



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. POST: DEPUTY MANAGER: OFFICE OF THE MUNICIPAL MANAGER (RE-ADVERT)

(A contract not exceeding a period ending one year after the election of the next council of the municipality)

SALARY: R 588 036, 43 per annum, excluding benefits (Task Grade 17/1)

REQUIREMENTS: B-Degree: Public Admin/ Management, Public Relations or equivalent related qualification (NQF level 7). A minimum of 3 years' relevant experience in the public or municipal environment. Sound working knowledge of municipal environment. Sound knowledge of legislations applicable in the Municipality and its applications. Procedures and interpretative skills of office. Computer Literacy. Valid drivers' license.

RESPONSIBILITIES: Co-ordinate and manage all Municipal Manager's office responsibilities. Manage the PMS, Risk, Marketing & Communications, Public participation, ICT, Office of the Executive Mayor as well the Legal Units. Prepare reports to management/council and attend meetings internally and externally as required. Communicate with the Municipal Manager and broader administration. Advise the political structures on behalf of the Municipal Manager. Implement legislations and Council resolutions as a matter of compliance. Manage and monitor the budget expenditure and assets.

2. POST: PERSONAL ASSISTANT: OFFICE OF THE EXECUTIVE MAYOR

(Contract linked to the term of the Executive Mayor office)

Salary: R463 630.44 per annum, excluding benefits (Task Grade 15/1)

REQUIREMENTS: B-Degree: Public Administration or equivalent qualification (NQF level 7). A minimum of 3 years' relevant experience in the public or municipal environment. Sound working knowledge of political environment. Sound knowledge of legislations applicable in the Municipal environment and its applications. Procedures and interpretative skills of protocol. Computer literacy (excellent typing skills), e.g. MS

Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure. Valid drivers' license.

RESPNSIBILITIES: Manage and coordinate the administrative functions in the Office of the Executive Mayor. Advice on a protocol related matters. Manage both the electronic and manual diary. Assist the functionaries in the Municipality with the implementation of municipal policies and plans. Follow up on the implementation of Mayoral Committee and Council Resolutions. Assist in ensuring the implementation of projects and compliance with target dates. Liaise with other district and local municipalities, institutions and stakeholders. Draft submissions, memoranda, briefing notes, presentations, reports and other documentation as required. Assist with special projects and programmes. Develop and keep up an effective filing system. Answer and scan the telephone. Handle travel and accommodation arrangements, and process subsistence and travel claims. Arrange and coordinate all meetings/workshops as required. Property control and maintain all equipment within the office. Attend to visitors in a professional and efficient way. Handle all logistical support for the office.

3. POST: VIP PROTECTION OFFICER (BODYGUARD) AND DRIVER (CHAUFFEUR): EXECUTIVE MAYOR

(Contract linked to the term of the Executive Mayor office)

SALARY: R 233 227, 85 per annum, excluding benefits (Task Grade 11/1)

Requirements: Grade 12. A relevant VIP protection qualification. Registered, licenced and competent to operate a firearm. EB driving license. Advanced driving courses with accredited institutes. 2–3 years relevant experience. Excellent communication, observation and planning skills. An innovative, hardworking, self-motivated individual. Excellent driving skills. Advanced driving certificate will be an added advantage. Knowledge of VIP Protection services. Ability to read maps (GPS).

Responsibilities: Provide a professional, effective and accountable close VIP protection services (in-transit and/or static security) to the Council's Executive Mayor, other councillors and associates. Provides a chauffeur service to the Executive Mayor. Render venue protection at places visited by the Executive Mayor and/or other dignitaries as per operational plans. Responsible for advance contingency planning for security measures at venues, to travelling routes that are used by the Executive Mayor, and other dignitaries. Monitoring vehicle and performing pre-trip inspections to identify possible defects and failures.

DEPARTMENT: TECHNICAL SERVICES

4. POST: ASSISTANT MANAGER: PMU (Five years contract)

Salary: R463 630.44 per annum, excluding benefits (Task Grade 15/1)

Requirements: B-Degree/B-Tech/BSc degree in Civil Engineering or equivalent qualification. Knowledge of project management. Certificate of registration with relevant professional body. Knowledge of programmes of which 2 years should have been experience in project management. Computer literacy. 3-5 years' relevant experience. Valid driver's licence.

