



## DR JS MOROKA LOCAL MUNICIPALITY

Hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

### **DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

#### **1. SECRETARY: EXECUTIVE MAYOR'S OFFICE (INTERNAL & EXTERNAL)**

**SALARY: R 214 754, 31 per annum excluding benefits (Task Grade 09/1)**

**REQUIREMENTS:** Grade 12, Computer Literacy (excellent typing skills), e.g. Microsoft Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure.

**RESPONSIBILITIES:** Manage the Executive Mayor's diary. Schedule and update appointments on behalf of the Office of the Executive Mayor. Provide secretarial support service for the Office of the Executive Mayor. Arrange travelling and accommodation. Provide reception services and manage movement within the Office of the Executive Mayor. Arrange and Schedule meetings with internal & external stakeholders. Organize, maintain and manage the files & records. Attend to all enquiries & correspondences (either telephonic or personal) directed to the Office.

#### **2. RISK MANAGEMENT AND COMPLIANCE OFFICER**

**SALARY: R 336 995, 74 per annum (Task Grade 12/1)**

**REQUIREMENTS:** National Diploma in Risk Management, Internal Audit, Accounting, Cost & Management Accounting or equivalent qualification (NQF 6). A minimum of 2 years relevant working experience. Computer Literacy. Valid Driver's License.

**RESPONSIBILITIES:** Develop, review and implement the Municipality's Risk Management Strategy and Programme. Develop, monitor and review compliance with the Municipality's Risk Management Policy, input on development review and implementation of the Municipality's business continuity plan. Development and maintain a risk register reflecting the Municipality's operation and assets, evaluate risks to which the Municipality may be exposed and develop action plans for the relevant departments. Support the development and implementation of corrective actions and continuous improvement programs. Conduct Periodic Risk Management Audits and report all risk management incidents.

### **3. POST: SECRETARY: MUNICIPAL PUBLIC ACCOUNTS (MPAC) (INTERNAL & EXTERNAL)**

**SALARY: R 214 754, 31 per annum, excluding benefits (Task Grade 9/1)**

**REQUIREMENTS:** Grade 12 & certificate in Office Management. Minimum of 3 years relevant experience in local Government or similar environment. Experience in coordination will be added advantage. Computer literacy (MS Word, Excel & PowerPoint). Good Communication, Interpersonal & Administrative Skills. Ability to work under pressure. Knowledge of Constitution and Local Government legislations. Understanding of the Local Government will be added advantage. A valid driver's license.

**RESPNSIBILITIES:** • Coordinate MPAC activities • Provide administrative support to the MPAC committee • Convene MPAC meetings on behalf of the Chairperson and the committee • Perform secretariat responsibilities • Ensure that MPAC reports are tabled to Council and track implementation of MPAC resolutions • Organize MPAC public hearing • Ensure proper filling of records and files.

### **DEPARTMENT: FINANCE**

#### **4. ASSISTANT MANAGER: REVENUE**

**SALARY: R 492 501, 26 per annum excluding benefits (Task Grade 15/1)**

**REQUIREMENTS:** Grade 12. Bachelor's Degree in financial Management, Commerce or equivalent (NQF 7) qualification with Accounting as a major subject. Post-Graduate Accounting/Certificate in Theory of Accounting (CTA) qualification will be an added advantage. Minimum of 3-4 years relevant financial experience. Experience in Municipal environment would serve as strong advantage. Sound knowledge of legislation applicable in the Municipal environment such as MFMA, DORA and etc. Good interpersonal relations. Computer literacy. Knowledge of Munsoft Financial Systems and Mscoa will be an added advantage. Code B valid driver's license.

**RESPONSIBILITIES:** Assume overall management of Revenue unit. Co-ordinates and controls sequences associated with the verification and provision of information related to Revenue transactions. Providing support with regards to the consolidation and balancing of Income transactional information to facilitate the production of Financial Statements. Controls the key performance areas and critical outputs of personnel within the Section, by Providing guidelines/ guidance to personnel on the application of procedures; implementing remedial measures/ corrective action to align. Controlling the reconciling Debtor accounts and the posting and balancing of ledger accounts, approving specific journals to rectify inaccurate processing sequences. Ensure monthly billing and supplying of statements to consumers. Implementation of Revenue Enhancement Strategy.

## **5. POST: SENIOR ACCOUNTANT: ASSET MANAGEMENT**

**SALARY: R 379 412. 72 per annum excluding benefits (TASK GRADE 13/1)**

**REQUIREMENTS:** Grade 12, National Diploma in Accounting or equivalent qualification (NQF level 6), Sound knowledge of the MFMA, Treasury Regulations, and other legislations. Minimum 2-3 years' relevant experience in asset management. Computer literacy. Leadership, interpersonal and communication skills. Valid driver's license.

**RESPONSIBILITIES:** Ensure that compilation of the asset registers in terms of GRAP 17. Ensure all Municipal assets are insured. Ensure that all stock and stock movements are managed, controlled and recorded. Review the reconciliation asset registers and general ledge. Review the depreciation run on a monthly basis. Review the reconciliation of the stock control account. Support and contribute to the review of policies. Support the internal and external audit process. Responsible for the preventative maintenance and repair of all vehicles, plant and equipment. Co-ordinate and execute operational plans and procedures associated with the provision of a quality and efficient fleet management service. Performs administrative duties by maintaining accurate work records and related documents (trip authorities, log books, vehicle check list etc). Administers regularly the fuel reconciliation process. Analyze data from the automated fleet management system and prepare regular reports. Perform staff supervision.

**DEPARTMENT: ADMIN AND CORPORATE SERVICES**

## **6. ADMIN OFFICER: LEGAL**

**SALARY: R 241 791, 62 per annum excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** Grade 12, National Diploma: Paralegal Studies (NQF Level 6), Law degree (LLB) will be an advantage. 2- 3 years relevant experience. Excellent analytical skills and interpretation of statutes. Ability to act within strict policy guidelines and meet deadlines, and proof of mentorship with relevant legal authority. Computer literacy. Valid driver's license.

