

VACANCIES

Enquiries: P.V Machaea
Telephone: 016 973 8446

NOTICE: 03/2024/2025 INTERNAL AND EXTERNAL (NATIONAL)

Metsimaholo Local Municipality, an employment equity employer, with its Head Office situated in Sasolburg, is looking for suitably qualified persons to fill the under-mentioned posts:

FULL DETAILS OF THE ADVERTISED POSITIONS AND THEIR JOB SPECIFICATION ARE OBTAINABLE ON THE MUNICIPAL WEBSITE (www.metsimaholo.gov.za)

OFFICE OF THE MUNICIPAL MANAGER

POSITIONS: HELP DESK SUPPORT
SECRETARY TO THE MUNICIPAL MANAGER

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

POSITIONS: RECORDS CLERK
PERSONNEL OFFICER
ASSISTANT PERSONNEL OFFICER
ADMIN CONTROL OFFICER
SENIOR ADMINISTRATIVE CLERK
ADMIN ASSISTANT (MPAC)

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

POSITIONS: BUILDING INSPECTOR

DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES

POSITIONS: PROCESS CONTROLLERS X4

DIRECTORATE: SOCIAL SERVICES

POSITIONS: CONTROL ROOM OPERATOR X2
TRAFFIC OFFICERS X2
FIRE FIGHTER

DIRECTORATE: FINANCIAL SERVICES

POSITIONS: BUDGET CLERK
CHIEF CLERK ASSETS
ASSET CONTROL CLERK
CHIEF CLERK DEMAND
SCM ADMINISTRATOR

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The above advertised positions are Permanent Employment Contract stationed at the Head Office: Main Municipal Building in Sasolburg – Fichardt Street, **unless stated otherwise**.

Attached also is the prescribed application form (**Annexure B**) of the Local Government Municipal Staff Regulations, which can be obtained at the Human Resources Division Room 108 or can be downloaded on the Municipal Website (www.metsimaholo.gov.za).

All applications **must** be in the Prescribed Application Form, including comprehensive CV with originally certified copies of qualifications (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document should be directed to: Mr. F J Motloung, Acting Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947. Applications can also be hand delivered at our Head Office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106. Faxed, e-mailed, late applications and applications not made on the prescribed application form, Z83 applications will not be considered. Fraudulent qualifications or documentation will immediately disqualify offending applicant.

The shortlisted candidates will be subjected to, qualification verification, reference check, and criminal records checking (where applicable). Successful candidates will undergo a competency-based assessment (where applicable). The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.

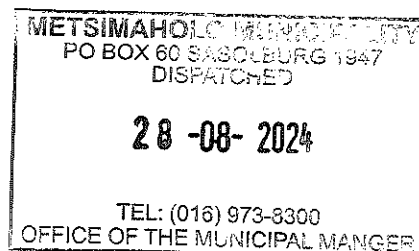
Correspondence will be limited to shortlisted candidates only. Candidates who have not been contacted within three (03) months of the closing date, should consider their application unsuccessful.

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS TO THE ABOVE POSITIONS.

CLOSING DATE: 11 SEPTEMBER 2024

AT 16H00


F.J. MOTLOUNG
MUNICIPAL MANAGER



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OFFICE OF THE MUNICIPAL MANAGER

DIVISION: ICT

POSITION: HELP DESK SUPPORT (SASOLBURG)

Minimum requirements:

- National Diploma or Bachelor's Degree in ICT / Business Management or Certification as IT Technician (CompTIA A+/N+, Microsoft Certified IT Professional, Cisco certified professional).
- 1 – 2 years' experience in computer networks and systems maintenance.

Competency requirements:

- Organisational awareness Skills.
- Consulting Skills.
- Monitoring and Control.
- Oral and written communication.

Main Duties:

Confer to information strategy:

- Provides advice and assistance on basic areas associated with the effective use of information systems.

Facilitate technical expertise for data storage:

- Assist with data design.
- Transforms data models into approved physical design.
- Tests conversion process, records and reports results, records and applies corrections.
- Implements and monitors approved data conversion processes, records and reports results.

Execute Help desk operations:

- Telephonically troubleshoot hardware and software issues.
- Ensures the overall control and management of services and their availability to ensure that all services meet agreed availability targets.
- Ensures data protection.
- Provides application maintenance and ICT support services.

Provide guidance with IT users, pre-empt problems and risks and resolve issues as they occur:

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- Providing support to users and being the first point of contact for error reporting.
- Monitors performance of the network and reports on status.
- Investigates and resolves problems and provides information about the systems.
- Provides application maintenance and ICT support services.
- Provides assistance on all technical aspects of the development or modification of information systems.