Responsibilities: Integrate, coordinate, manage projects and financially administer the MIG. Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG. Conduct project performance and cash flows reviews. Liaise with the provincial as well as other line function department through formal regular evaluation/progress meeting and ad hoc reports to COGTA as determined in applicable legislation or as required by the National MIG Unit. Monitoring Contractor performance against agreed terms and conditions. Manage the PMU team and their respective outputs. Analysing trends, operating requirements and forward plans to establish/determine funding/ expenditure for the period.

5. SENIOR TECHNICIAN: WATER QUALITY

Salary: R332 817.49 per annum, excluding benefits (Task Grade 13/1)

REQUIREMENTS: Grade 12, National Diploma: Civil Engineering/Chemical Engineering, Water Care or equivalent qualification (NQF level 6). Registered as class V process controller. 2- 3 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: Formulate strategies for water conservation and demand management, identifying the requirements for infrastructure replacement, refurbishment and specialized interventions to reduce water losses (capital works) and budgets. Evaluate and comment on the applicability of specific key performance indicators and measures against water outcomes. Facilitate the collation, interpretation and provision of strategic information available on the required interventions necessary to ensure adequate water services provision to expanding infrastructure due to new developments. Address technical conflicts on water quality and prepare the necessary reports. Solve complex engineering/technical problems pertaining to dynamics hydraulic engineering and quality.

6. SENIOR TECHNICIAN: DEMAND

Salary: R332 817.49 per annum, excluding benefits (Task Grade 13/1)

REQUIREMENTS: Grade 12, National Diploma: Civil Engineering/Chemical Engineering, Water Care or equivalent qualification (NQF level 6). Knowledge of project management. Registered as class V process controller. 2- 3 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: Coordinate and control the maintenance of water and sanitation with all issues related to the demand of water and sanitation services. Conduct site inspections. Attending projects meeting. Checking drawings of the project/s as to whether are developed according to specification and quality. Writing report.

7. TECHNICIAN: WATER QUALITY

SALARY: R295 609.61 per annum, excluding benefits (Task Grade 12/1)

REQUIREMENTS: Grade 12, National Diploma: Civil Engineering/Chemical Engineering, Water Care or equivalent qualification (NQF level 6). Minimum of 2 years relevant experience. Registered as class IV process controller. 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.

DEPARTMENT: ADMINISTRATION & CORPORATE SERVICES

8. POST: DEPUTY MANAGER: ADMIN & CORPORATE SERVICES (RE-ADVERT)

SALARY: R 588 036, 43 per annum, excluding benefits (Task Grade 17/1)

REQUIREMENTS: B-Degree HRM/HRD/Public Management/LR or equivalent qualification (NQF level 7) plus 5 years working experience preferably in Local Government. Minimum competency qualification will be added advantage. Sound knowledge of legislations applicable to the Municipal environment. Good interpersonal relations. Computer Literacy. Valid drivers' license.

RESPONSIBILITIES: Manage and supervise the Admin & Corporate Service sub-department: Human Resources, Records Management, and Secretariat sections. Provide strategic support to the Head of Department: Administration and Corporate Services. Oversee the strategic Human Resource. Develop and implement a credible Human Resource Development Strategy. Ensure the development, implementation and review of municipal policies and procedures. Monitor and ensure the co-ordination of the Labour Relations processes. Ensure the overall compliance of the Department with applicable legislations and policies. Coordinate Departmental IDP and Budget processes and monitor budget spending patterns. Coordinate Municipal strategic planning sessions. Delegate the execution of resolutions taken at management, executive levels and council for implementation. Prepares and compile the annual report and mid-term reports. Handling all queries relating to the Department and its sub-sections.