**RESPONSIBILITIES:** Development of a contract register and Management of contracts. Ability to provide a concise report on the status of the Contracts. Co-ordinate matters under litigation of the Municipality. Filing of legal pleadings and documents. Ability to make research on legal issues, change in legislations and conduct investigations. Drafting of correspondences and any other activities which are related to the office.

## **7. SECRETARY: EXECUTIVE MANAGER: ADMIN & CORPORATE SERVICES (INTERNAL & EXTERNAL)**

**SALARY: R 214 754, 31 per annum, excluding benefits (Task Grade 9/1)**

**REQUIREMENTS:** Grade 12, certificate in computer literacy (MS Word, Excel & PowerPoint), Good Communication and Interpersonal & Administrative Skills, Ability to work under pressure.

**RESPONSIBILITIES:** Scheduling and updating appointment on behalf of the immediate superior, Confirming travel and accommodation details, attending to specific business arrangements and briefing management on itinerary and specific requirements prior to departure, Using word processing and/ or other 'Office applications' to prepare, format and copy type documentation/ correspondence and/ or proof reading specific reports/ memorandums, Arranging and scheduling meetings with internal/ external departments, service providers, etc and preparing/ circulating notifications and agendas, Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.

## **8. ARTISAN: PETROL**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. Code EC driving license. 2 year's petrol mechanic experience. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Check the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor. Check oil levels, electronic components and breaking devices and/ or replacing defective parts. Flush water systems and replacing anti-coolants. Removing and replacing gaskets, seals, v-belts and bearings and, setting/ adjusting brakes, carburetor, etc, tuning engine and aligning/ balancing tyres to manufactures specification. Driving and testing Plant or vehicles to assess operating functionality and safety. Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures. Removing and replacing defective parts with re-conditioned or new spares. Cleaning and removing blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and/ or replacing broken/ defective pipes.

## **9. ARTISAN: DIESEL**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. Code EC driving license. 2 year's diesel mechanic experience. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Check the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor. Check oil levels, electronic components and breaking devices and/ or replacing defective parts. Flush water systems and replacing anti-coolants. Removing and replacing gaskets, seals, v-belts and bearings and, setting/ adjusting brakes, carburetor, etc, tuning engine and aligning/ balancing tyres to manufactures specification. Cleaning and/ or replacing air, oil and dust filters and/ or replacing hose clamps, screws and protective covers. Driving and testing Plant or vehicles to assess operating functionality and safety. Executing specific gas welding techniques (seam, spot) to cut, attach, mend metal parts (exhaust pipes).

#### **10. MECHANIC: PETROL X2 (INTERNAL & EXTERNAL)**

**SALARY: R 169 411, 21 per annum, excluding benefits (Task Grade 07/1)**

**REQUIREMENTS:** N2 certificate. Trade Tested Artisan. Code EC driving license. 2 year's petrol mechanic experience. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures. Removing and replacing defective parts with re-conditioned or new spares. Cleaning and removing blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and/ or replacing broken/ defective pipes. Checking the functionality of replacement parts and executing the necessary adjustment and/ or complex and/ or routine setting/ tuning sequences. Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders and/ or major outsourcing repair works. Interacting with suppliers, requesting quotations for specific spares and/ or forwarding approved documentation to activate delivery. Checking components, parts and materials upon delivery and allocates requirements against job cards prior to commencing specific work sequences.

#### **11. MECHANIC: DIESEL X2 (INTERNAL & EXTERNAL)**

**SALARY: R 169 411, 21 per annum, excluding benefits (Task Grade 07/1)**

**REQUIREMENTS:** N2 certificate. Trade Tested Artisan. Code EC driving license. 2 year's diesel mechanic experience. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures. Removing and replacing defective parts with re-conditioned or new spares. Cleaning and removing blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and/ or replacing broken/ defective pipes. Checking the functionality of replacement parts and executing the necessary adjustment and/ or complex and/ or routine setting/ tuning sequences. Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders and/ or major outsourcing repair works. Interacting with suppliers, requesting quotations for specific spares and/ or forwarding approved documentation to activate delivery. Checking

components, parts and materials upon delivery and allocates requirements against job cards prior to commencing specific work sequences.

## **12. ADMIN CLERK: WORKSHOP (INTERNAL & EXTERNAL)**

**SALARY: R 214 754, 31 per annum, excluding benefits (Task Grade 09/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. Code EC driving license. PrDP. 2 year's electrical experience. Certification of competency in the operation of truck mounted cranes will be an added advantage. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Ensure that Artisan work according to technical inspection and within the time frame of plat rate of vehicle or equipment. Ensure that incoming job has job cards for service. Ensure that the quality control is done before the vehicle is marked out, Cost the job cards. Write of spares requisitions. Inform the supervisor concerning the budget availability. Obtain of spares and ensure that the spares are fitted into vehicles and equipment. Conduct the inspections on vehicles and equipments. Declaring vehicles whether they are road worthy or not. Report damages. Reclaring vehicles or equipments redundant. Report negligence done on vehicles and equipments.

## **13. GENERAL ASSISTANT: TYRE ATTENDANT & WASH BAY X4 (INTERNAL & EXTERNAL)**

**SALARY: R 118 707, 46 per annum, excluding benefits (Task Grade 05/1)**

**REQUIREMENTS:** Grade 10. Good interpersonal skills, Ability to work as an individual and part of a team, Ability to read and write, Ability to identify and solve problems if and when it arises, Physically fit to perform the duties as required.

**RESPONSIBILITIES:** Using electrically powered scrubbing and polishing machines to burnish, scrub, polish and spray clean municipal fleets. To dust, damp wipe, wash or polish municipal fleets. Change/replace municipal fleet tyres and other related. To replenish consumable items (soap and ets) if required. To carry out any other reasonable duties within the overall function of the job. Clean covered parking bays. Cleaning work-bays using pressurized cleaning systems. Assist with the cleaning of any other facility as and when required. Aligning/ balancing tyres and/ or removing and replacing defective tyres.