Salary: R 397 117,88 – R 427 808,05 per annum (post level 06), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: SECRETARY TO THE MUNICIPAL MANAGER (SASOLBURG)

Minimum requirements:

- Diploma in administration / Office Management.
- Computer Literacy in Microsoft Office.
- 2 – 5 years' relevant experience.

Competency requirements:

- Planning and organising.
- Written and Oral Communication.
- Ethics and Professionalism.
- Problem Solving.
- Service Delivery Orientation.

Main Duties:

Administrates and controls the Office of the Municipal Manager:

- Setting Attending to telephonic calls and visitors to the office whilst establishing the nature of their visits and direct requests to appropriate personnel.
- Arranging and scheduling meetings with internal or external departments.
- Performing tasks associated with the provision of general office support and reception services.
- Maintain a filing system for optimal information retrieval.

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Administrates activities, preparing and producing:

- Arranging and coordinating all appointments, meetings and conferences including related documentation, travel and accommodation.
- Taking and typing minutes of meetings.
- Maintaining a filing system for optimal information retrieval.
- Plans tasks weekly.
- Prioritises tasks on a daily basis according to an assessment of schedule of activities.

Salary: R 350 770,43 – R 387 368,74 per annum (post level 07), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

DIVISION: RECORDS & AUXILLARY SERVICES

POSITION: RECORDS CLERK - SASOLBURG

Minimum requirements:

- N6 certificate in Information Management or relevant qualification.
- 1-year relevant experience.
- Computer Literacy in Microsoft Office.

Competency requirements:

- Use of Technology.
- Written Communication.
- Planning and Organising.
- Task Management.

Main Duties

Manage incoming and outgoing mail:

- Allocating file numbers.
- Capturing of incoming correspondence in register.
- Attaching control sheets.
- Scanning and indexing incoming mail

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- Registering outgoing articles
- Opening and registering of registered mail with the help of Admin Officer.
- By capturing of incoming correspondences in an incoming and outgoing register and allocating reference numbers according to file plan.
- Registering and distribution of internal mail
- Distribution of incoming fax to relevant departments
- Transmitting facsimile copies to specific destinations and recording transmission details
- Opening and maintaining franking machine systems and other related electronic mailing systems.

Control over filing system:

- Keeping filing system up to date
- Opening new project files after allocations for each financial year
- Closing of files and opening of new volumes
- Following up outstanding control sheets for future reference
- Complete index cuts for all files
- By implementing Registry Procedure Manual prescripts

Administer and maintain files, Received documents for disposal in terms of the National Archive Act:

- Ensure that received documents from departments are referenced accordingly.
- To ensure employees can easily access information when required.
- Administer and maintain files, Received documents for disposal in terms of the National Archive Act.
- Ensure that only records that are due as per the respective retention period are disposed off.

Salary: R 295 227,29 – R 342 213,33 per annum (post level 08) subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: HUMAN RESOURCES

POSITION: PERSONNEL OFFICER - SASOLBURG

Minimum requirements:

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- National Diploma in Human Resources Management or related field.
- 3 – 5 years relevant experience.
- Computer Literacy in Microsoft Office.

Competency requirements:

- Organisational awareness Skills.
- Consulting Skills.
- Communication Skills (verbal and written).
- Negotiation Skills.

Main Duties

Coordinate Document Processing:

- Coordinate administrative requirements associated with the Human Resources functionality.
- Ensure that the development/reforming and maintaining of personnel and leave system, effective procedure and methods are adequate.
- Preparation notifications using pro-forma types associated with the confirmation of employment contracts, regret letters, termination of services.
- Completing standardized forms and documentation reflecting details / information on or descriptions in respect of medical boarding, injury on duty, appointment / termination instruction and leave applications and forwarding to specific internal / external departments for processing.
- Analyses and interprets data and produces reports for incorporation into processes.
- Maintaining and updating personnel information with respect to changes in employment / personal status.
- Coordinating communication to the departments regarding advertised posts, fringe benefits and conditions of services.
- Oversee that payments of benefits are paid promptly to the beneficiaries.

Facilitate Employee Termination:

- Forwarding appointment letters to inform successful applicant of the terms and conditions of employment and, informing unsuccessful applicants telephonically and/ or through regret letters.
- Applying specific statutory and procedural information update / registration sequences on engagement of the successful applicant (Unemployment Insurance Fund Registration, Income Tax, banking details, medical checks, etc.).



