maintaining the functionality of Council owned buildings.

SPECIAL WORKS MAN: (Ref No 061/24)

Salary: R295 224.74 per annum (Job level 7 of a Grade 8 Municipality)

Requirements: Minimum NQF Level 4 or equivalent and Trade Test Certificate in Carpentry with at least 2 years relevant experience in carpentry, plumbing and building maintenance. Valid driver's license Code C1.

Competencies: Co-ordinates and controls the set-up, work in progress and completion of specialised tasks activities associated with carpentry, plumbing and building maintenance and, undertaking routine/general tasks contributing to the accomplishment of departmental objectives.

Key responsibilities: Interprets and co-ordinates specific pre-work/site requirements with regards to installation, repairs and planned and predictive maintenance sequences. Ensure details of activities are accurately recorded to facilitate the processing of information related to productivity, time and material allocation and utilization for specific assignments. Performs specific tasks associated with the operation of heavy and/or specialized carpentry equipment during building installation (i.e. trusses, etc.), repair and maintenance activities. Ensure installation and safety procedures and guidelines are complied with and tasks executed in accordance with standards associated with quality workmanship in relation to building maintenance. Co-ordinates activities and sequences associated with maintaining the functionality of Council owned buildings.

2 X HEAVY DUTY MACHINE OPERATOR - MOTOR GRADER: RE-GRAVELLING AND OUTSIDE UNITS (Ref No: 063/24)

Salary: R188 149.50 per annum (Job level 10 of a Grade 8 Municipality)

Requirements: Minimum Recognition of Prior Learning or equivalent qualifications and Competency Certificate and Operating Permit in Heavy Duty Machine Operator with at least 7 years of relevant experience as a Heavy Duty Machine Operator. A valid driver's license Code C1 with PDP. Certification in Basic OHS to be completed within 18 months period from date of appointment.

Competencies: Competency Certificate and Operating Permit of Motor Grader and/or Excavator. Performs tasks/activities associated with the transportation of material/equipment and personnel to/from work sites and operation of heavy mechanical plant and vehicles during roads and storm water maintenance activities.

Key responsibilities: Perform specific tasks/activities at the depot and the worksite before and on completion of allocated maintenance assignments. Ensure instructions and departmental procedures are complied with occupational health and safety rules adhered to enabling uninterrupted functionality and accomplishment of productivity targets/standards. Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader; Front End Loader; Excavator, Crane Truck; Bulldozer) and vehicles (Tipper Trucks; Water Trucks; etc) during road and storm water drainage maintenance activities. Ensure activities are executed in accordance with laid down instructions and guidelines and general and specific safety procedures are complied with.

ARTISAN ASSISTANT (Ref No: 064/24)**Salary: R143 366.07 per annum (Job level 14 of a Grade 8 Municipality)****Requirements:** Minimum NQF Level 4 or equivalent with at least 2 years relevant experience in roads and storm water maintenance works. Valid driver's license Code C1. Certification in Basic OHS to be completed within 18 months period from date of appointment.**Competencies:** Performs specific building maintenance activities supporting the Artisan during minor works and construction and installation of structures and buildings, maintenance and repair work to catch-pits, curbs and buildings by attending to the preparation of the site and undertaking specific building, painting and plastering applications associated with the building and maintenance of catch-pits, laying of storm water pipes, concrete gutters and slabs, as well as removing and replacing relevant materials on council owned buildings.**Key responsibilities:** Performs activities associated with the building and maintenance on council owned buildings/structures/catch pits to ensure building/concrete installation procedures and guidelines are complied with and tasks executed in accordance with laid down instructions. Performs activities and sequences associated with maintaining the functionality of building structures/installations on council owned buildings/structures to ensure adequate support is made available during maintenance and repair work and tasks executed in accordance with laid down instructions. Cleans worksites, stores equipment and tools and loads materials prior to departure from work site to ensure work sites are cleaned and safe for public use and equipment, tools and materials are removed upon completion of activities in accordance with laid down instructions.**2 X ARTISAN ASSISTANT: STORMWATER (REF No. 065/24)****Salary: R143 366.07 per annum (Job level 14 of a Grade 8 Municipality)****Requirements:** Minimum NQF Level 4 or equivalent with at least 2 years relevant experience in roads and storm water maintenance works. Valid driver's license Code C1. Certification in Basic OHS to be completed within 18 months period from date of appointment.**Competencies:** Performs specific roads and storm water activities supporting the Artisan/Special Workman during minor and major installation, maintenance and repair works, attending to the preparation of the site, laying bricks, pouring concrete, removing and replacing materials on site and conducting and reporting. Attending to the preparation of the site and undertaking specific roads and storm water activities including but not limited to catch-pits, laying of storm water pipes, concrete works and slabs, as well as removing and replacing kerbs on roads and parking areas.**Key responsibilities:** Interprets and co-ordinates specific pre-work/site requirements with regards to installation, repairs and planned and predictive maintenance sequences. Ensure details of activities are accurately recorded to facilitate the processing of information related to productivity, time and material allocation and utilization for specific assignments. Performs specific tasks associated with the operation of heavy and/or specialized carpentry equipment during building installation (i.e. trusses, etc.), repair and maintenance activities. Ensure installation and safety procedures and guidelines are complied with and tasks executed in accordance with standards associated with quality workmanship in relation to building maintenance. Co-ordinates activities and sequences associated with maintaining the functionality of Council owned buildings.**12 X GENERAL WORKER: ROADS, STORMWATER AND ROAD MARKING****(Ref No. 066/24)****Salary: R135 887.02 per annum (Job level 16 of a Grade 8 Municipality)****Requirements:** Minimum of Recognition of Prior Learning or equivalent qualifications.**Competencies:** Performs general labouring activities associated with maintenance and repair work to roads, storm water, carpentry, road marking, using hand held tools to excavate defined areas, laying of materials and reinforcement products (concrete blocks), cleaning or clearing and removing debris and utilising lettering and marking guides to paint traffic flow signals and lines on new or reconstructed road surfaces.