## **DEPARTMENT: TECHNICAL SERVICES**

### **14. TECHNICIAN: WATER BULK AND WASTEWATER**

**SALARY: R 336 995, 74 per annum, excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** National Diploma in civil engineering /Chemical or related field. 2 to 3 years' experience in the construction, maintenance, and repair of underground water or wastewater systems. Certificate of registration with relevant professional body will be an added advantage.

**RESPONSIBILITIES:** Supervising and coordinating the maintenance and repair of water supply facilities including wells, wellhead treatment facilities, reservoirs, pump stations, pressure reducing valves, and related equipment such as chlorination equipment. Entering data and analysing information in the Customer Information System (CIS) and/or Computer based Maintenance Managements Systems (CMMS) databases to ensure the timely maintenance and repair of existing utilities infrastructure. Coordinating the daily work of multiple crews assigned to installation, maintenance, and repair of the water supply facilities, including wells, booster station, reservoirs, and pressure reducing valve stations. Participate in long-range planning; strategic planning; and preparing requests for estimates and bids. Assist in development of annual section budgets. Coordinating the maintenance and repair of equipment and vehicles. Scheduling training to maintain certifications and ensuring safe practices for subordinate staff. Receiving, investigating, and resolving complaints and problems from citizens, customers, contractors, inspectors,

### **15. TECHNICIAN: BULK WATER (Kameelrivier, Mbibank/Vaalbank and Mathanjana) x3**

**SALARY: R 336 995, 74 per annum, excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** National Diploma in civil engineering/chemical or related field. 2 to 3 years' experience in the construction, maintenance, and repair of underground water or wastewater systems. Certificate of registration with relevant professional body will be an added advantage.

**RESPONSIBILITIES:** Supervising and coordinating the maintenance and repair of municipal water supply facilities including wells, wellhead treatment facilities, reservoirs, pump stations, pressure reducing valves, and related equipment such as chlorination equipment. The operation, maintenance, and repair of wastewater collection system, which includes collections system pipelines, closed circuit television (CCTV) sewer line inspection, reclaimed lines, lift stations, siphon and diversion structures, meter stations, and odour and corrosion control facilities. Incumbents maintain responsibility for multiple project coordination. Entering data and analysing information in the Customer Information System (CIS) and/or Computer based Maintenance Managements Systems (CMMS) databases to ensure the timely maintenance and repair of existing utilities infrastructure. Coordinating the daily work of multiple crews assigned to installation, maintenance, and repair of the water supply facilities, including wells, booster station, reservoirs, pressure reducing valve stations, water distribution system infrastructure, including water mains, valves, and/or fire hydrants. Coordinating valve shutdowns for engineering

inspectors on Capital Improvement Projects and developer projects. Coordinating the maintenance and repair of equipment and vehicles. Scheduling training to maintain certifications and ensuring safe practices for subordinate staff; receiving, investigating, and resolving complaints and problems from citizens, customers, contractors, inspectors,

## **16. TECHNICIAN: WATER QUALITY**

**SALARY: R 336 995, 74 per annum, excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** National Diploma: Civil Engineering/Chemical Engineering, Water Care or equivalent qualification (NQF level 6). Minimum of 2 years relevant experience. Good interpersonal and communication skills. Certificate of registration with relevant professional body will be an added advantage. Computer literacy. Valid driver's license.

**RESPONSIBILITIES:** Conducting routine inspection. Monitoring and reporting problems concerning trends. Investigate the existing infrastructure. Plan and design water and sanitation projects to ensure that all projected plans runs accordingly. Implementing the projects. Leaves arrangements. Checking and authorising time sheets (roster for shift workers). Monitor vehicles log sheets. Assessing portable water storage containers, i.e. water tanks, and their suitability for potable water and report leaks. Working around the range schedule if needed and coordinate with relevant stake holders. Measure Chlorine and PH level on all samples.

## **17. TECHNICIAN: LAB ANALYST & SAMPLING**

**SALARY: R 336 995, 74 per annum, excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** National Diploma Water care, Analytical chemistry, and chemical engineering. Water Sampling training to include special analysis. Experience in collecting, analysing, interpreting and evaluating data to assess trends and developments Knowledge and experience with the following standards: SANS 241, Water system act, Water national act. Proficiency with Microsoft office suite. Effective written and oral communication skills. Must possess professionalism and integrity; be accountable, trustworthy, and task-oriented. Work in various climates from extreme cold or heat. Walk or stand on uneven terrain. Able to squat/ bend/ kneel / twist / turn / reach above shoulder.

**RESPONSIBILITIES:** Providing water sampling and monitoring. Ensuring samples are maintained at proper storage conditions, and sampling paperwork is completed. Assessing portable water storage containers, i.e. water tanks, and their suitability for potable water and report leaks. Working around the range schedule if needed and coordinate with relevant stake holders. Measure Chlorine and PH level on all samples. Collect water samples for bacteriological, physical, and chemical analyses to ensure the water portability of drinking water. Work with certified laboratories to maintain proper chain-of-custody requirements and coordinate water sample shipments. Review all sample results for compliance, and immediately report all sample results to the head of Department. Population on IRIS about Safe Drinking Water Information System. Inform the manager and head of department about any non-



compliance issues and take appropriate action if sample is found to be non-compliant with national regulations. Perform residual chlorine assessment and bacteriological sampling is required before use to determine if the water contains bacterial growth. Entry of all compliance result into IRIS. Completing Occupational Environmental Health Site Assessment surveys and Safe Drinking Program Self-Inspections in Management Internal Control Toolset every 6 months and provide corrective action plan for any discrepancies.

#### **18. TECHNICIAN: DESALINATION PLANT**

**SALARY: R 336 995, 74 per annum, excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** National Diploma: Civil Engineering/Chemical Engineering, Water Care or equivalent qualification (NQF level 6). Minimum of 2 years relevant experience. Good interpersonal and communication skills. Certificate of registration with relevant professional body will be an added advantage. Computer literacy. Valid driver's license.