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- Scheduling and presenting the induction program to new engagements, providing information on the functions of the organizations, benefits and rules and procedures.
- Coordinating exit interviews with personnel leaving the organization when required and requesting the completion of all relevant documents.
- Probes issues during exit interviews to establish underlying reasons for employees leaving the municipality and is able to identify policy issues and factors that could be improved to aid staff retention

Operate Human Resources Systems:

- Develops standard operating procedures for systems.
- Anticipates events, situations and incidents that may impact on the operation of the system.
- Ensure that human resources payroll system is updated.

Implement Recruitment and Selection Process:

- Coordinates specific sequences associated with the employment of personnel, by
- Verifying details of post recorded on approved vacancy requisition forms and / or referring to the job descriptions to establish role boundaries and specifications into advertisements.
- Verifying details of post recorded on approved vacancy requisition forms and/ or referring to the job description to establish role boundaries and specifications for inclusion into advertisements.
- Verifying establishment details to accommodate the filling of the vacancy and/ or providing information to immediate superior on specific aspects requiring Council approval.
- Scheduling and confirming the dates of the interview and informing representatives and applicants accordingly.
- Coordinating the staff vacancy advice process by liaising with the relevant Managers and ensuring that they complete the recruitment forms for funded vacant posts in their respective departments.
- Complying with Councils financial regulations in the preparation stage of adverts during the employment process and liaising with external service providers in respect of quotations and publication.
- Conducting reference checks on all short-listed candidates.
- Attend to any given tasks by supervisor when need arises.
- Compiling letters of appointment, employment and progression for further processing by the immediate supervisor.

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- Preparing and seeking approval on the content of internal/ external advertisement prior to circulation and publication and ensuring compliance to Council policies and procedures.
- Receiving and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criteria/ standards.
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
- Addressing travel arrangements for interviewees where necessary.
- Implementing the interview process by informing relevant personnel and/ or providing information to the panel on the requirements and application of specific Human Resources policies and procedures.
- Participating in the interview process by recording relevant information and providing a logistical support at the interviews.

Salary: R 438 517,44 – R 496 373,70 per annum (post level 05) subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: ASSISTANT PERSONNEL OFFICER - SASOLBURG

Minimum requirements:

- National Diploma in Human Resources Management or related qualification.
- 2 – 5 years relevant experience.
- Computer Literacy.

Competency requirements:

- Consultation
- Written and Verbal Communication
- Planning and Organising
- Information technology

Main Duties

Implements the administrative requirements associated with Personnel benefits activities:

- Developing objectives, activities, projects milestones and budget requirements of the section in line with SDBIP.

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- Evaluating current practices against market trends and statutory legislation and updating information on Conditions of Service as determined by the Basic Conditions of Employment Act and Conditions of Employment & Employee Benefits agreed to by the South African Local Government Bargaining Council.
- Administering the implementation of associated employee benefits e.g. leave provisions, medical aid and pension fund schemes; etc.
- Coordinating the implementation of systems and controls related to the receiving, Developing objectives, activities, projects milestones and budget requirements of the section in line with SDBIP.
- Evaluating current practices against market trends and statutory legislation and updating information on Conditions of Service as determined by the Basic Conditions of Employment Act and Conditions of Employment & Employee Benefits agreed to by the South African Local Government Bargaining Council.
- Administering the implementation of associated employee benefits e.g. leave provisions, medical aid and pension fund schemes; etc.
- Coordinating the implementation of systems and controls related to the receiving, *updating and recording of information and activities associated with the functionality (e.g. information storage and retrieval systems, etc.).
- Processing/ updating Human Resource Information System records from approved applications and submissions with regards pension fund, medical aid, staff establishment details, placement, leave benefits and acting allowances.
- Applying specific statutory and procedural sequences on engagement of successful applicants in respect of Unemployment Fund Registration, Income Tax, Pension Fund, Banking Details, Medical Aids, housing, cell phone, rental and car allowances, etc.
- Coordinating the functionary's payroll and leave administration to ensure staff salaries, wages and benefits are paid appropriately and timeously.
- Coordinating the administration of Council Employee Benefit schemes (pension funds, allowance, long service etc) in accordance with specific policies and legislation.
- Attending to Audit Queries and submitting reports on variances and anomalies.

Monitors the consolidation, processing and presentation of functional information by:

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- Checking and validating information recorded and received from relevant departments pertaining to specific Human Resource operational activities.
- Overseeing access control to personnel files and the limitation of access to authorised persons through the signing out of personnel files against signature, in the prescribed register to employees and persons with the authority to remove personnel files from the HR Section and following up the return of files where files are not returned within the prescribed deadlines.
- Controlling all Personnel Records into a centralized record-keeping or electronic database.