Key responsibilities: Undertakes general laboring tasks during road-works, roads and storm water maintenance, carpentry and road-marking and signage by ensuring activities are completed in accordance with laid down instructions and quality standards and, specific deadlines and productivity targets are accomplished. Cleans worksites, stores equipment and tools and loads materials prior to departure from work site by ensuring work sites are cleaned and safe for public use and equipment, tools and materials are removed upon completion of activities in accordance with laid down instructions.

SECTION: WATER AND SANITATION

SECTION: WATER TREATMENT WORKS

SUPERINTENDENT (Ref No. 067/24)

Salary: R460 820.11 per annum (Job level 4 of a Grade 8 Municipality)

Requirements: National Diploma in Plumbing or equivalent qualifications. Minimum of 5 years' experience. Valid Drivers' license.

Competencies: Managing. Problem solving. Planning and organising. Quality orientation.

Key Responsibilities: Ensure that daily work is done to satisfaction and to achieve the objectives of Council. Monitoring and supervising of activities of staff to ensure that work is performed according to work plan. Monitor the utilisation, application and maintenance of machinery, equipment, tools and material. Performing administrative related activities to ensure effective and optimal use of resources.

TECHNICIAN: OPERATIONS AND MAINTENANCE (Ref No. 068/24)

Salary: R575 978.69 per annum (Job level 3 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma in Civil Engineering, 3- 4 years' experience. Valid Driver's License

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Develop and implement maintenance and operational plans. Manage the capital and operations budget for maintenance. Develop and Implement the maintenance operational plans to ensure improved services delivery and alignment with the unit plans. Conduct investigations and gather information to draft a maintenance plan and continuously update according to maintenance needs. Document practical procedures for maintenance operations design, implement and maintain fault grading system. Conduct site visits to monitor maintenance procedures and progress according to the maintenance plan.

TECHNICIAN: LABORATORY SERVICES (Ref No. 069/24)

Salary: R575 978.69 per annum. (Job level 3 of a Grade 8 Municipality)

Requirements: National Diploma in Analytical Chemistry. Computer Literacy. 2 years' experience. Must have a valid Drivers License.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Contribute to the subsections strategic pertaining to water sampling services. Deliver effective laboratory technical services. Implement the administrative and reporting requirements of the functionality. Give inputs into the sections financial and asset management pertaining to water sampling services. Supervise the key performance indicators and outcomes personnel within the section.

TECHNICIAN: PLANNING (Ref No. 070/24)

Salary: R575 978.69 per annum (Job level 3 of a Grade 8 Municipality)

Requirements: Grade 12. National Diploma in Civil Engineering. Valid Driver's License. 2-3years' experience.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Project and program management. Site supervision and quality control. Participating in the appointment process and briefing parties on the terms and scope of such appointments. Delivering technical support and evaluating proposed project in alignment with respective Municipal IDP, growth and development plans, conduct site visits/progress meeting to ensure compliance with business plans condition, specifications and designs. Prepare monthly payments schedule documents. Maintain project performance data on a national data base. Assist with the preparations and implementing MIG capacity building business plans in alignment with the municipal business plan, MIG orientation workshops. Able to identify general malfunctions or error codes of technology and equipment.

FOREMAN: SEWER NETWORK (Ref No. 071/24)

Salary: R397 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12, National Diploma or relevant qualifications. Driver's license. 3-5 years' experience.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Identifies safety issues and problems. Reports and corrects unsafe work condition and safety problems checks. Responsible for equipment, tools, plant and vehicle to undertake the work. Able to use a wide range of interpersonal styles and communication methods to gain agreement or acceptance proposals. Looks for new opportunities to obtain and save funds. Relates to people at all levels of the municipality. Encourages and considers inputs of others. Shows emotional resilience and handles difficult situations effectively. Motivate team to produce quality work within deadline and accomplish tasks and mission.

6 X PROCESS CONTROLLER IV WASTE WATER TREATMENT (Ref No. 072/24)

Salary: R245 834.29 per annum (Job level 8 of a Grade 8 Municipality.)

Requirements: As per section 26f of National Water Act, 38 of 1998. This position requires a person eligible to be classed as a Process Controller Class iv with the following minimum qualifications and experience. Grade 12 plus Operators Certificate or Grade 11 plus NQF3 Core Unit Standard or NTC II in water and Wastewater practice OR NQF 3 qualification with 8 – 10 years relevant experience. Driver's License.

Competency: Managing work. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Oversee, Manage and operate a biological nutrient removal activated sludge wastewater treatment process. Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the water treatment plant according to the operations and maintenance manual. Assist and ensure that water quality data flow measurements and energy consumption measurements are property collected and recorded. Assist with development of and implement wastewater risk abatement plans to ensure special standards effluent quality is produced. Operate the works to ensure that the green-Drop requirements and water use license conditions are met.

MECHANICAL FITTER (Ref No. 073/24)

Salary: R397 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: N3 and Trade certificate as fitter and turner, basic engineering theory, know fitting theory, NQF Level 4. 3 years' relevant experience. Driver's License. Computer Literacy in MS Office applications.