**RESPONSIBILITIES:** Conducting routine inspection. Monitoring and reporting problems concerning trends. Investigate the existing infrastructure. Plan and design water and sanitation projects to ensure that all projected plans runs accordingly. Implementing the projects. Leaves arrangements. Checking and authorizing time sheets (roster for shift workers). Monitor vehicles log sheets. Assessing portable water storage containers, i.e. water tanks, and their suitability for potable water and report leaks. Working around the range schedule if needed and coordinate with relevant stake holders. Measure Chlorine and PH level on all samples

#### **19. RESEARCHER: WATER SAMPLER**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** National Diploma Water care, chemical engineering, Analytical chemistry, Environmental management, chemical and water and Sanitation. Water sampling training to include special analysis. Experience in collecting, analyzing, interpreting and evaluating data to assess trends and developments Knowledge and experience with the following standards: SANS 241, Water system act, Water national act. Proficiency with Microsoft office suite. Effective written and oral communication skills. Must possess professionalism and integrity; be accountable, trustworthy, and task-oriented. Work in various climates from extreme cold or heat. Walk or stand on uneven terrain. Able to squat/ bend/ kneel / twist / turn / reach above shoulder.

**RESPONSIBILITIES:** Providing water sampling and monitoring. Ensuring samples are maintained at proper storage conditions, and sampling paperwork is completed. Assessing portable water storage containers, i.e. water tanks, and their suitability for potable water and report leaks. Working around the range schedule if needed and coordinate with relevant stake holders. Measure Chlorine and PH level on all samples. Collect water samples for bacteriological, physical, and chemical analyses to ensure the water portability of drinking water. Work with certified laboratories to maintain proper chain-of-custody requirements and coordinate water sample shipments. Review all sample results for compliance, and immediately report all sample results to the head of Department. Population on IRIS about Safe Drinking

Water Information System. Inform the manager and head of department about any non-compliance issues and take appropriate action if sample is found to be non-compliant with national regulations. Perform residual chlorine assessment and bacteriological sampling is required before use to determine if the water contains bacterial growth. Entry of all compliance result into IRIS. Completing Occupational Environmental Health Site Assessment surveys and Safe Drinking Program Self-Inspections in Management Internal Control Toolset every 6 months and provide corrective action plan for any discrepancies.

## **20. PROCESS CONTROLLER: WATER TREATMENT X4**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** National Diploma in Water Care, chemical engineering and water and waste water treatment or equivalent qualification. Knowledge and relevant experience in Water Treatment. A valid Code B Driver's license. Registered or be able to register as a Class IV Process Controller with the Department of Water and Sanitation. Willing to work shifts.

**RESPONSIBILITIES:** Produce potable water for the municipality, in accordance with all state and national regulations. Understand water treatment theory / technology and apply that knowledge to the water treatment process / production. Operate a Class IV water treatment plant which includes: A. Monitoring of gauges, flowmeters, charts, system control computer, etc. B. Conducting water analysis tests such as hardness, alkalinity, PH, turbidity, chlorine residual, etc., for treatment process control. C. Determine chemical feed rates and adjust chemical dosages with approval of Class IV. D. Determine and maintain proper flow rates and in accordance with water consumption demand. Conduct water analysis tests to ensure safety and water quality by collecting representative water samples and testing for contaminants and properties such as colour, odour, chlorine levels, nitrification, etc. Collect representative water samples to be used by other agencies for water analysis testing for regulation compliance. Ensures that plant operations are in compliance with operating guidelines and that treated water is safe and acceptable entering the distribution system. Maintains all required records such as operating logs, chemical and repair part inventories, maintenance logs; distributes information to internal and external personnel.

## **21. PROCESS CONTROLLER: WASTE WATER x2**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** National Diploma in Water Care, chemistry, chemical engineering and water and waste water treatment or equivalent qualification. A Code B/EB driver's license. Registered or eligibility to register with DWAF as a Class IV. At least 2-3 years' water plant/production experience. Able to work shifts or be on standby duty as per the roster. Aptitude for fault finding and detecting mechanical defects, with experience in using SCADA and PLC-controlled equipment and processes. Willing to work shifts.

**RESPONSIBILITIES:** Operate and control the water purification/waste water treatment plant processes. Comply with all relevant SHERQ legislation. Comply with all organizational policies. Achieve organizational targets. Comply with the OHS Act. Ensure detailed records are kept of all operational activities, incidents, special procedures, and produce a comprehensive monthly

report. Operate within the parameters of the National Water Act (No 36 of 1998), OSH Act (No 85 of 1993), Regulations, Municipal By-laws and Labor Laws. Liaise with subordinate personnel who oversee installation, maintenance and repair of sewage facilities. Write reports. Optimize the Plant for compliance. Collection and compilation of data for green drop accreditation.

## **22. SENIOR ARTISAN: WELDING**

**SALARY: R 285 449, 27 per annum, excluding benefits (Task Grade 11/1)**

**REQUIREMENTS:** N3 Welding Certificate or equivalent, Trade Tested Artisan, Code EC Driving License. 4 to 5 years Mechanical experience. Good communication skills and attention to details; the incumbent to be physically healthy due to work that involves lifting, moving, climbing, etc. To cope under different environmental conditions (heat, rain & humidity), work with raw sewage and also in deep trenches;

**RESPONSIBILITIES:** Observes and supervises activities of team by observing quality of work and instructing team how to correct non-adherence. Assisting the Foreman regarding the servicing and maintenance of vehicles, equipment and plant, i.e. jack up vehicles using hydraulic jacks, change tyres, attend to punctures, strip engines, clean parts, and collect spares. Engaging specific safety and warning devices on instruction to enable detection of faults. Flushing water systems and replacing anti-coolants and/or cleaning and removing blockages or other forms of debris from inlets/outlets restricting flow of fluid/lubricants to movable parts using high pressure hoses. Cleans worksites and attends to the storage and safekeeping of mechanical tools.