Coordinates tasks / activities associated with controlling personnel performance, productivity and discipline:

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/or other approved methods designed to improve and motivate personnel.
- Conducting quarterly evaluation of staff through individual performance appraisals.
- Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures

Coordinate and ensure accuracy of the function of Leave and HR & Council Administration:

- Implementing objectives of the section related to leave administration and payroll.
- Checking payroll amendments for recommendations and approval prior to processing by Budget and Treasury.
- Verifying that new appointments are captured for payroll.
- Conducting analysis on statistical information pertaining to staff attendance, overtime and leave.
- Conducting exit interviews and making recommendations and issuing certificate of service.
- Verifying that resigned, deceased, retired and dismissed employees are terminated on payroll and claims are processed.
- Verifying information on IRP5 for tax submission to SARS and are printed and distributed.
- Verifying correctness of input on payslips after printing, sign and ensure and distribution.
- Analyzing overtime claim trends and advising on measures to be taken.

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- Leave and overtime reports are printed and analyzed and stats reported on.
- Ensuring that medical aid billings are captured accurately; checking that provident fund claims and ensuring the payments are processed; ensuring that all salary related allowances are Implemented objectives of the section related to leave administration and payroll.
- Checking payroll amendments for recommendations and approval prior to processing by Budget and Treasury.
- Verifying that new appointments are captured for payroll.
- Conducting analysis on statistical information pertaining to staff attendance, overtime and leave.
- Conducting exit interviews and making recommendations and issuing certificate of service.
- Verifying that resigned, deceased, retired and dismissed employees are terminated on payroll and claims are processed.
- Verifying information on IRP5 for tax submission to SARS and are printed and distributed.
- Verifying correctness of input on payslips after printing, sign and ensure and distribution.
- Analyzing overtime claim trends and advising on measures to be taken.
- Leave and overtime reports are printed and analyzed and stats reported on.
- Ensuring that medical aid billings are captured accurately; checking that provident fund claims and ensuring the payments are processed; ensuring that all salary related allowances are processed; and liaising with the provident fund on rules application, ill health, resignation, death and retirement claims.
- Coordinating the Council Employee Benefits by ensuring that all claims are submitted and payments processed by Provident Funds ; conducting follow up and providing clarity when required; represent the Municipality in Provident Fund Meetings, interviewing families in respect of deceased claims to identify beneficiaries; issuing application letters of Executor-ship to Estates division of the Magistrate Court; liaising with Social Workers on matters of beneficiary claims; and attending meetings with Department of Labour on matters of workman's' compensation.

Implements communication strategies with intra and inter-departmental management staff and external stakeholders:

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- Communicating with Payroll Software Service Provider, SALGA, Labour and other departments on areas requiring legislative compliance of municipal personnel in related areas.
- Interacting with personnel with a view to consolidating, referring and responding to specific problems or clarifying procedural interpretation and understanding, and signing of new applicant's file/s.
- Communicating and reporting with the immediate supervisor pertaining Human Resource functions and problems and constraints.

Salary: R 397 117,88 – R 427 808,05 per annum (post level 06) subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: ADMINISTRATION SERVICES

POSITION: ADMINISTRATIVE CONTROL OFFICER- SASOLBURG

Minimum requirements:

- National Diploma in Administration /Public Administration/ Office technology/ Secretarial related.
- 2 – 5 years' relevant experience with supervisory experience.
- Computer literacy: MS Office.

Competency requirements:

- Use of Technology
- Written Communication
- Planning and organising
- Task Management
- Ethical

Main Duties

Track and Monitor Council resolutions for implementation:

- Compiles and distribute the notice / memorandum together with a resolution register template to different directors reminding them to indicate as to whether the resolution was implemented or not.
- Monitor council resolutions to ensure timely implementation by relevant departments and stakeholders.

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- Collaborate with department heads to facilitate the execution of council directives and address any challenges or obstacles.

Compile reports with the progress of implemented Council Resolutions:

- Submit the quarterly reports to Council for noting the progress made.
- Prepare regular reports on the status of resolution implementation, highlighting successes, areas for improvement, and potential compliance issues.
- Mediate conflicts that may arise regarding interpretation or implementation of council resolutions.

Effective implementation of administrative requirements associated with Council Resolutions Control activities:

- Ensure the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/operational information and activities associated with the functionality attending to requisition orders.
- Serve as a point of contact for inquiries related to council resolutions and provide accurate information to the stakeholders.