Competencies: Effective Communications. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Service and Repair Pressure and level control valves. Responsible for maintenance and repair of water and sewer pumps. Responsible to maintain municipal assets, material and equipment. Must be able to weld stainless steel, cast iron and mild steel, fabricate fitting for Pump stations and pipes. Mechanical fault finding and breakdown repairs on

equipment. Liaise with contractors in turning parts. Responsible for record keeping of maintenance work. Responsible for on-site health and safety.

3 x PUMP STATION OPERATOR (Ref No. 074/24)

Salary: R147 850.86 per annum (Job level 13 of a Grade 8 Municipality)

Requirements: Grade 12. Driver's license. Departmental Proficiency test. Physically fit and able bodied, 1-2 years' proven experience within pump station/sewer environment. Required to work in all weather conditions.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Inspect pump station to ensure standard outcome, opening/closing valves to specific limits to control levels and regulate flow from /to storage units. Communicating with immediate supervisor, verbally transmitting information on plant condition, performance and outcomes or executing specific instruction to address deviations or disruption to process and mechanical operations. Cleaning and unblocking inlets, outlets valves filters and daily trimming shrubs /connections, removing debris using hand held tool sand pressured water system to remove /flush blockages. Monitor the running pumps. Record and report all the fault equipment.

UNIT: FOURIESBURG

ADMINISTRATIVE OFFICER (Ref No. 075/24)

Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12 or equivalent qualification. Computer literacy.

Competencies: Written and oral communication. Planning and Organising. Problem solving.

Key Responsibilities: Able to use advanced of MS Office packages. Structures written documents in a logical framework. Engages effectively with general public. Set challenges and goals. Plans and initiates new ways forward. Able to understand the underlying causes for none or poor performance and to provide the appropriate support.

HOUSING CLERK (Ref No. 076/24)

Salary: R245 834.29 per annum. (Job level 8 of a Grade 8 Municipality)

Requirements: Grade 12. Computer literacy

Competencies: Written and oral communication. Planning and Organising. Problem solving.

Key Responsibilities: Ability to use the basic features of office machines including photocopiers, scanners, fax and telephone. Enter data into specific computerised or manual according to set procedures. Communicate effectively with colleagues and clients. Willing to take on new challenges.

SUPERVISOR INFRASTRUCTURE (Ref No. 077/24)

Salary: R397 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12 or equivalent. Driver's license. 3-5 years' experience.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key Responsibilities: Responsible for equipment, tools, plant and vehicle to undertake the work. Able to use a wide range of interpersonal styles and communication methods to gain agreement or acceptance proposals. Looks for new opportunities to obtain and save funds. Relates to people at all levels of the municipality. Encourages and considers inputs of others. Shows emotional resilience and handles difficult situations effectively. Motivate team to produce quality work within deadline and accomplish tasks and mission.

2 X PROCESS CONTROLLER IV WASTE WATER TREATMENT (Ref No. 078/24)

Salary: R295 224.74 per annum (Job level 7 of a Grade 8 Municipality)

Requirements: As per section 26f of National Water Act, 38 of 1998. This position requires a person eligible to be classed as a Process Controller Class iv with the following minimum

qualifications and experience. Grade 12 or relevant post Matric qualification preferably a NTC 3 in water treatment or waste water treatment. Trade related qualification. Code EB drivers' license.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key Responsibilities: Able to identify general malfunctions or error codes of technology and equipment. Demonstrate general operational knowledge of the functionality of plant equipment. Adheres to health and safety rules. Wears all safety clothing and safety equipment. Communicates effectively.

2 X PROCESS CONTROLLER IV WATER TREATMENT WORKS (Ref No. 079/24)

Salary: R. R245 834 per annum. (Job level 8 of a Grade 8 Municipality)

Requirements: As per section 26f of National Water Act, 38 of 1998. This position requires a person eligible to be classed as a Process Controller with the following minimum qualifications and experience. Grade 12 or relevant post Matric qualification preferably a NTC 3 in water treatment or waste water treatment. Trade related qualification. Code EB drivers' license.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key Responsibilities: Able to identify general malfunctions or error codes of technology and equipment. Demonstrate general operational knowledge of the functionality of plant equipment. Adheres to health and safety rules. Wears all safety clothing and safety equipment. Communicates effectively.

ARTISAN (Ref No. 080/24)

Salary: R350 770.55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: N2 and Trade certificate Plumbing, 3 years' experience and Drivers' license.

Competencies: Managing work, Problem solving, Planning and organising, Good technical skills and Quality orientation.

Key responsibilities: Responsible for the operation and maintenance activities of the division in order to ensure ongoing service delivery to the community. Planning of activities. Plumbing duties. Planning of activities.

UNIT: CLARENS

1 X BILLING OFFICER (Ref No. 081/24)

Salary: R 350 770, 55 per annum (Job level 6 of a Grade 8 Municipality)

Requirements: Grade 12 (Matric) Diploma/B.com in accounting or relevant qualifications in financial management.

Competencies: Written and verbal communication, Problem –solving and critical thinking, Professionalism and ethics, Technical skills, Financial analysis, Financial reporting, Software proficiency.

Key Responsibilities: Coordinate and control the application of accounting procedures by attending verification. Reporting, processing, and reconciliation of account receivable transactions to support analysis. Identification and recovery overdue accounts. Ensuring that bills are sent out to the correct address with accurate amounts and dates. Effectively communicate with customers about their bills and payment. Ability to identify and resolve customer billing issues efficiently and fairly.

