



DR JS MOROKA LOCAL MUNICIPALITY

EXTERNAL ADVERT

Dr J.S Moroka Local Municipality hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions:

DEPARTMENT: FINANCE (BUDGET & TREASURY OFFICE)

1. POST: SENIOR ACCOUNTANT: ASSETS MANAGEMENT

SALARY: R 481 882, 56 per annum (Task Grade 13/1), excluding benefits

REQUIREMENTS: Grade 12. A relevant tertiary qualification, preferably a National Diploma in Property Asset Management / Business Management / Finance / Property valuation. Basic Computer Literacy: MS Word / Excel. 5–8 years relevant experience required.

RESPONSIBILITIES: Implement the Asset Management Operations in line with the Asset Management Strategy. Operational Management of identified Council owned Property Portfolio Assets and implement approved property asset management planning systems and tools in support of Property department mandate for identified assets. Leading the assets verification process. Monitoring the movement and transfer of assets within the Municipality as well as other satellite offices.

2. POST: ACCOUNTANT: ASSETS CONTROL

SALARY: R 428 009, 70 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12. A relevant tertiary qualification, preferably a National Diploma in Property Asset Management / Business Management / Finance / Property valuation. Basic Computer Literacy: MS Word / Excel. 2-5 years relevant experience required.

RESPONSIBILITIES: Monitoring the process of captured status of records associated with the assets of the Municipality, applying internal control procedures to check, verify, update, and maintain, valuation and location details. Controlling and monitoring the process of barcoding of assets to monitor and update the asset register including assets in all municipal facilities.

DEPARTMENT: TECHNICAL SERVICES

3. POST: DIVISIONAL MANAGER: SANITATION

SALARY: R 625 513, 77 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12, a relevant Bachelor's Degree or BTech or in Civil Engineering, Water Care or Chemical Engineer, with extensive experience, and registration as a Pr Tech Eng will be an added advantage. Computer literacy: MS Office. 5-8 years of relevant experience post professional registration.

RESPONSIBILITIES: Provide support to other Water Services Authorities (WSA) within SBDM and ensure provision of appropriate and economic water and sanitation management services to the consumers. Plan, design and monitor Water and Sanitation projects and the coordination of specific services through analysis, investigation and interpretation of needs. Facilitation, interaction and communication of technical and support services with functional community-based role-players. Formulation of contracts and project plans, technical records and reporting. Inspection of rural infrastructure. Prioritizing monitoring and implementation of all programmes of capital works, the maintenances and operation of existing works. Monitoring actions relating to the proper utilization of infrastructure. The collection of data for planning and management of future development. Draft and implement entrepreneurship development programme. SBDM is committed to employment equity

4. POST: DIVISIONAL MANAGER: ELECTRICAL (RE-ADVERT)

SALARY: R 625 513, 77 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12, a relevant BEng or BSc (Eng) engineering degree and eligibility for registration as Pr Eng and Computer Literacy: MS Word. A GCC or Pr Cert Eng will be an added advantage. Minimum of 8 years of more relevant experience post registration.

RESPONSIBILITIES: Developing and overseeing the implementation of service level agreements in the unit with all contracted Consulting Engineers and Contractors. Implementing the incident protocol to manage interruptions of a major scale across all municipal unit offices. Overseeing and monitoring the bulk supply meter readings in the municipality to ensure technical correctness in the billing system of bulk supply meter readings. Co-ordinate with Eskom for the supply and delivery of electricity to consumers within the area of supply of Eskom within the jurisdiction of the municipality to ensure customer satisfaction for the community

5. POST: DIVISIONAL MANAGER: PROJECT MANAGEMENT UNIT

SALARY: R 625 513, 77 per annum (Task Grade 15/1), excluding benefits

DURATION/TERM OF CONTRACT: FIVE (05) YEARS FIXED-TERM CONTRACT

REQUIREMENTS: Grade 12, A three year tertiary qualification in Civil Engineering or relevant qualification, preferably a BTech and Registration with Engineering Council of South Africa/ or candidate will be an advantage. Computer literacy: MS Office. Candidate must have knowledge

in Local Government and knowledge of assessing projects, taking measurements and preparing schedule of quantities.