9. POST: SENIOR TECHNICIAN: COMMUNICATION SYSTEMS (RE-ADVERT)

Salary: R332 817.49 per annum, excluding benefits (Task Grade 13/1)

REQUIREMENTS: An appropriate B-Tech Degree/ National Diploma in Information Technology or equivalent qualifications. Microsoft and Linux Servers experience background and administration, CCNA, MCSE and CNE Certification would be and added advantage. Valid Driver's License. A minimum of 3-5 years' experience related to Local, Provincial, and National Government and or in the IT Field. Preference would be given to candidates with a strong technical support background and qualifications.

RESPONSIBILITIES: Maintain and Monitor the Municipal ICT Network Infrastructure in terms of LAN, WAN and MAN (Radio Networks) on a regular basis by liaising with External ICT Service Providers & ISP's with respect to the converged networking and communication technologies / methodologies within the Municipality. Provide high-level of Technical Support in all areas of System Administration, Network Administration, Systems and Network Architecture. Provide First-Line support to Networking components such as Cisco Firewall & Switches, Anti-Virus System, WSUS and the Domain Controller Servers. Manage and Monitor the Municipal Mail Exchange Server, Financial Systems while ensuring that critical systems backups are performed

on a regular basis. Provide ongoing maintenance, support, problem analysis and administration on all Network devices (Switches and Routers), IP Telephony (VoIP), Wi-Fi Infrastructure and Network Security Infrastructure. Assist in the development and the deployment of TCP/IP, DNS, DHCP and other Routing Protocols to meet the Municipal ICT needs as the Network grows. Periodically submit reports as and when required with regards to the Municipal ICT Infrastructure communications needs.

10. POST: DESKTOP TECHNICIAN

Salary: R295 609.61 per annum (Excluding benefits) (Task Grade 12/1)

REQUIREMENTS: Grade 12. An appropriate National Diploma in Information Technology or an equivalent qualification (NQF level 6). A minimum of 2-3 years experience in the ICT Field and or in the Public Sector. Additional qualifications in A+ , N+ , MCSE and Hardware & Software Support Skills. Valid Driver's license will be an added advantage.

RESPONSIBILITIES: Provide installations and desktop support services to Network/LAN Users and Councillors i.e. support various MS Office packages, Outlook email and various Internet applications. Carry out complex troubleshooting and resolving ICT challenges on end users workstations. Attend and respond to calls logged at IT Helpdesk. Ensure that end users backups are regularly done, Anti-Virus, Windows Operating Systems & Windows Updates are up to date and only approved software is installed. Take ownership of user problems and be proactive when dealing with user issues. Respond to enquiries and requests from end users with regards to any hardware or software on LAN /WAN problems and presentations in the boardrooms. Ensure that all incidents reported are investigated and resolved within a reasonable timeframe. Perform verifications and or maintenance of the ICT Assets register. Provide technical input for training and development of computer end-user skills and. Compile monthly ICT Services Report as and when required.

11. HR OFFICER: RECRUITMENT AND SELECTION

SALARY: R 212 097, 23 per annum, excluding benefits (Task Grade 10/1)

REQUIREMENTS: Grade 12, N Diploma: HRM/D, LR, Personnel management or any equivalent related qualification (NQF Level 6), 2 to 3 years relevant recruitment, selection and appointment experience. Good interpersonal and communication skills. Computer literate.

RESPONSIBILITIES: Facilitate recruitment, selection and appointment processes of value adding. Compile the content of the advertisement. Record the applications. Play advisory role during shortlist and interviews. Prepare shortlisting and interviews reports. Arranging logistics for candidates due for interviews: invitation, venues, refreshments, and travel. Conducting reference checks. Facilitating the induction process of new employees. Facilitate processes of Job Evaluation, analysis and Job Grading to ensure alignment of job specification and remuneration model with relevant market. Development, reviewal and monitoring of the municipal job descriptions. Monitor the organisational structure. Assist in compilation of all relevant municipal policies and procedures. Development, reviewing and monitoring of EE Plan and report as per EE Act, 55 of 1998.