2 X PROCESS CONTROLLER IV WASTE WATER TREATMENT (Ref No. 082/24)

Salary: R295 224.74 (Job level 7 of a Grade 8 Municipality)

Requirements: As per section 26f of National Water Act, 38 of 1998. This position requires a person eligible to be classed as a Process Controller Class iv with the following minimum qualifications and experience. Grade 12 or relevant post Matric qualification preferably a NTC

3 in water treatment or waste water treatment, Trade related qualification and Code EB drivers' license.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key Responsibilities: Able to identify general malfunctions or error codes of technology and equipment. Demonstrate general operational knowledge of the functionality of plant equipment. Adheres to health and safety rules. Wears all safety clothing and safety equipment. Communicates effectively.

2 X PROCESS CONTROLLER IV WATER TREATMENT WORKS (Ref No. 083/24)

Salary: R245 834.29 per annum (Job level 8 of a Grade 8 Municipality)

Requirements: As per section 26f of National Water Act, 38 of 1998. This position requires a person eligible to be classed as a Process Controller Class iv with the following minimum qualifications and experience. Grade 12 or relevant post Matric qualification preferably a NTC 3 in water treatment or waste water treatment, Trade related qualification and Code EB drivers' license.

Competencies: Managing work, Problem solving, Planning and organising and Quality orientation.

Key Responsibilities: Able to identify general malfunctions or error codes of technology and equipment. Demonstrate general operational knowledge of the functionality of plant equipment. Adheres to health and safety rules. Wears all safety clothing and safety equipment. Communicates effectively.

2 X DRIVER (Ref No. 084/24)

Salary: R 159 127, 80 per annum (Job level 12 of a Grade 8 Municipality)

Requirements: Basic Literacy, Code 8 driver's license, and physical fitness.

Competencies: Safe and responsible driving, Good Communication, Teamwork, Problem Solving, Decision Making, Initiative and self-motivation,

Key Responsibilities: Safely operate a vehicle in public traffic systems. Make sure the vehicle is safe, moves and drive. Uses driving procedures. Make safe driving decisions. Keeps up with changing traffic laws. Able to perform safety inspections, recognize and report mechanical problems.

UNIT: PAUL ROUX

SECTION: WATER AND SANITATION

SUPERVISOR (Ref No. 085/24)

Salary: R397 119.19 per annum (Job level 5 of a Grade 8 Municipality)

Requirements: Grade 12 or equivalent. Valid Driver's license. 3-5 years' experience.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key responsibilities: Responsible for equipment, tools, plant and vehicle to undertake the work. Able to use a wide range of interpersonal styles and communication methods to gain agreement or acceptance proposals. Looks for new opportunities to obtain and save funds. Relates to people at all levels of the municipality. Encourages and considers inputs of others. Shows emotional resilience and handles difficult situations effectively. Motivate team to produce quality work within deadline and accomplish tasks and mission.

2 X GENERAL WORKER: (Ref No. 086/24)

Salary: R135 887.02 per annum (Job level 16 of a Grade 8 Municipality)

Requirements: Basic Literacy. 0-1 year experience.

Competencies: Performs general labouring activities, using hand held tools to excavate defined areas, and cleaning

Key responsibilities: Undertakes general laboring tasks. Ensuring activities are completed in accordance with laid down instructions and quality standards and, specific deadlines and productivity targets are accomplished. Cleans worksites, stores equipment and tools and loads materials prior to departure from work site by ensuring work sites are cleaned and safe for public use and equipment, tools and materials are removed upon completion of activities in accordance with laid down instructions.

2 X DRIVER (Ref No. 087/24)

Salary: R 159 127.80 per annum (Job level 12 of a Grade 8 Municipality)

Requirements: Basic Literacy, Valid Driver's license, and physical fitness.

Competencies: Safe and responsible driving, Good Communication, Teamwork, Problem Solving, Decision Making, Initiative and self-motivation,

Key responsibilities: Safely operate a vehicle in public traffic systems. Make sure the vehicle is safe, moves and drive. Uses driving procedures. Make safe driving decisions. Keeps up with changing traffic laws. Able to perform safety inspections, recognize and report mechanical problems.

CASHIER (Ref No. 088/24)

Salary: R 216 230.38 per annum (Job level 9 of a Grade 8 Municipality)

Requirements: Grade 12 and Computer Literacy: MS Office

Competencies: Communication Skill (verbal and Witten), Problem solving, Teamwork, Time Management, Adaptability, Attention to details

Key responsibilities: Ensuring accurate cash counts and balancing. Provide clear explanation of payment options, address customer inquiries and resolve and issues promptly and professionally. Having a good understanding of different services offered by the municipality and the associated fees. Able to follow strict protocols to safeguard cash and other valuables, preventing theft misuse of funds, reporting any suspicious activities

UNIT: ROSENDAL

4 X PROCESS CONTROLLER IV WASTE WATER TREATMENT (Ref No. 089/24)

Salary: R295 224.74 per annum. (Job level 7 of a Grade 8 Municipality)

Requirements: As per section 26f of National Water Act, 38 of 1998. This position requires a person eligible to be classed as a Process Controller Class iv with the following minimum qualifications and experience. Grade 12 or relevant post Matric qualification preferably a NTC 3 in water treatment or waste water treatment. Trade related qualification. Code EB valid drivers' license.

Competencies: Managing work. Problem solving. Planning and organising. Quality orientation.

Key Responsibilities: Able to identify general malfunctions or error codes of technology and equipment. Demonstrate general operational knowledge of the functionality of plant equipment. Adheres to health and safety rules. Wears all safety clothing and safety equipment. Communicates effectively.