## **23. ARTISAN: WELDING**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** N3 Welding Certificate or equivalent. Trade Tested Artisan. 2 years mechanical experience. Good communication skills and attention to details; the incumbent to be physically healthy due to work that involves lifting, moving, climbing, etc. To cope under different environmental conditions (heat, rain & humidity), work with raw sewage and also in deep trenches;

**RESPONSIBILITIES:** Providing support to the Senior Artisan during the mechanical repair sequence, holding components and parts in position to enable removal/replacement. Assisting the superior regarding the servicing and maintenance of vehicles, equipment and plant. Assisting with repairs (welding) to vehicles and plant in the field – identify problems and report to Foreman (Workshop). Engaging specific safety and warning devices on instruction from the Artisan to enable detection of faults. Cleans worksites and attends to the storage and safekeeping of mechanical tools.

## **24. ARTISAN FOREMAN : PLUMBING**

**SALARY: R 285 335, 82 per annum, excluding benefits (Task Grade 11/1)**

**REQUIREMENTS:** N3 certificate with Completed apprenticeship and Trade Tested Artisan. 2 years plumbing experience. Code C1. Bilingualism. Good communication skills. Supervisory Skills

**RESPONSIBILITIES:** Excavating / exposing / stripping works to identify the faults / problems. Fit new sections, backfill / close and open valves / taps, for continued operation as quickly as possible; using vehicle, staff and tools. Supervise the sewerage drain/unblock function. Install new Water meters. Replace Defective Water Meters. Install new sewer connection points. Inspecting oil and fuel levels and adding oil or fuel when necessary. Completing log sheets to report on vehicle usage and fuel consumption. Performing pre-trip inspections to identify possible defects and failures. Monitoring vehicle performance and functioning to identify possible defects and failures. Investigating on site, resolving and reporting back to source / supervisor.

## **25. ARTISAN: ELECTRICITY X5**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. Code EC driving license. Code C1 and PrDP will serve as an added advantage. 2 year's electrical experience. Certification of competency in the operation of truck mounted cranes will be an added advantage. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Regular inspections and problem-solving of the electrical network where artisans or contractors are working to determine the quality of work and to render a service to the satisfaction of the public. Work standby duties as requested by the Supervisor. Disconnect the electricity in cases of an electrical failure and to repair line and cables etc., in emergency situations. Providing guidelines and specific instructions to personnel with respect to the storage of materials, equipment and/ or hitching of trailers and checking and correcting any deviations from safety procedures. Engaging controls to operate mechanisms (mounted cranes) to facilitate specific sequences (hoisting, overhead repairs, etc.). Maintenance works on the electrical reticulation system and for the restoration of the area afterwards. Reading and interpreting drawings/ works orders detailing layout and specifications. Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.).

## **26. ARTISAN FOREMAN : WATER TANKER**

**SALARY: R 285 335, 82 per annum, excluding benefits (Task Grade 11/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. C1 drivers licence. 3 years relevant supervisory experience in water. Appropriate Water Maintenance Certificate will be added advantage.

**RESPONSIBILITIES:** Assessing the adequacy of procedures, systems and controls associated with vehicle, plant, equipment and material availability and utilisation. Evaluating current security and safety measures and correcting deviations from set procedure. Approving and/or verifying adjustments or amendments to operating, administrative and/or reporting sequences/practices at the Section. Participating in operational discussions/meetings and elaborating/presenting factual information to support the status of activities, progress/constraints/quality and cost dimensions associated with current maintenance programmes or urgent works. The responsibility for the maintenance of water system and for the restoration of the area afterwards. Inspections of completed maintenance and/or construction work and to repair excavations resulting from such tasks. Planning, organising, directing and controlling the activities of the Drivers and Artisan Plumbers on different worksites, dividing the workload between subordinates.

## **27. ARTISAN: BULK WATER x4**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** N3 certificate or equivalent; with Plumbing Trade Test Bilingualism- good communication skills and attention to details; the incumbent to be physically healthy due to work that involves lifting, moving, climbing, etc. To cope under different environmental conditions (heat, rain & humidity), work with raw sewage and also in deep trenches.

**RESPONSIBILITIES:** Observes and supervises activities of team, by observing quality of work and instructing team how to correct non- adherence. Assist the plumbers with the repairing, maintaining and minor extensions to water reticulation and plumbing network, by excavating/ exposing/stripping works to identify the faults/ problems. Fit new sections, backfill/ close and open valves/ taps, etc. for continued operation as quickly as possible using tools. Investigating items/ issues as reported/ delegated/ instructed by the supervisor, by investigating on site, resolving and reporting back to source/ supervisor.

## **28. ARTISAN: FITTER & TURNER X3**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. Code EC driving license. Certification of competency in the operation of truck mounted cranes and Heavy Plant will be added advantage. 2 years Mechanical experience in diesel and petrol powered motors/ engines. Good communication skills and attention to details. The incumbent to be physically healthy due to work that involves lifting, moving, climbing, etc. To cope under different environmental conditions (heat, rain & humidity), work with raw sewage and also in deep trenches.

**RESPONSIBILITIES:** Checking the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor. Checking oil levels, electronic components and breaking devices and/ or replacing defective parts. Flushing water systems and replacing anti-coolants. Removing and replacing gaskets, seals, v-belts and bearings and, setting/ adjusting brakes, carburetor, etc., tuning engine and aligning/ balancing tyres to manufactures specification. Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures. Removing and replacing defective parts with re-conditioned or new spares. Cleaning and removing blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and/ or replacing broken/ defective pipes.

## **29. ARTISAN: MAINTANANCE**

**SALARY: R 241 791, 62 per annum, excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. Code EC driving license. 2 year's petrol mechanic experience. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Regular inspections and problem-solving of the electrical network where artisans or contractors are working to determine the quality of work and to render a service to the satisfaction of the public. Work standby duties as requested by the Supervisor. Disconnect the electricity in cases of an electrical failure and to repair line and cables etc., in emergency situations. Providing guidelines and specific instructions to personnel with respect to the storage of materials, equipment and/ or hitching of trailers and checking and correcting any deviations from safety procedures. Engaging controls to operate mechanisms (mounted cranes) to facilitate specific sequences (hoisting, overhead repairs, etc.). Maintenance works on the electrical reticulation system and for the restoration of the area afterwards. Reading and interpreting drawings/ works orders detailing layout and specifications. Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.).