12. PERSONNEL OFFICER: CONDITIONS OF SERVICES

SALARY: R 212 097, 23 per annum (Excluding benefits) (Task Grade 10/1)

REQUIREMENTS: Grade 12, N Diploma: HRM/D, LR, Personnel management or any equivalent related qualification (NQF Level 6), 2 to 3 years relevant conditions of services experience. Good interpersonal and communication skills. Computer literate.

Responsibilities: Handle all employee records management. Processing of service benefits i.e. leave, overtime, Long service recognition, pensions, acting allowance, housing allowance, medical aid, standby, termination of service, in accordance with municipal prescripts. Process all types of terminations. Ensure effective management of reporting on duty accordingly (Time management). Update employee information electronically (systematically) and they personal files. Liaise with Finance: Payroll on matters relating to payroll inputs. Provide statistical information on employee matters. Liaise with stakeholders (e.g. Pension funds, Medical aid and etc). Development, reviewing and monitoring of EE Plan and report as per EE Act, 55 of 1998.

13. SKILLS DEVELOPMENT FACILITATOR(RE-ADVERT)

SALARY: R 233 227, 85 per annum, excluding benefits (Task Grade 11/1)

REQUIREMENTS: Grade 12, N Diploma: HRM/D or any equivalent related qualification (NQF Level 6), 2-3 years relevant training and development experience. Computer literacy. Good interpersonal and communication skills.

RESPONSIBILITIES: Advise the Assistant Manager, HRD Sub-Committee on the implementation of the WSP and ATR. Liaise with LGSETA with regard to development and implementation of the WSP. Draft annual training report on the implementation of workplace skills Plan. Establishing training and development needs of staff within the by liaising with supervisors and managers and scrutinising performance, conducting skills audits and make recommendations regarding training programmes. Coordinate ABET, internships, learnership programmes; mentor, coach and assess learners on these programmes. Compile inputs for the annual training budget provided for training programmes and aligning training programmes to the budget.

DEPARTMENT: FINANCE

14. BUDGET OFFICER x2 (RE-ADVERT)

SALARY: R295 609.61 per annum, excluding benefits (Task Grade 12/1)

REQUIREMENTS: Grade 12. National Diploma in Commerce/Accounting or equivalent qualification (NQF level 6) with Accounting as a major subject. Minimum of 2 years' experience in budget. Arithmetic skills. Knowledge of legislation governing municipal rates and taxes and debt management. Computer literacy. Valid driver's licence.

RESPONSIBILITIES: Prepare and administrate the municipal budget according to municipal cycle. Coordinate the departmental budgets into one municipal budget. Monitor and implement virement of budget votes. Prepare all reports according to National Treasury requirements and schedules. Prepare monthly budget reports and National Treasury returns. Ensure Compliance with MBRR and MFMA is adhered to. Advise departments regarding their expenditure patterns.

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

15. CHIEF LICENCING OFFICER (RE-ADVERT)

SALARY: R R463 630.44 per annum (excluding benefits) (Task Grade 15/1)

REQUIREMENTS: Examiner of Vehicles diploma, Examiner of Driver's Licences diploma or any equivalent qualification (NQF level 6). 3-5 years' relevant experience. A Code EB driver's licence and PDP. An-in depth application of the procedures, laws and by-laws applicable to licensing. Good interpersonal and communication skills.

RESPONSIBILITIES: Manage and monitors applications/procedures associated with Vehicle Licensing certification and vehicle road worthiness. Supervision of all drivers and learners licence bookings. Monitoring of the quality assurance system as prescribed by the South African Bureau of Standards (SABS) with regards to the testing system. Reporting internally and/or externally (South African Bureau of Standards, Department of Transport, etc.) on implementation of the Quality System and statutory requirements with regards to Licensing processes and interventions and providing reasons and recommendations to improve and/or sustain the effectiveness of current applications. Manage and control the activities and procedures associated with direct supervision and monitoring of personnel. Manage and monitor the budget expenditure and assets within the unit.

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

The shortlisted candidates will be subjected to qualifications verification, vetting, security and reference check before appointment.

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 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 contact our Human Resource offices on (013) 973 1101 / 1390.

Closing date: 16th February 2018.

**MVENSELWA J. MAHLANGU
MUNICIPAL MANAGER**