OFFICE OF THE EXECUTIVE MAYOR

HEAD OF THE OFFICE OF THE MAYOR (Ref No. 090/24)

Salary: R641 143.56 per annum (Job level 1 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of Executive Mayor

Requirements: Grade 12. B Degree (NQF level 7) in Public Administration or any equivalent qualification. 8 years relevant experience of which 3 years must be in a supervisory capacity.

Understanding local Government Administration and political structure. Computer Literacy: MS Office and Valid driver's license.

Competencies: Strategic leadership, communication skills, understanding local government administration and political structure.

Key Responsibilities: Provides executive support and management function in the Office of the Mayor. Manages stakeholder engagement and intergovernmental relations for the Office of the Mayor. Manage processes towards efficient and effective audit processes. Manages specific administrative requirements associated with smooth running of the office of the Mayor. Provide leadership and accountability for the development, implementation, and management of comprehensive risk-based compliance systems. Preparing annual budget and revised budget, controlling expenditure for the office and reporting on deviations. Execute and monitor the implementation of resolutions relating to the Office of the Mayor and report on the progress. Understanding of MFMA. Attend Council and Mayoral Committee meetings to assist the Executive Mayor to fulfill his functions. Speech writing for the Mayor. Attend IDP and all other stakeholders meeting with the Executive Mayor or by instruction.

COMMUNITY LIAISON OFFICER (Ref No. 091/24)

Salary: R387 369.36 per annum (Job level 6 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of Executive Mayor.

Requirements: Grade 12. National Diploma (NQF level 6) in Public Administration or Community Development Studies, 2-3 years' relevant experience and a valid driver's license.

Competencies: Knowledge of community dynamics, understanding local government administration and political structure. Valid driver's license.

Key Responsibilities: Receiving and recording of service delivery complaints. Liaison with unit managers and heads of departments on service delivery matters. Ability to communicate at all government levels. Responding in writing and telephonically to community on issues raised. Compiling monthly reports on behalf of the Mayor and on service delivery issues were resolved.

RECEPTIONIST (Ref No. 092/24)

Salary: R240 805.37 per annum (Job level 9 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Executive Mayor.

Requirements: Grade 12. Basic office administration qualification, Computer Literacy: MS Office and Telephone etiquette, 2 years relevant experience

Key Responsibilities: Deal with customers with efficiency and courtesy. Ensure that guests are directed to relevant Councilor Official. Assist public with general enquiries (personally and telephonically). Controlling access at Reception. Provision of reliable information to customers. Relief Switchboard as and when required. Operating telephone system. Operating access control system. Managing the bookings of the Council Chamber and Committee Room. Exceptional telephone etiquette. Any other duties as required.

ADMINISTRATIVE SECRETARY (Ref No. 093/24)

Salary: R387 369.36 per annum (Job level 6 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Executive Mayor.

Requirements: Grade 12. National Diploma (NQF level 6) in Office Administration or any other relevant qualification. A minimum of 2-5 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint. Good telephone etiquette skills. Good communication skills. Good organizing skills. Be fluent in English. Ability to work under pressure and extended hours.

Key Responsibilities: Fulfill the administrative, secretarial and reception function in the Office of the Executive Mayor; Referring and responding to enquiries regarding meetings, addresses, information, complaints, requests for appointment in liaison with the Manager in the office of the Executive Mayor; Performing secretarial duties at the meetings of the Executive Mayor; Make logistical arrangement for meetings, functions, conferences, or any event in the Office of the Mayor in liaison with the Manager in the office of the Mayor; Maintain

and update relevant policy and procedural records e.g. By Laws, Municipal Manuals, Code of Good Practice etc; Principal point of linkage between the Mayor, Members of the Executive Committee and the Municipal Manager on matters related to the Mayor's programme/diary.

PRIVATE SECRETARY (Ref No. 094/24)

Salary: R 575 978. 69 per annum (Job level 2 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Executive Mayor

Requirements: Grade 12. National Diploma (NQF level 6) in Office Administration or any equivalent qualifications. A minimum of 5-10 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint. Good telephone etiquette skills. Be fluent in English. Ability to work under pressure and extended hours.

Key Responsibilities: Reporting directly to the Executive Mayor, Arranging, prioritizing meetings and confirming appointments. Providing administrative support to the Executive Mayor, Source and maintain routine information pertaining the schedule activities of the office of Executive Mayor. Compiling and distributing notices, agendas and minutes of meetings to relevant stakeholders, preparing high quality report and minutes to the Executive Mayor. Providing general office management services. Handling and circulating all correspondences to the relevant departments (hard and electronic copy). Performing any other related duties as and when required.

SPECIAL ADVISOR (Ref No. 095/24)

Salary: R575 978.35 per annum (Job level 2 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Executive Mayor.

Requirements: Grade 12. National Diploma (NQF level 6) in a relevant field such as Public Administration, policy studies, economics, law, social sciences, or a related area is often required. Minimum: 5-7 years of relevant experience in policy development, project management, research, government. Must have a valid Drivers License.

Key Responsibilities: Strategic Advice and Policy Development: Providing in-depth analysis and advice on key policy issues affecting the municipality. This might involve researching policy options, identifying potential consequences, and recommending courses of action for the Mayor. Helping to develop and implement the Mayor's vision and priorities for the municipality. This could involve drafting policy documents, conducting stakeholder consultations, and managing communication around key initiatives. Anticipating future trends and challenges and advising the Mayor on how to proactively address them.