## **30. ARTISAN FOREMAN: ELECTICITY INSTRUMENTATION**

**SALARY: R 285 449, 27 per annum, excluding benefits (Task Grade 11/1)**

**REQUIREMENTS:** N3 certificate. Trade Tested Artisan. Code EC driving license. PrDP. 3 year's electrical experience. Certification of competency in the operation of truck mounted cranes will be an added advantage. Certification in Basic First Aid to be completed within a specific period from date of appointment.

**RESPONSIBILITIES:** Regular inspections and problem-solving of the electrical network where artisans or contractors are working to determine the quality of work and to render a service to the satisfaction of the public. Work standby duties as requested by the Supervisor. Disconnect the electricity in cases of an electrical failure and to repair line and cables etc., in emergency situations. Providing guidelines and specific instructions to personnel with respect to the storage

of materials, equipment and/ or hitching of trailers and checking and correcting any deviations from safety procedures. Engaging controls to operate mechanisms (mounted cranes) to facilitate specific sequences (hoisting, overhead repairs, etc.). Maintenance works on the electrical reticulation system and for the restoration of the area afterwards. Reading and interpreting drawings/ works orders detailing layout and specifications. Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.).

### **31. GENERAL ASSISTANT: ELECTICITY & MECHANICAL X5 (INTERNAL & EXTERNAL)**

**SALARY: R 118 707, 46 per annum, excluding benefits (Task Grade 05/1)**

**REQUIREMENTS:** Grade 10. Good interpersonal skills, Ability to work as an individual and part of a team, Ability to read and write, Ability to identify and solve problems if and when it arises, Physically fit to perform the duties as required.

**RESPONSIBILITIES:** Testing circuits and the functionality of new components using testing and fault detection equipment and communicating outcomes to the immediate superior/ specialist personnel. Attending to the erection and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc using hand held power tools to drill and mount junction boxes, brackets, cable trays, racks, etc and tighten screws and bolts. Attending to replacement worn or damaged brushes, bearings and bushes, reinstalling/ wiring hand held equipment motors and switches. Checking oil levels, electronic components and breaking devices and/ or replacing defective parts. Checking the operating functionality of safety and warning devices (headlamps, turn signals, wiper blades, hooter, etc.) and attending to the replacement of defective parts. Flushing water systems and replacing anti-coolants and/ or cleaning and removing blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and/ or replacing broken/ defective pipes. Removing and replacing gaskets, seals, v-belts and bearings and/ or attending to the lubrication of movable parts.

### **32. PLANT OPERATORS: WATER TREATMENT (INTERNAL & EXTERNAL)**

**SALARY: R190 660, 68 per annum, excluding benefits (Task Grade 8/1)**

**REQUIREMENTS:** Grade 12. NTC III (Class V) as provided for by regulation 2834 in Water Treatment Practice or NTC III in Wastewater Treatment Practice or Appropriate NQF level 4 qualifications with microbiology as subject or water care will be considered. Relevant National Diploma or NQF 304 will be considered as well. Able to work shifts or be on standby duty as per the roster.

**RESPONSIBILITIES:** Assures that the plant operates within the required standard. Monitor the performance of all equipment's. Ganges and charts in the treatment plant and pump stations. Operates, maintains and repairs main functions of the waste water treatment plant. Repair Ganges, pumps, fillers and other controls and equipment. Cleans wet wells and operates pumps and valves to control and adjust flow and treatment process. Collect samples and identifies

concentrations of chemical, physical or biological characteristics of wastewater required in accordance with set standards and regulations. Gather and test water samples for plant efficiency reports required from time to time. Monitor performance of electrical system circuits or equipment of the treatment plant. To perform a variety of skilled and semi-skilled technical and maintenance work in the operation, maintenance and repair of wastewater treatment facilities and systems.

### **33. PUMP OPERATORS X6 (INTERNAL & EXTERNAL)**

**SALARY: R 169 343, 55 per annum, excluding benefits (Task Grade 7/1)**

**REQUIREMENTS:** Grade 10. Able to work shifts or be on standby duty as per the roster.

**RESPONSIBILITIES:** Opening/ closing valves to specific limits to control levels and regulate flow from/ to storage units. Operating and maintaining waterworks treatment plant pumps, valves, electronic motors, and filters. Checking oil and grease on the pumps regularly and refilling when necessary according to specifications. Communicating with the immediate superior, verbally transmitting information on plant condition, any unusual sound and vibration, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process and mechanical operations. Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.

### **34. OPERATORS: BOREHOLES X2 (INTERNAL & EXTERNAL)**

**SALARY: R 169 343, 55 per annum, excluding benefits (Task Grade 7/1)**

**REQUIREMENTS:** Grade 10. Able to work shifts or be on standby duty as per the roster.

**RESPONSIBILITIES:** Opening/ closing valves to specific limits to control levels and regulate flow from/ to storage units. Operating and maintaining waterworks treatment plant pumps, valves, electronic motors, and filters. Checking oil and grease on the pumps regularly and refilling when necessary according to specifications. Communicating with the immediate superior, verbally transmitting information on plant condition, any unusual sound and vibration, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process and mechanical operations. Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.

### **35. OPERATORS: HIGH-PRESSURE JETTING (INTERNAL & EXTERNAL)**

**SALARY: R 169 343, 55 per annum, excluding benefits (Task Grade 7/1)**

**REQUIREMENTS:** Grade 10. Able to work shifts or be on standby duty as per the roster.

**RESPONSIBILITIES:** Opening/ closing valves to specific limits to control levels and regulate flow from/ to storage units. Operating and maintaining waterworks treatment plant pumps, valves, electronic motors, and filters. Checking oil and grease on the pumps regularly and refilling when necessary according to specifications. Communicating with the immediate superior, verbally



transmitting information on plant condition, any unusual sound and vibration, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process and mechanical operations. Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.