RESPONSIBILITIES: Delivering technical support and evaluating proposed projects in alignment with the Municipality's IDP and the regional and provincial growth and development plans. Ensuring compliance with all legal aspects and /or conditions, as required by the various spheres. Preparation of business plans and technical reports for projects funding. Assessing and verifying payment certificates and preparing monthly reports/schedule.

6. POST: SENIOR ACCOUNTANT: PROJECT MANAGEMENT UNIT

SALARY: R 481 882, 56 per annum (Task Grade 13/1), excluding benefits

REQUIREMENTS: Grade 12, a relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: MS Office. 5-8 years' relevant experience required which includes 2 years of supervisory experience.

RESPONSIBILITIES: Understands, analyses and monitors financial reports. Ensures proper records of financial affairs and transactions. Prepares project financial reports based on prescribed format. Interprets performance indicators. Reviews reports and returns for external stakeholders and Drafts reports to external stakeholders in line with prescribed legislation.

7. POST: TECHNICIAN: WASTEWATER NETWORK

SALARY: R 428 009, 70 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, a relevant National Diploma in Chemical Engineering. Computer literacy: MS Office. Registered as a Professional or Candidate Engineer/Technologist with ECSA will be an added advantage. 3 - 5 years' relevant experience.

RESPONSIBILITIES: Supervising personnel working for sewer reticulation. Monitoring, setting up and operating laboratory instruments. Analyzing sewer sample from different towns. Conducting tests for sewer analysis. Recording and reporting test results. Participates in the development of routine and scheduled maintenance programmes.

8. POST: TECHNICIAN: BULK WATER

SALARY: R 428 009, 70 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, a relevant National Diploma in Chemical Engineering. Computer literacy: MS Office. Registered as a Professional or Candidate Engineer/Technologist with ECSA will be an added advantage. 3 - 5 years' relevant experience.

RESPONSIBILITIES: Supervising personnel working for water reticulation. Monitoring, setting up and operating laboratory instruments. Analyzing water sample from different towns. Conducting tests for water analysis. Recording and reporting test results. Participates in the development of routine and scheduled maintenance programmes.

9. POST: PROCESS CONTROLLER (WATER TREATMENT) X2

SALARY: 242 249, 45 per annum (Task Grade 08/1), excluding benefits

REQUIREMENTS: Grade 12, a relevant post matric qualification preferably a NTC 3 in water Treatment or Wastewater Treatment or Trade related qualification: Operators certificate/ water Treatment practice (N3) and Code EB Driver's License Minimum of 1 – 2 years relevant experience required. Registration as class iii process.

RESPONSIBILITIES: Performing hourly visual inspection from raw intake to final treatment stage, visually checking water quality, feel the pumps and move equipment's while looking for loose bolts and nuts in the equipment's. Keeping record and updating files for daily visual inspection of the water treatment plant and flow meter readings hourly. Calculate required chemical dosages and advise junior official on chemical dosage adjustments required. Optimizing the operation of the water treatment plant. Opening and closing valves to allow water with different process units and operations. Collecting samples at the registered sampling points for analysis at the laboratory.

10. POST: GENERAL ASSISTANT: WASTEWATER X3

SALARY: R 150 766, 69 per annum (Task Grade 05/1), excluding benefits

REQUIREMENTS: Basic literacy / Minimum Grade 10. Willing to work in a team environment. Must be willing and able to do shift work. 0 - 2 years' experience.

RESPONSIBILITIES: Assist operators in the operations and maintenance. Assisting the on-duty operator with the operating and maintaining of all wastewater treatment works assets of the Municipality. Undertakes routine tasks. Displays knowledge of all related safety or security regulations.