Relationship Building and Communication: Acting as a liaison between the Mayor and various stakeholders, including council members, community leaders, businesses, and government agencies. This involves building relationships, facilitating communication, and ensuring collaboration on key issues. Representing the Mayor at meetings and events, and communicating the Mayor's message to the public. This requires strong communication and public speaking skills. Managing the Mayor's schedule and appointments, ensuring efficient use of time and resources. Project Management and Special Initiatives: Taking on specific projects or initiatives assigned by the Mayor, often requiring independent research, analysis, and implementation. This could involve anything from spearheading a new community program to managing a crisis response. Overseeing the work of staff or consultants related to assigned projects. Monitoring progress and reporting back to the Mayor on the success of initiatives. Additional Responsibilities: Staying up-to-date on current events and relevant legislation that could impact the municipality. Providing confidential advice and support to the Mayor on a range of sensitive matters. Maintaining high ethical standards and upholding the reputation of the Mayor's office.

VIP PROTECTOR (Ref No. 096/24)

Salary: R387 369, 36 per annum (Job level 6 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Executive Mayor.

Requirements: Grade 10, Valid driver's license, Advance/Defensive driving certificate, Use of firearm/ Competency Certificate, VIP Protection and or Bodyguard Training will serve as advantage and minimum of 1-3 years working experience.

Competencies: Planning, Direct Protection, Reporting, Static Protection, Mobile Protection,

Key Responsibilities: Securing public locations before the Executive Mayor attend a public events, escorting the Executive Mayor in public setting, identifying suspicious behaviour, Assisting on driving the Executive Mayor from one location to the other, to check that regular maintenance of the vehicle has been carried out to ensure that there are no threats associated with the vehicle used. Provide protection to the Executive Mayor in the discharge of his official duties. Always ensure fitness and maintenance of the vehicle of the Mayor, Report damage and/or vehicle defects to the Office of the Mayor, Always obtain trip authorisation from the Office of the Municipal Manager for the trips being undertaken. Ensure that the vehicle is properly registered. Think ahead and proactively adapt security measures based on predicted scenarios. Ensure safety during travel, public appearance and in various activities. Examine the environment for potential threats, assesses their severity and prioritise interventions.

DRIVER TO THE EXECUTIVE MAYOR (Ref No. 097/24)

Salary: R 387 369.36 per annum (Job level 6 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Executive Mayor.

Requirements: Grade 12 (Matric), Code 8 driver's license, and physical fitness. Preference will be given to candidates with Advanced Driving Skills or experience on the above job.

Key responsibilities:

Drive the Mayor to and from official engagements, Communicate with security officials about the safety aspects of the duties and generally ensure safety of the Mayor's trips. Perform messenger and other duties for the office of the Mayor as instructed from time to time.

OFFICE OF THE COUNCIL WHIP

SECRETARY (Ref No. 098/24)

Salary: R387 369.36 per annum (Job level 6 of a Grade 8 municipality)

Duration: Fixed term contract linked to the term of Office of the Chief Whip

Requirements: Grade 12 (Matric). National Diploma in Office Administration or any other relevant qualification. A minimum of 2 years relevant experience. Excellent computer skills, particularly MS Word, MS Excel, and Power Point. Good telephone etiquette skills. Good communication skills. Good organizing skills. Be fluent in English. Ability to work under pressure and extended hours.

Key Responsibilities: Fulfill the administrative, secretarial and reception function in the Office of the Council whip; Referring and responding to enquiries regarding meetings, addresses, information, complaints, requests for appointment in liaison with the Support Officer in the office of the Council whip; Performing secretarial duties at the meetings of the Council whip; Make logistical arrangement for meetings, functions, conferences, or any event in the Office of the Council whip in liaison with the Support Officer in the office of the Council whip, maintain and update relevant policy and procedural records e.g By Laws, Municipal Manuals, Code of Good Practice etc.; Principal point of linkage between the Council whip, Members of the Executive Committee and the Municipal Manager on matters related to the Council whip's programme/diary.

SUPPORT OFFICER (Ref No. 099/24)

Salary: R387 369, 36 per annum (Job level 6 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Council Whip.

Requirements: Grade 12 (Matric). National Diploma (NQF level 6) in Office Administration or any other equivalent relevant qualification. A minimum of 2 years relevant experience. Excellent computer skills, MS Word, MS Excel, and Power Point. Good telephone etiquette

skills. Good communication skills. Good organizing skills. Be fluent in English. Ability to work under pressure and extended hours.

Key Responsibilities: Provide administrative and logistical support to the Council Whip. Liaise with stakeholders. Research and analyse information. Draft documents and speeches. Manage confidential information. Contribute to a positive and efficient office environment.

OFFICE OF THE SPEAKER

HEAD OF THE OFFICE OF THE SPEAKER (Ref No. 100/24)

Salary: R641 143.56 per annum (Job level 1 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade 12 (Matric) B Degree (NQF level 7) in Public Management /Office Management/Public Administration or equivalent qualifications, 8 years' relevant experience of which 3 years must be in a supervisory capacity, computer literacy, experience in working within political environment and valid Driver's License.