Ensure effective documentation management:

- Maintain comprehensive records of council resolutions, actions taken, and outcomes achieved.
- Maintaining registers and records of submissions associated with the administrative section, forwarding Council resolutions relating.

Arrange for binding of Blue Sets:

- Filing and keeping blue sets of Council minutes and agendas in a safe strong room.

Performs specific activities associated with providing support to line functions:

- Attending meetings, recording discussions.
- Preparing and circulating minutes



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POSITION: SENIOR ADMINISTRATIVE CLERK - SASOLBURG

Minimum requirements:

- Diploma in Public Administration/Management/Management Assistant or related qualification.
- 2-4 years' relevant experience.
- computer literacy

Competency requirements:

- Use of Technology
- Written Communication
- Planning and Organising
- Task Management

Main Duties

Coordinate and compile agendas:

- With reference to Council's schedule of meetings, arrange and confirm venues with due consideration given to the number of delegates attending and facilities required.
- Ensures that the agenda and minutes are distributed to Councillors, Senior Managers and Managers on prescribed time frames of the Standing Rules and Orders.
- Communicate with office bearers to establish items for inclusion on the agenda and the submission of general reports and proposals supporting the agenda items.

Task Management:

- Prepare logistics for the meeting in terms of drafting the agenda and minutes in preparation for the meeting.

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- Plans ahead to ensure that required equipment and / or materials are in appropriate locations so that own and others' work can be done effectively.
- Maintain accurate records of council meetings, decisions, resolutions, and other official documents.

Attend meetings and taking minutes of thereof:

- Attend to all Ad-Hoc Committees.
- Assisting with other committees work as and when other colleagues are absent.
- Provide secretarial support to Portfolio Committees by taking minutes for the Portfolio Committee, EXCO and Council proceedings.

Facilitate office administrative activities:

- Filing of minutes and agendas. Tracking of filed documents.
- Submit all Minutes and Resolutions to the Records Office for filing purposes.
- Perform related duties as may be delegated by supervisor.
- Maintain organised filing systems for documents and records, both electronic and physical, to facilitate easy retrieval and reference.

Salary: R 295 227,29 – R 342 213,33 per annum (post level 08) subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: MUNICIPAL PUBLIC ACCOUNTS

POSITION: ADMIN ASSISTANT MPAC - (SASOLBURG)

Minimum requirements:

- Diploma in Administration / Office Management.
- 2 – 5 years' relevant experience.
- Computer Literacy in Microsoft Office.

Competency requirements:

- Planning and Organising
- Written and Oral Communication
- Ethics and Professionalism
- Problem Solving

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Main Duties

Administrates and control the office of the MPAC Chairperson:

- Attending to telephonic calls and visitors to the office whilst establishing the nature of their visits and direct requests to appropriate personnel.
- Arranging and scheduling meetings with internal or external departments.
- Performing tasks associated with the provision of general office support and reception services.

Administrates activities, preparing and producing required documents:

- Arranging and coordinating all appointments, meetings and conferences including related documentation, travel and accommodation.
- Taking and typing minutes of meetings.
- Maintaining a filing system for optimal information retrieval.
- Plans tasks weekly.
- Priorities tasks on a daily basis according to an assessment of schedule of activities.

Salary: R 295 227,29 – R 342 213,33 per annum (post level 08) subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & PLANNING

DIVISION: URBAN PLANNING

POSITION: BUILDING INSPECTOR X2 (SASOLBURG)

Minimum requirements:

- National Diploma in Civil Engineering, structural engineering, architecture, building management, building science, building surveying or quality surveying.
- Minimum of 3-5years relevant experience in local government.
- Be eligible to be registered as a Peace Officer (Law Enforcement Officer).
- Code EB driver's license.

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Competency requirements:

- Monitoring and Control
- Negotiation
- Planning and organising
- Communication skills (oral and written)

Main Duties:

Execute building Development Control:

- Ensure enforcement of National Building Regulations and Building Standards Act (Act 103 of 1977).
- Ensure that instructions given in terms of the relevant legislation are carried out by undertaking inspections to verify that the legislated building control obligations of the City are being professionally and rigorously fulfilled.
- Submit reports regarding non-compliance with any condition on which approval was given in terms of the Act.

Coordinate building control technical competencies:

- Performing building inspections.
- Investigating complaints and, if necessary, instituting prosecution.
- Receipt and scrutiny of building plans.
- Calculation of building plans.
- Valuation of Council property.
- Studying new building methods.
- Updating building plans register.

