

SEKHUKHUNE DISTRICT MUNICIPALITY



Department: Corporate Services Website Development Officer

• Duration: Permanent • Salary: R416 976.26 (Excluding benefits) • Level 5 • Station: Groblersdal

Requirements: Grade 12, B degree/National Diploma in Web Development/ICT studies or relevant qualifications plus 3 - 5 years' experience. Added advantage will be given to candidates who specialise in web development or similar or are in possession of industry specific certification plus 2 to 3 years' experience in web development/design. **Behavioural Competencies:** Self-motivated, detail-oriented and organised, Ability to work under pressure, Provide support to client programmes, Ability to work independently and as a team, Customer Relations, Creativity, Demonstration of sound work ethics. **Technical Competencies:** Computer literacy, Negotiation skills, Innovative skills, Good writing skills, Analytical and problem solving skills, Well-developed, communication and interpersonal skills, Demonstrated planning and organisational skills, Ability to work independently and efficiently and meet deadlines, Strategic capability and leadership, Project and programme management, Knowledge of PFMA, Change management, People management and empowerment, Knowledge of software necessary to design web pages, Computer literacy, Financial Management, Marketing Management, Protocol Management, Project Management.

Key performance areas: Development and maintenance of corporate website. Manage electronic communication platforms, Manage and administer the maintenance of the website, Manage and administer intranet, Provide support to clients' adhoc requests, design prototypes, templates needed and administer the Billboard and in-house plasma screens, Archiving of web-based information.

Department: Infrastructure and Water Services Millwright

• Duration: Permanent • Salary: R303 744.61 (Excluding benefits) • Level 7 • Station: Makhuduthamaga

Requirements: Grade 12, National Diploma in Mechanic/Electrical, Accredited Millwright Trade Test certificate or Fitter and Turner plus 4 years' experience in the related field and must possess a valid driver's licence. **Behavioural Competencies:** Negotiation skills, Customer relations, Effective communication, People management and empowerment, Complex problem solving, Critical Thinking, Coordination, Proactive. **Technical Competencies:** Knowledge of electrical applicable codes, Understanding of Plant Safety regulations, applicable codes, Electrical Techniques, Mathematics, Methodical, Maintenance Competence, OHS Act of 1994, Operations Analysis, Technology Design, Fabrication skills, Local government legislations, Computer Literate, Report Writing.

Key performance areas: Construction and Installations, Planned and preventative maintenance, Vehicle Operations, Provide efficient mechanical services, Inspection and maintenance, Operation of heavy and/or specialised mechanical components and equipment, installing or dismantling machinery and equipment, according to O&M plan.

Department: Municipal Manager's Office Protection Officer (Chauffeur) (x3)

• Duration: Permanent • Salary: R416 976.26 (Excluding benefits) • Level 5 • Station: Groblersdal

Requirements: Grade 12, security certificate / driver's licence code 08 / firearm competency certificate plus 1-2 years' experience in security and protection services. **Technical Competencies:** Good physical fitness, Security expertise, protocol competency, Basic literacy, excellent observation skills to spot potentially dangerous situations, Confidence to react quickly using their own initiative, Good vision and hearing.

Behavioural Competencies: Strong verbal and communication skills, work as a team player, honesty and reliability, Ability to work on your own initiative, long hours (above the prescribed daily 7.5 hrs worked by other officials) and to tight deadlines, flexibility and adaptability, understanding and respecting of confidentiality issues and the use of discretion, and Interpersonal skills.

Key performance areas: Render protection services to the Executive Mayor and the Council Speaker by assessing their security measures and providing discreet surveillance.

Department: Corporate Services Manager ICT

• Duration: Permanent • Salary: R888 741.78 (Total Cost to Council) • Level 3 • Station: Groblersdal

Requirements: Grade 12, B Degree in Information Technology or relevant qualification plus 5 years' relevant experience of which 3 years in supervisory capacity. **The following technical and behavioural competencies are expected, respectively:** Understanding of principles and practices of network design and administration; Legislations governing ICT Data processing and information management systems; Knowledge of computer and other automated ICT systems; Excellent administration skills; Good networking skills; Excellent written and oral communications; flexibility; negotiating skills; confidentiality; Conflict management; analytical skills and problem solving skills.

Key performance areas: Deliver efficient and appropriate IT service, effectively manage the IT support staff, ensure financial discipline, Leadership, Supervision and control.

Department: Community Services Environmental Health Officer (x2)

• Duration: Permanent • Salary: R355 885.22 (Excluding benefits) • Level 6 • Station: Groblersdal

Requirements: Grade 12, National Diploma/BTech in Environmental Health plus 2 years' experience in the relevant field. Registration with HPCSA as an Independent Environmental Health Practitioner is important, and incumbent should possess code EB driver's licence, and added advantage will be given to candidates who have experience in working with traditional leaders particularly on initiation school matters. **Behavioural Competencies:** Creativity, Communication, Problem solving and analysis, Computer literacy, People management/conflict management, Planning and organising. **Technical Competencies:** Technical report writing, Research and development, Data analysis, Policy development and analysis, Presentation skills, Mentoring, Decision making, Team leadership, Analytical skills.