Competencies: Good planning, financial Management, communication and organizing skills, Political protocol, Experience in implementing sound corporate governance principles and policies

Key Responsibilities: Manage the activities, programmes and staff in the office of the Speaker, Development and implementation of the budget of the Speaker. Ensure liaison and proper support to ward committees. Advice and support Speaker in executing the legislative responsibilities and other duties and powers delegated by the Council. Plan and coordinate the council annual report and council sitting to ensure the implementation of all programmes in the office of the Speaker. Deal with high level of correspondences in liaison with the Secretary in the office of the Speaker. Ensure that all documentation arising from council resolutions are implemented. Oversee preparation of logistics and administration for events, workshops and conferences in the office of the Speaker. Be well vested with the Policy Framework within which the Speaker must execute the Constitutional mandate of the Council. Promote Intergovernmental Relations. Draw up plans and prepare reports for internal and external activities of the Speaker. Manage and direct staff in the office of the Speaker. Attending and participating in meeting

ADMINISTRATIVE SECRETARY (Ref No. 101/24)

Salary: R387 369.36 per annum (Job level 6 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade12 (Matric), National Diploma (NQF level 6) in Office Administration or equivalent qualification. Computer Literacy- MS Office Application, 2-5 years' experience working as administrator. Good Communication (written and verbal communication), planning and organizing and typing.

Key Responsibilities: Typing of correspondence and confidential documents such as letters, memorandum, agendas, minutes, reports etc. Answer telephones, screen calls, transfer, follow up on correspondence and enquiries. Send and receive email/faxes and deliver all documents and correspondence. Liaise with the head of department in office of the speaker to ensure proper planning. Act as the first contact with members of Public, Officials, and Politicians. Arrange meetings, take minutes, and make schedules of appointments and keep diary of the speaker. Information and record keeping.

SENIOR ADMINISTRATION OFFICER (Ref No. 102/24)

Salary: R534 739.14 (Job level 3 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade12, National Diploma (NQF level 6) in Public Administration, Management or equivalent qualifications, 2 years' experience in administrative and Computer Literacy –MS Office application. Good communication (written and verbal communication), planning and organizing and typing.

Key Responsibilities: Perform administrative functions for the Speaker, ensure that officials submit relevant information to the stakeholders. Assist Public Participation Coordinator to develop community participation programs for the political and administrative wings. Perform secretarial duties to the Speaker. Ensure the consultation programs on policies and By-Laws development. Performing secretarial duties at the meetings of the public participation. Assist Public Participation Coordinator to co-ordinate and facilitate inputs and feedback to communities.

RECEPTIONIST (Ref No. 103/24)

Salary R240 805.37 (Job level 9 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade 12, Computer Literacy: MS Office and 2 years relevant experience

Key Responsibilities: Deal with community with efficiency and courtesy. Ensure that guests are directed to relevant Councilors or Officials. Assist public with general enquiries (personally and telephonically). Controlling access at reception. Provision of reliable information to the community, operating telephone system. Operating access control system. Perform any other duties delegated by the Manager and the Speaker.

PUBLIC PARTICIPATION AND OUTREACH COORDINATOR (Ref No. 104/24)

Salary R 534 739.14 per annum (Job level 3 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade 12, National Diploma (NQF level 6 in Public Administration or equivalent. Knowledge and understanding of government Service Delivery Programmes and transformation process initiated post 1994 in the Local Government Sphere. Good Communication Skills, both written and verbal. Leadership and Presentation Skills. Background on Community development work.

Key Responsibilities: Develop community participation programs for the political and administrative wings. Co-ordinate and facilitate work for IDP, PMS and Budget consultations. Co-ordinate and facilitate consultation programs on Policies and By-Laws development. Co-ordinate and facilitate inputs and feedback to communities. Co-ordination and facilitation Inter-governmental and Inter-municipal link on Public Participation Processes. Reporting control to the office Manager. Maintain positive relationship with community members, council members and public officials.

WARD CO-ORDINATOR (Ref No. 105/24)

Salary: R 534 739, 14 per annum (Job level 3 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade12 (Matric) National Diploma (NQF level 6) or relevant three year tertiary qualification 3-5 years' experience and track record of working with communities, good communication skill, problem solving skills, monitoring and evaluation skills, computer literacy and valid Driver's License.

Key Responsibilities: Consolidate and submitting a ward committees reports to the relevant stakeholder's. Ensure that ward meetings are conducted. To ensure that information provided to the community is accurate. Ensure that ward committee members attend to the community complaints and attend to the needs of the community on time. Conduct needs to develop a community profile. Identify and determine needs of the community. Compile database of community concerns and follow up on responses. Providing information about municipal services. Promoting Municipal Campaigns. Assist the municipality with Service delivery by improving communication and helping people to access services.

PUBLIC OFFICER: PETITIONS AND HEARINGS (Ref No. 106/24)

Salary: R 387 369.36 per annum (Job level 6 of a Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade 12 (Matric), National Diploma (NQF level 6) in Public Administration or related field, 1-2 years' experience in community development/work. Valid driver's license and Computer Literacy

Key Responsibilities: Coordinate public petitions and hearing in the municipality. Participate in various meetings internal and external forums. Respond through the collection of information. Collaborate with external sector departments and agencies.

CO-ORDINATOR: COMMUNITY DEVELOPMENT WORKER (Ref No. 107/24)

Salary: R534 739.14 per annum (Job level 3 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Public Office Bearer Location

Requirements: Grade12 (Matric) National Diploma or equivalent qualifications, 3-5 years' experience and track record of working with communities, Good communication skill, Problem Solving skills, Monitoring and evaluation skills, Computer literacy and Driver's License.