Execute monitoring and evaluation processes:

- Visit sites and conduct inspections to establish materials, construction work and procedures that are in accordance with approved design drawings, specifications, statutory regulation (national Building regulations) and town planning scheme.
- Evaluate and provide guidance on the adequacy of supporting structures, ventilation and waste-water drainage systems.
- Inform owners of issues of non-conformity on site and forward findings to facilitate problem solving sequences prior approval.
- Ensure that development policies, procedures and practices are adhered to with regard to this statutory function of the municipality.

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Conduct verification of designs details:

- Calculate fees in accordance with laid down tariffs, receipting payments received and forwarding documentation for further processing.
- Issue written approvals of erection of any building in respect of which plans and specifications are to be drawn and submitted in terms of the Act.
- Perusing through the submitted plans and identifying with deviations in specifications, estimations, calculations and positioning of proposed construction on site taking into account access to services, elevation etc. and referring to specific building codes.

Manage administrative matters:

- Update and maintain records or information.
- Complete details on statutory forms and notices, verifying and approving content.
- Submit reports.
- Collection of information from field reports, inspections and details findings from inspections / observations and forwarding it to management for perusal and guidance on unresolved or pending outcomes.

Salary: R 397 117,88 – R 427 808,05 per annum (post level 06), subject to job evaluation. Plus (Car Allowance of 650km, Cellphone Allowance, Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: CIVIL ENGINEERING SERVICES

POSITION: PROCESS CONTROLLER (X4 POSTS) - DENEYSVILLE

Minimum requirements:

- National Diploma in water care or water related qualifications.
- class 3 process controller.
- Computer literacy.
- 3 - 5 years' relevant experience

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Competency requirements:

- Use of process specific Technology/Equipment
- Quality Orientation
- Workplace Safety
- Service Delivery Orientation
- Planning and Organising
- Communication (Oral and Written)
- Problem Solving
- Decision Making
- Task Management
- Quality Orientation
- People Management
- Interpersonal Relationships

Main Duties:

Drive workplace safety measures:

- Identifies safety issues and problems - Detects hazardous working conditions.
- Ensures workplace is clean and is maintained in accordance with Health and Safety requirements.
- Promotes the importance of a well-maintained workplace in accordance with Health and Safety requirements.
- Has extensive knowledge of the procedures of identifying unsafe conditions possible danger.

Engage in the implementation of plant operations:

- Opening/ closing valves to specific limits to control levels and regulate flow from/ to storage units.
- Conducting tests of samples using specific apparatus and equipment, referring to specifications to determine deviation, reporting outcomes and proceeding with corrective measures.
- Activating/ deactivating pumps to commence/ stop the movement of treated/ untreated water or wastewater.
- Demonstrates general operational knowledge of the functionality of plant equipment.
- Corrects service delivery problems promptly without being defensive. Communicating with the immediate superior, verbally transmitting information on plant condition, performance, and outcomes and/ or executing specific instructions to address deviations or disruption to process.



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- Able to identify basic problems within a work process.
- Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.
- Evaluate, interpret, and implement external laboratory results.
- Able to work independently.
- Assist maintenance services by means of best practices in order to ensure OHS-Act, Department of Labour and S.H.E compliance.
- Report all equipment failure to the Plant Supervisor and test all samples when required.

Execute plant housekeeping/cleaning activities.

- Clearing and unblocking inlets, outlets, valves, filters, and connections, removing debris using handheld tools (shovel, fork, etc.) and pressurized water systems to remove/ flush blockages.
- Providing general guidelines and explaining procedures to personnel on the removing and destruction/ disposal of debris to avoid health related risks.
- Attending to the safekeeping of hand tools and/ or apparatus used in the process, applying laid down instructions and guidelines to avoid theft or loss.

Salary: R 216 231.33 – R240 805.22 per annum (post level 10), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: SOCIAL SERVICES

DIVISION: PUBLIC SAFETY

POSITION: CONTROL ROOM OPERATOR X2 (SASOLBURG)

Minimum requirements:

- Grade 12.
- Basic disaster management certificate.

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- 3 years' operational experience.
- Candidate Physical ability Test (CPAT),
- Be Physically and Mentally fit.
- No criminal record.
- Computer literacy.