Key performance areas: Monitoring of water quality. Mapping of water sources. Ensuring microbial and chemical standards in food safety. Monitoring of waste management systems. Determining sources of infection, contacts and carriers of diseases (case investigation) and reporting. Identification of vectors, their habitats and breeding places and instituting remedial and preventative measures. Compliance with Environmental Management legislation and regulations. Controlling, restricting or prohibiting the business of an undertaker or embalmer, mortuaries and other places or facilities for the storage of dead bodies.

Department: Executive Mayor's Office Manager Communications

• Duration: Permanent • Salary: R888 741.78 (Total Cost to Council) • Level 3 • Station: Groblersdal

Requirements: Grade 12, BA degree in Communications/Public Administration/Political Science or relevant field plus 3 years' relevant experience of which 2 years should be in a supervisory capacity. Conditions attached to the post: Ability to meet deadlines, Crisis management, Ability to cope with workload and long working hours, One on one client consultations, councillors and ward committees, Public participation – IDP / PMS, Budget and By-Laws, Regular interaction with the community, Requires lots of travel and event management, Decisive person. Able to handle stress, Coping with meeting deadlines due to workloads, Dependent on programmes scheduled at that time, Understaffing and shortage of equipment and tools e.g. layout and design, printing machines, Uncoordinated Provincial or National events for the wards, Interruption of Municipal programmes, Able to handle conflict.

Key performance areas: Corporate communication services, Media liaison content, Brand, advertising and marketing, Events management, Speech writing, Research and policy development, Communication policy and strategy.

Department: Infrastructure and Water Services Deputy Director (Water Services Provider)

• Duration: Permanent • Salary: R924 646.94 (Total Cost to Council) • Level 2 • Station: Groblersdal

Requirements: Grade 12, National Diploma/Degree Civil/Chemical Engineering, registered with professional body for Built Environment plus 5 years' post experience in Programme & Project Management, vast experience and knowledge in Water Infrastructure operation & maintenance, Application and understanding of preventative, rehabilitation & reactive maintenance. Vast knowledge and experience in three spheres of government in terms of legislation applications (MFMA, MSA, WSA, NWA, NEMA, Construction Regulations, SIPDM and CIDB).

Technical Competencies: Intrinsic knowledge of designs and construction methodology, Knowledge of SANS standards, Knowledge of local government legislations, Knowledge of Safety regulations, Financial Management. **Behavioural Competencies:** Expressive in all aspects of management of Infrastructure and Water services. Up-holding ethics of Engineering Council of South Africa and South African Council for Construction & Project Management, Advanced negotiation skills, Advanced influencing skills, People & diversity management, Client orientation and customer focus, Excellent verbal and written communication, Innovative.

Key performance areas: Ensure the provision of water & sanitation services, Ensure electro-mechanical (E&M) is functional in all existing infrastructure, Ensure municipal operations & maintenance teams for civil works, Ensure development of Operation & Maintenance (O&M) plans for existing water services infrastructure, Implementation of time management in projects executions.

Department: Infrastructure and Water Services Regional Superintendent

• Duration: Permanent • Salary: R355 885.22 (Excluding Benefits) • Level 6
• Station: Makhuduthamaga

Requirements: Grade 12, National Diploma in Water Care / Civil Engineering / Chemical Engineering plus 3 years' experience in the related field. **Behavioural Competencies:** Negotiation skills, Customer relations, Effective communication, People management and empowerment, Conflict Resolution, Innovation, Problem Solving, Sobriety. **Technical Competencies:** Interpret the technical drawings, Project Management, Interpret Operations and Maintenance Manual, OHS Act, Legislations related to water and sanitation services environment, Local government legislations, Computer Literate, Report Writing.

Key performance areas: Operations and Maintenance Management, Project Management, Incident management, Preventative Maintenance, Underground Water Management.

Department: Infrastructure and Water Services Planning and Design Technician

• Duration: Permanent • Salary: R 416 976.26 per annum (excluding benefits) • Level 5
• Station: Groblersdal

Requirements: Grade 12, National Diploma in Civil Engineering plus 2-3 years' relevant experience. Registration with ECSA as a candidate would be an added advantage. The following technical and behavioural competencies are expected: Demonstrate essential skills for planning and designing of water engineering projects. Interpretation of drawings. Understanding of Water and Sewer design guideline. Negotiations skills, Problem solving abilities, effective communication, attention to details and organisational skills.

Key performance areas: Draw water master plan and development plans; support operations and maintenance of water and waste water projects; Design and implement different types of projects; Collect and interpret data, research ideas, run complex functions and equations; provide support to planners through administrative technical and practical work; preparing, revising, reading maps and technical works

ENQUIRIES: Mr Patrick Leggoro (013 262 7300).

Sekhukhune District Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of these positions and candidates whose appointments will promote diversified representation will receive preference.

Please forward your application letter with detailed CV and your certified educational certificates and ID to: Mr SP Leggoro, Director Corporate Services, Sekhukhune District Municipality, Private Bag X8611, Groblersdal, 0470, Attention: Mr Langa Kabini. Tel. (013) 262 7300 or hand deliver @ Bareki Mall, Groblersdal on or before 30th August 2019 at 16h00. PLEASE NOTE THAT FAXED AND E-MAILED CV'S ARE NOT ACCEPTABLE.

Sekhukhune District Municipality reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing for employment on the Council is strictly prohibited. Visit our website www.sekhukhunedistrict.gov.za

Municipal Manager - Ms N.T Maseko