### **36. TLB OPERATORS (WATER & SANITATION) X3 (INTERNAL & EXTERNAL)**

**SALARY: R190 660, 68 per annum, excluding benefits (Task Grade 8/1)**

**REQUIREMENTS:** Grade 12 or Basic adult Literacy. Valid Code C1 Driver's License Plant (Excavator & TLB) Operation Certificate essential. Candidates will be subjected to a practical demonstration of the operation skills as part of the assessments. At least 2 years relevant experience.

**RESPONSIBILITIES:** Perform activities associated with the operation of the Excavator and TLB. Observe all safety requirements and standards. Inspect the area of work for any obstacles that could harm/damage the machine. Maintain the cleanliness of the Machinery after completion of the work.

### **37. DRIVERS: WATER TANKER X8 (INTERNAL & EXTERNAL)**

**SALARY: R 140 126, 64 per annum, excluding benefits (Task Grade 6/1)**

**REQUIREMENTS:** Grade 10, plus Code C1 or EC plus PDP driving license. At least 1 year relevant experience. Be physically fit.

**RESPONSIBILITIES:** Operate municipal trucks in a safe and effective manner. Driving to designated locations and willing to work outside of the working hours, during emergencies and planned. Safely operate truck to haul loads of water from authorized draw points to defied locations/supply point. Ensure all relevant paperwork (Log Sheets; etc.) is accurately filled out and submitted to the Immediate Supervisor daily

### **38. GENERAL ASSISTANT: WATER AND SANITATIONS (INTERNAL & EXTERNAL)**

**Water Tanker X10, Boreholes X3, Waste Water X2, Plumbing X2, Bulk Water X4 (applicant are advised to be clearly specific when applying for this post/s)**

**SALARY: R 118 659, 83 per annum, excluding benefits (Task Grade 05/1)**

**REQUIREMENTS:** Grade 10. Good interpersonal skills, Ability to work as an individual and part of a team, Ability to read and write, Ability to identify and solve problems if and when it arises, Physically fit to perform the duties as required.

**RESPONSIBILITIES:** provide general laborer tasks during water and sewer maintenance and repairs. Assist the plumber with the laying of pipes (water and sewer) and installation of water meter (repairs and new). Unblocking sewage pipes, manhole, septic tanks pipes. Assist with the reading of meter. Perform maintenance tasks on sewer systems, pump station and work areas. Stores equipment and tools, cleans worksites, and loads materials prior to departure from work

site. Cleaning of building and grounds and perform other duties as may be delegated by the senior.

### **39. DRIVER: HONEY SUCKER (INTERNAL & EXTERNAL)**

**Salary: R 140 126, 64 per annum, excluding benefits (Task Grade 6/1)**

**REQUIREMENTS:** Grade 10, plus Code C1 or EC plus PDP driving license; Basic Literacy, At least two years' experience in operation of heavy load transportation and/or equipment's/trucks. Good interpersonal relations, ability to handle difficult conditions and operate vehicles in all weather conditions.

**RESPONSIBILITIES:** Safely operate truck to haul loads. Accurately fill out delivery notes at locations to report how many litres were hauled/transferred and when. Ensure all relevant paperwork (Log Sheets; etc.) is accurately filled out and submitted to the Immediate Supervisor daily. Ensure that trucks are well maintained and in good working condition. Must fill out Driver's Vehicle Inspection Report (in line with the municipal Fleet Management Policy) daily. Check fuel, oil, tyres, hoses and fittings daily and notify the relevant supervisor/transport officer of all problems immediately. Assist other team drivers/camps whenever necessary, to transport goods and/or teams to various work stations.

**DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES**

### **40. MANAGEMENT REPRESENTATIVE**

**Salary: R 379 262, 18 per annum, excluding benefits (Task Grade 13/1)**

**REQUIREMENTS:** Grade 12; Examiners of drivers license Diploma **and/or** Examiners of motor vehicles Diploma or equivalent qualification. Comprehensive knowledge of applicable legislations such as National Roads Traffic Act. 3 years relevant traffic or licensing experience with Code EC and A drivers licenses and PrDP. Good interpersonal and communication skills. eNatis training and computer literate.

**RESPONSIBILITIES:** Ensuring all testing of applicants for learners and driver's licenses are conducted correctly according to the National Roads Traffic Act (NRTA). Implementation of occupational, health and safety Act (OHSA) as far as the testing station are concerned. Keeping all registers as required in the NRTA. Checking of documents before registration and licensing of vehicles by each section as prescribed. Implementation of the quality assurance system as prescribed by the SABS with regards to the testing system. Supervises and control the activities and procedures associated with direct supervision and monitoring of personnel.

#### **41. BUILDING INSPECTOR**

**Salary: R 336 995, 74 per annum, excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** National Diploma: Building/Civil Engineering or equivalent qualification (NQF level 6). A minimum of two years' relevant experience. Eligibility for registration as a certified building inspector will be advantageous. Sound working knowledge of National Building Regulations. Computer Literacy. A valid Code B driver's license.

**RESPNSIBILITIES:** Inspection and approval of building plans. Develop designs & drawings of Municipal Structure Plans for new buildings or renovation. Issue Building Compliance Notices. Provide assistance to the senior building Inspector in terms of routine inspections and administrative duties

#### **42. FILLING CLERK: LIBANGENI LICENSING (INTERNAL & EXTERNAL)**

**Salary: R 214 754, 31 per annum, excluding benefits (Task Grade 09/1)**

**REQUIREMENT:** Grade 12. Certificate in Computer literacy/Office applications. Considerable experience and knowledge in vehicle registration, titling, office procedures and training programs. Ability to read, analyze, and interpret instructions, safety rules, and documents such as policy and procedures manuals, government and departmental manuals, correspondence, and memos; write routine to complex correspondence. Must possess a valid driver's license.

**RESPONSIBILITIES:** Performs administrative tasks associated with filling, taking minutes and also with the processing and updating of information associated with the Licensing Department Section. Filing forms of learners and driver's licenses as well as motor vehicles on a daily basis. Generating transactional based documentation and reports as well as attending to and forwarding functional related queries/complaints to specific sections for attention and resolution programs.