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

11. POST: SUPERINTENDENT TRAFFIC

SALARY: R 428 009, 70 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, Traffic Officers Diploma and registration as a Traffic Officer. Code EB driver's licence. No criminal record and Firearm proficiency. Examiner of Vehicles Diploma (Grade A) Examiner of Driver's License Diploma (Grade A). Tertiary Qualifications as well as knowledge of Municipal By-Laws would be an advantage. 2 - 5 years' relevant experience.

RESPONSIBILITIES: To manage and control operations of Traffic & Law Enforcement according to the Road Traffic Act, 93 (1816). Ensure an effective administration and Traffic Law Enforcement function in the Municipal area. Supervising personnel/sub-ordinates, leading and guiding staff, supply direction and advice to personnel and delegates tasks.

12. POST: GENERAL ASSISTANT: CLEANING X11

SALARY: R 150 766, 69 per annum (Task Grade 05/1), excluding benefits

REQUIREMENTS: Basic literacy / Minimum Grade 10. Willing to work in a team environment. 0 - 1 years' experience required.

RESPONSIBILITIES: Able to perform basic routine functions and follow basic instructions. Sweeping refuse from municipal facilities, gutters, and sidewalks into piles. Shovelling refuse into movable containers for disposal. Keeps tools safe; and stores tools. Displays knowledge of all related safety or security regulations.

13. POST: GENERAL ASSISTANT: WASTE MANAGEMENT X2

SALARY: R 150 776, 69 per annum (Task Grade 05/1), excluding benefits

REQUIREMENTS: Basic literacy / Minimum Grade 10. Willing to work in a team environment. Required to work in hazardous environment. Be healthy and psychically fit. 0 - 1 years' experience required.

RESPONSIBILITIES: Responsible for general cleaning services at the refuse section. Assisting with loading and offloading of refuse bags into the refuse truck. Responsible for general street cleaning, public open space and water drainage systems. Able to perform basic routine functions and follow basic instructions. Displays knowledge of all related safety or security regulations.

14. POST: EXAMINER (DLTC & MVTC) X2

SALARY: R 362 541, 70 per annum (Task Grade 11/1), excluding benefits

REQUIREMENTS: Grade 12. Diploma Examiner of Drivers License; Diploma Examiner of Learners license; a valid Code EC driver's license & PRDP. 2 years relevant experience. A clear criminal record.

RESPONSIBILITIES: Monitors the driver's license and motor vehicle testing section in order to ensure the provision of testing, and registration of motor and driver's license services. Test applicants for learners and drivers Licenses. Coordinate tests. Administer learners and drivers licenses. Conduct eye tests. Conduct K53 practical driving tests. Authorize conversion, renewals and PRDP drivers Licenses. Performing testing of vehicle road worthiness according to the set process and procedure.

DEPARTMENT: ADMINISTRATION & CORPORATE SERVICES

15. POST: DIVISIONAL MANAGER: LABOUR RELATIONS

SALARY: R 625 513, 77 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12, A relevant 3 year tertiary qualification in Labour Relations Management, Human Resources Management or related field. 8 years or more relevant experience covering a broad range of labour relations and/or human resources functions and at least 3 years supervisory experience.

RESPONSIBILITIES: Arranging Local Labour Forum meetings to negotiate on Labour issues (notices, agendas, and minutes). Interpreting the nature of the case through studying literature and transcripts from enquiries. Attending unresolved cases and ensuring compliance with employee relations and EAP policies, procedures, and legislations to prevent labour disputes. Overseeing the process of Labour litigation.

16. POST: LEGAL ADVISOR

SALARY: R 428 009, 70 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, A relevant 3-year tertiary qualification preferably a B-Degree in law (LLB advantageous) and Computer literacy: MS Office. 3 - 5 years relevant legal experience required.