Competency requirements:

- Safety and Welfare
- Problem Solving
- Community and Customer Focus
- Call Taking and Dispatch

Main Duties:

Call Taking and Dispatch:

- Receives and Processes Calls for Assistance.
- Recognises the requirement for pre- hospital emergency medical resources.
- Conduct telephone communications as outlined in the Standard Operating Procedures (SOP)
- Ability to determine vehicle response mode and configuration based on the dispatcher's evaluation.
- Allocate appropriate resources as determined by SOP.
- Recognise the need for response of other public safety agencies and first responder.
- Communicate complete and accurate information regarding an incident.
- Maintain current knowledge base of service area, including major streets and public buildings.
- Use map books and GPS.
- Handle deferred calls relating to complaints. Interact with members of the public and internal /external stakeholders/services/organisations.

Communication:

- Answer all emergency or any calls directed to the control room.
- Dispatch emergency vehicles and personnel on duty to incidents reported and liaise with external emergency services.
- Perform Radio Communications with emergency and other vehicles at scene.

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- Take part in VOC (Venue Operation Centre) during special events in order to liaise with the 10177 centres, in case of emergency by activating emergency resources to incidents.

Knowledge of operations:

- Knowledge of rescue techniques.
- Knowledge of special operations techniques.
- Execute special operations tasks under supervision.
- Undertake any other duties that are necessary within the Security Control room.
- Ensure that customers are satisfied with the service they receive.
- Keeps customers updated on progress.

Administration:

- Register in and out of all vehicles and be familiar with the shift on duty roster.
- Register documentation in respect of emergency incidents.
- Conduct all required reporting as per the standard operating procedures which include hand over of shifts, weekly reports, incident reports, monthly report etc.

Disaster operations and emergency communications and control:

- Assist / Participate in the structured implementation of measures aimed at.
- Supporting disaster operations from a central control facility.
- Providing emergency communications support to emergency and essential services during normal and emergency operations.
- Issuing authorised early warning and public.

Salary: R 295 227,29 – R 387 368,74 per annum (post level 8/7), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: TRAFFIC OFFICER X2 (SASOLBURG)

Minimum requirements:

- Grade 12 plus Traffic Diploma from recognised traffic institution.
- Registration as traffic Officer from the road traffic registering Authority.

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- 2 – 3 years' relevant traffic experience required
- No criminal record and Firearm proficiency.
- Code EB Drivers licence.

Competency requirements:

- Community and Customer Focus
- Written Communication
- Ethics and Professionalism
- Problem Solving

Main Duties:

Law Enforcement:

- Patrolling to oversee traffic flow.
- Conducting civic arrests in terms of Criminal Procedure Act.
- Participate in road blocking with other law enforcing agencies.
- Issuing of summonses to offenders.
- Enforcing traffic law by speed checking and tracking appropriate action.
- Conducting of point duty at traffic congestion and other special events
- Escorting abnormal loads vehicles.
- Testing vehicles roadworthiness in terms of Traffic Act.
- Temporarily forbidding motorists from driving vehicles as a results of their physical or mental conditions.
- Impounding any driver's license if it is suspected that is forged.
- Serving warrants of arrests on persons who do not comply with the traffic laws.
- Assesses emergency situations and calls for support as necessary.

Respond to safety and security problems:

- Proactively address matters in problem areas as required.
- Responds to calls promptly and effectively.
- Recognises unusual activity and intervenes appropriately.
- Give evidence in court on arrest made on the traffic law of offenders.

Capacity building:

- Conduct educational programmes in public about traffic laws and accident preventions.
- monitor school patrols.

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Telephone: 016 973 8446

Salary: R 295 227,29 – R 342 213,33 per annum (post level 08), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: FIRE FIGHTER - SASOLBURG

Minimum requirements:

- Grade 12 plus Firefighter I and 2.
- Hazmat Awareness.
- Hazmat Operational / Fire & Rescue.
- First Aid Level 3.
- 3 years' relevant operational experience
- No criminal record.
- Physically and mentally fit.
- Passed physical fitness.
- Code EB Drivers licence.

Competency requirements:

- Community and Customer Focus
- Written Communication
- Safety and Welfare
- Problem Solving
- Community and Customer Focus
- Call Taking and Dispatch

Main Duties:

Operations and maintenance:

- Operating of fire appliances and all equipment pertaining to the fire services.
- Driving of vehicles and lifting of equipment.
- Maintaining of all equipment.
- Attending to fire emergency.
- Firefighting and extinguishing of fires.
- Protection and rescuing of life and property.
- Preventing the outbreak and spread of fire.

Administration:

- Writing of log sheets, call sheet and reports.

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- Collecting and delivering of post.
- Handling of queries and complaints from public after hours.

Fire fighting:

- Ability to fight fires.
- Able to use appropriate tools and equipment.
- Execute firefighting tasks under supervision.