#### **43. SENIOR LIBRARIAN**

**SALARY: R 336 995, 74 per annum, excluding benefits (Task Grade 12/1)**

**REQUIREMENTS:** Grade 12. National Diploma in Library and Information Science. Good sight, hearing and speech ability. Good interpersonal and community relations. Energetic, ability to perform manual work. Working shifts.

**RESPONSIBILITIES:** Keep up to date with newly released publications in order to select library resources. Organise resources in an accessible way. Anticipate community needs and trends to ensure library services are used as much as possible. Promote the use of the library through displays, talks and community events, which may involve work in the library or going out into the community. Organise library provision for specific community groups, such as minority ethnic groups, schools, youth organizations, adult learners and pre-school groups. Participate in the development of the Library Management System (LMS) to improve service delivery. Provide reader, advisory and information services to the public and local businesses. Give guidance and advice to library users regarding reference work as well as reading guidance. Deal with enquiries and assisting library users in accessing Library Management System and other resources.

Supervise the performance of subordinates. Provide advice and direction on daily duties. Compile a daily service roster for all sections. Identify training needs. Train subordinates on the job. Monitor and verify time and log sheets. Attend to routine personnel administrative matters.

#### **44. TRAFFIC OFFICER X3**

**SALARY: R 241 791, 62 per annum excluding benefits (Task Grade 10/1)**

**REQUIREMENTS:** Grade 12 with Diploma in Traffic. Code B/EB drivers' license • No criminal record. Experience in traffic environment will be an added advantage. Mental and physical fitness. The ability to work shifts and travel after hours. Report-writing, investigative and communication skills. Registered as a Traffic Officer.

**RESPONSIBILITIES:** Enforce municipal by-laws and Road Safety Regulations. Patrolling and observing the streets and suburban areas. Perform access control duties when necessary. Prevent crime. Render VIP protection services/issue notices and attend court where necessary. Participate in social crime prevention programmes. Conduct threat risk assessments on identified and targeted municipal premises. Communicating with the offender and/ or interacting with the Control Room or South African Police Services to facilitate arrest for more serious offences.

#### **45. PIT ASSISTANT (INTERNAL & EXTERNAL)**

**SALARY: R 190 736, 74 per annum, excluding benefits (Task Grade 08/1)**

**REQUIREMENTS:** Grade 12 with Code B/EB drivers' license • No criminal record. Experience in motor examination environment will be an added advantage. Mental and physical fitness. Report-writing and communication skills.

**RESPONSIBILITIES:** Assisting the Vehicle Examiners checking on vehicles submitted for Roadworthy tests, to do the required tests. Providing support to the Vehicle Examiners, holding components and parts in position to enable examination. Engaging specific safety and warning devices (headlamps, turn signals, wiper blades, hooter, etc.) on instruction from the Examiner to enable detection of faults. Keeping the test pit in a clean and neat condition. Keeping the testing grounds in a clean and neat condition. Cleaning work-bays using pressurized cleaning systems.

#### **46. SENIOR SUPERINTENDENT : SECURITY**

**SALARY: R 379 262, 18 per annum, excluding benefits (Task Grade 13/1)**

**REQUIREMENTS:** Grade 12 with Diploma in in Law Enforcement and Security, Criminal Justice or any equivalent law enforcement qualification. Must attain Security Clearance qualification. Code B/EB drivers' license • No criminal record. Experience in security environment will be an added advantage. Mental and physical fitness. The ability to work shifts and travel after hours. Report-writing, investigative and communication skills.

**RESPONSIBILITIES:** Provide input in the development of a security strategy and framework and implement it to ensure that all security measures are in place. Determine needs of the section and provide input in the compilation of the budget. Manage the annual capital and operating budget of the section within the budgetary constraints of Council. Devise all security measures and procedures for the whole institution, based on the security policy. Evaluate and assess the implementation of security policy as well as crime prevention plan and strategy approved by the Municipality. Develop and implement the sections operational plans to ensure improved service delivery and alignment with the unit plans. Monitor that the methods, processes and systems used in the section are conducive to efficient service delivery. Control access to Council buildings and make sure the necessary access control measures are implemented. Monitor that the alarm systems work properly, serviced timeously, repair existing equipment and make orders for replacements. Manage the installations, testing, monitoring, maintenance and reaction to security/alarm systems in all Council Buildings. Investigate reported cases of internal security offences, misconduct, criminal activities and arrest trespassers in the municipality. Provide security services to the Executive Mayor's Residence. Communicate with law enforcement authorities like SAPS and SSA for the formulation of security measures. Communicate and monitor the work done by private security firms linked to the Council to ensure that they adhere to service level agreement. Manage and source all security contracts in the section according to the approved service level agreements (SLA's), Council requirements and procurement policy. Perform general tasks.

#### **47. ADMIN CLERK: COMMUNITY PROGRAMMES X2 (INTERNAL & EXTERNAL)**

**Salary: R 214 754, 31 per annum, excluding benefits (Task Grade 09/1)**

**REQUIREMENTS:** Grade 12 • Certificate in Administration /Public Relations/Public management or equivalent qualification (NQF level 5). Computer literacy, Organizing skills and communication skills, 1-2 years Admin experience will serve as strong advantage.

**Key Performance Areas:** Coordinate community programmes (such as EPWP and CWP) in the municipality. Submit monthly reports to the Dept. of Public Works (Provincial and National office). Coordinate all municipal community programmes targets. Prepare payroll for all participants on a monthly basis.

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**Note: Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets.** 

**Medical assessment will be conducted to some of the post/s in line with the Occupational Health and Safety Act.**

**Security clearance (vetting) may be conducted on all successful candidates.**

No faxed or emailed applications will be considered. The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful.

**The Municipality reserves the right not to make any appointment.**

**To apply:** use a prescribed application form (available on the website as application form for employment at [www.moroka.gov.za](http://www.moroka.gov.za) or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than three months), and a detailed CV, must be addressed to: The Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472. Applications can also be hand delivered in our Head office at: A2601/3 Bongimfundo Street, Siyabuswa.

**For More information – Human Resource (013) 973 1101 / 1390.**

**Closing date:** 23 August 2019

**NTG Kubheka  
Municipal Manager**