Key Responsibilities: Coordination of activities of Community Development workers. Provide capacity building and other support to community development workers. Systematically evaluate the work plans of the CDWs. Coordinate programmes in the office of the Speaker. Coordinate and monitor awareness of social upliftment initiatives and development programmes for the municipality. Visit communities to establish specific needs. Execute actions and attend to requirements associated with programmes delivery. Ensure submission of statutory reports. Compile monthly reports in line with the statutory requirements and deadlines. Coordinate stakeholder's forum together with department of home affairs. Assists in implementing the Governments mandate. To conduct door to door services in the communities. Providing information about government services. Promoting Municipal Campaigns. Assist the municipality with Service delivery by improving communication and helping people to access services.

VIP PROTECTOR (Ref No. 108/24)

Salary: R387 369, 36 per annum (Job level 6 of a Grade 8 Municipality)

Duration; Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade 12 (Matric), Valid driver's license, Advance/Defensive driving certificate, Use of firearm/control Certificate, Computer Literacy (MS Office) and typing skills, VIP Protection and or Bodyguard Training will serve as advantage and minimum of 1-3 years working experience.

Key responsibilities: Provide driving/Chauffeur/ Protection to the speaker in the discharge of his/her official duties. Always ensure fitness and maintenance of the vehicle of the Speaker or, including washing and cleaning. Report damage and/or vehicle defects to the Office of the Speaker. Maintain a proper record of trips undertaken by the speaker. Always obtain trip authorisation from the Office of the Municipal Manager for the trips being undertaken. Ensure that the vehicle is properly registered. Think ahead and proactively adapt security measures based on predicted scenarios. Ensure safety during travel, public appearance and in various activities. Examine the environment for potential threats, assesses their severity and prioritise interventions.

DRIVER TO THE SPEAKER (Ref No. 109/24)

Salary: R387 369.36 per annum (Job level 6 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade 10, Code 8 driver's license, driving skills, Preference will be given to candidates with advance driving skills.

Key Responsibilities: Perform driver's/messenger's duties, when required. Drive Speaker to and from official engagements. Communicate with security officials about the safety aspects of the duties and generally ensure safety of the speaker's trips. Perform messenger and other duties for the office of the Speaker as instructed from time to time.

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

RESEARCHER (Ref No. 110/24)

Salary: R641 143.56 per annum (Job level 1 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade12 and National Diploma or Degree in Public Administration/ Management and research subjects will be added advantage; 2 years relevant working experience, driver's license, knowledge of Municipal Financial Management, Municipal operations and performance reporting requirements. Computer Literacy: MS Office,

Competencies: Good interpersonal relations, High degree of ethics, Facilitation Skill, Communication Skills, Analytical Skill, knowledge of Local Government legislation and constitution of the Republic, Experience in data Analysis and research capabilities, Understanding of the Local Government Oversight responsibilities.

Key Responsibilities: Develop processes and procedure for MPAC operations. Review and investigate all matters referred to the committee by other council committee. Coordinate analyzing of financial and performance reports, including SDBIP, Annual reports and financial statements and provide MPAC reports on possible risks and irregularities. Provide advice to MPAC on possible corrective measures, identifying unintended consequences and provide possible recommendations guide, establish, facilitate, coordinate, and maintain stakeholder's relations. Perform administrative related activities.

ADMINISTRATIVE OFFICER (Ref No. 111/24)

Salary: R387 369.36 per annum (Job level 6 of Grade 8 Municipality)

Duration: Fixed term contract linked to the term of Office of the Speaker.

Requirements: Grade12 (Matric), National Diploma (NQF level 6) in Office Administration or equivalent qualification. Computer Literacy- MS Office Application, 2-5 years' experience working as administrator. Good Communication (written and verbal communication), planning and organizing and typing.

Key Responsibilities: Typing of correspondence and confidential documents such as letters, memorandum, agendas, minutes, reports etc. Answer telephones, screen calls, transfer, follow up on correspondence and enquiries. Send and respond to the emails and deliver all documents and correspondence. Liaise with the head of department in office of the speaker to ensure proper planning. Act as the first contact with members of Public, Officials, and Politicians. Arrange meetings, take minutes, and make schedules of appointments and keep diary of the speaker. Information and record keeping.

Please note that benefits are excluded in all position in the Political Office.

Applicants may submit (hand deliver) their Application form and CV to:

**The Municipal Manager:
Dihlabeng Local Municipality (Head Quarters)
9 Muller Street
Bethlehem
9700**

Alternatively, fully completed application forms may be sent to the following email hrm@dihlabeng.co.za Shortlisted Applicants will be required to bring along certified copies of qualifications, ID and Drivers license for verification when invited for the interview.

NB: Faxed applications shall not be considered. People with disabilities are encouraged to apply. Appointments shall be made in line with the Municipal Employment Equity Targets.

**Closing date: Not later than Friday 22 March 2024@16H00
Enquiries: MR. Dlamini, Tel: 058 303 5732 x 1198**

Please be advised that all the above posts are advertised in terms of Municipal Staff Regulations (Government Gazette No 45181)

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 with corroborating proof thereof will result in the disqualification of a candidate. Candidates, who meet the above mentioned competencies, will be appointed. Candidates should note that some or all of the above mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process and that Applicants will be subjected to criminal record check, security clearance, media screening, reference check and any other clearance as may be deemed appropriate. If interested in these challenging and well rewarding positions please send a completed Application Form available on the Municipality website (www.dihlabeng.co.za), as such applicants are advised to use municipal applications forms only and not any other form. If any different application form is used, such will result in automatic disqualification. Applicants must note that should they not receive any feedback after 3 months from the closing date of the advert, their application was unsuccessful.

**M NTHELI
MUNICIPAL MANAGER**

NOTICE NO 1/2024