RESPONSIBILITIES: Assisting with the documentation prior the attendance of court cases by the Divisional Manager: Legal Services to monitor the litigation procedures and the legal costs accuracy where necessary. Perusing and preparing the court documents served to the Municipality. Consulting witnesses and other relevant employees involved. Perusing judgments together with the Divisional manager: Legal Services with the view of advising the Municipal Manager about the prospects of appeal or review.

17. POST: ARCHIVES AND RECORDS OFFICER

SALARY: R 307 093, 10 per annum (Task Grade 10/1), excluding benefits

REQUIREMENTS: Grade 12. A relevant qualification preferably a Higher Certificate: Archives & Records Management and Computer literacy: MS Office. 3 - 5 years relevant experience and Experience in the fields of paper-based and electronic records management.

RESPONSIBILITIES: Capturing and scanning new correspondence. Advising officials verbally on the proper handling of information. Retrieving original documents as requested for audit purposes. Labelling shelves and file all contracts appropriately. Allocating reference numbers for contracts according to the file plan and type of document.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

18. POST: UNIT MANAGER: MATHANJANA

SALARY: R 625 513, 77 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12, three-year tertiary qualification, preferably a National Diploma or B degree in Office Administration or relevant. Computer Literacy: MS Office. 8 years or more relevant experience of which 2 years must be at Supervisory level.

RESPONSIBILITIES: Supervising the day-to-day operations of the administrative department and staff members. Developing, reviewing, and improving administrative systems, policies, and procedures. Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.

19. POST: UNIT MANAGER: MBIBANE

SALARY: R 625 513, 77 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12, three-year tertiary qualification, preferably a National Diploma or B degree in Office Administration or relevant. Computer Literacy: MS Office. 8 years or more relevant experience of which 2 years must be at Supervisory level.

RESPONSIBILITIES: Supervising the day-to-day operations of the administrative department and staff members. Developing, reviewing, and improving administrative systems, policies, and procedures. Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.

20. POST: DIVISIONAL MANAGER: PERFORMANCE MANAGEMENT SYSTEMS

SALARY: R 625 513, 77 per annum (Task Grade 15/1), excluding benefits

REQUIREMENTS: Grade 12, a three year tertiary qualification in Human Resource Management/ Public Management/ Performance Management/ Monitoring & Evaluation or Industrial Psychology qualifications or relevant qualification. Computer Literacy, Valid Code B Driving License. 8 years or more relevant experience covering a broad range of human resources functions; and at least 3 years supervisory experience.

RESPONSIBILITIES: Aligning performance management system (PMS) framework with the organizational performance plan. Aligning KPA's and KPI's to the IDP and national requirements ensuring that targets are set, informing, and aligning strategic direction of the municipality with all planning activities and resources decisions. Developing the annual performance agreements of the Municipal Manager and directors directly accountable to the Municipal Manager.


DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

21. POST: TECHNICIAN: LAND USE AND PLANNING

SALARY: R 428 009,70 per annum (Task Grade 12/1), excluding benefits

REQUIREMENTS: Grade 12, Relevant tertiary qualification preferably a National Diploma in Architecture / Urban Design or equivalent Planning qualification. Working towards or completed registration as a professional planner / architect / urban designer i.e. candidate member; and Computer literacy: MS Office. 2 - 5 years relevant experience required.

RESPONSIBILITIES: Keeping abreast with building control legislative requirements impacting on land use planning, conduct investigations into best practices and determine the appropriateness of specific legal procedures for implementation. Advising and providing guidance to the public, applicants and contractors regarding land use issues affecting the approval of building plans (height restrictions, building lines, etc.) Receiving applications, verify the correct land use of properties in terms of the zoning scheme and issue zoning certificates confirming existing zoning rights.

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

Security clearance (vetting) will 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 (its available on the website titled "**application form for employment**" at www.moroka.gov.za or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than six 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 Resources (013) 973 1101 / 1390

Closing date: 07th February 2025 @ 13h00


Ms. M.M MATHEBELA
MUNICIPAL MANAGER