Rescue Operations:

- Knowledge of rescue techniques.
- Execute rescue operations tasks under supervision.

Special Operations (Hazmat, Urban Search and Rescue):

- Knowledge of special operations techniques.
- Execute special operations tasks under supervision.

Fire Safety and Prevention:

- Follow fire safety codes, standards and applicable bylaws.
- Identifying fire safety risks.
- Execute fire safety tasks under supervision.

Call Taking and Dispatch:

- Receives and Processes Calls for Assistance.
- Recognizes the requirement for pre- hospital emergency medical resources.
- Conduct telephone communications as outlined in the Standard Operating Procedures (SOP).
- Ability to determine vehicle response mode and configuration based on the dispatcher's evaluation.
- Allocate appropriate resources as determined by SOP.
- Recognise the need for response of other public safety agencies and first responder.
- Communicate complete and accurate information regarding an incident
- Maintain current knowledge base of service area, including major streets and public buildings.
- Use map books and GPS.

VACANCIES

Enquiries: P.V Machaea
Telephone: 016 973 8446

Salary: R 245 833,53 – R 342 213,33 per annum (post level 9/8), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: FINANCIAL SERVICES

DIVISION: BUDGET & FINANCIAL STATEMENT

POSITION: BUDGET CLERK - SASOLBURG

Minimum requirements:

- National Diploma in financial accounting.
- 1 - 2 years relevant experience and have a good knowledge of the budget processes.

Competency requirements:

- Financial Reporting.
- Written and Verbal Communication.
- Planning and Organising.
- Financial Management.

Main Duties:

Assist with coordination of budgets within legislative:

- Assist in preparation of annual budget by department in detail.
- Assist in the preparation and execution of the budget and budget process.
- Assist with daily budget control.
- Assist in all Municipal Finance Management Act (MFMA) reporting requirements (monthly, quarterly, and annually).
- Assist with implementation of MSCOA requirements.
- Assist with compilation of monthly reports.

Monitor the Budget Process to ensure that they meet the requirements or MFMA and National Treasury guidelines:

- Prepare the budget aligned with the IDP and Treasury regulations.
- Revise budget and assist with the preparation of the Adjustment Budget.
- Submission of monthly budget report to user departments and assist with unauthorised expenditure.
- Ensure that the information is captured correctly on the system.

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Enquiries: P.V Machaea
Telephone: 016 973 8446

Financial Statements:

- Assist with compilation of the Annual Financial Statements.
- Ensure that audit queries are handled effectively.

Salary: R 295 227,29 – R 342 213,33 per annum (post level 08), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: ASSETS MANAGEMENT

POSITION: CHIEF CLERK ASSETS - SASOLBURG

Minimum requirements:

- National Diploma with financial accounting as a major subject.
- 1 - 2 years relevant experience and have a good knowledge of the asset management

Competency requirements:

- Oral and written Communication.
- Problem solving.
- Financial Process Management.
- Financial Management.
- Financial Reporting.

Main Duties:

Perform asset management administration:

- Administer additions of the assets on the Asset registers.
- Responsible to compile reconciliations on the Asset registers.
- Ensure all assets are recorded and barcoded in the asset register.
- Ensure that all asset items are marked and catalogued for easy identification and auditing purposes.
- Ensure effective management and control of assets.
- Follow asset management procedure for all assets delivered as per policy – update asset registers at all times.

Maintenance of assets and inventory registers to comply with GRAP and support Council's asset management policy:

- Perform physical asset verification and submit reports.

VACANCIES

Enquiries: P.V Machaea
Telephone: 016 973 8446

- Manage capturing of asset information on the inventory list (room list) of the asset holder.
- Ensure effective management and control of assets.
- Compile reports on the state of assets.

Reporting of assets in terms of GRAP:

- Make follow up on missing assets to ensure that they are accounted for.
- Responsible to administer movements of assets on the Asset registers.
- Responsible to administer capitalization on the Asset registers.
- Responsible to administer depreciation on the Asset registers.
- Responsible to administer disposals on the Asset registers.

Provide administrative support:

- Transfers, Write-Offs or Additions: Ensure proper coordination of asset transfers and write-offs.
- Assist in the execution of an effective auction.
- Apply policies and procedures in financial process management.
- Support Council's risk management policy by performing clerical duties for risk management.

Salary: R 350 770,43 – R 387 368,74 per annum (post level 07), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: ASSET CONTROL CLERK - SASOLBURG

Minimum requirements:

- Relevant 3-year tertiary qualification, preferably a National Diploma in Accounting.
- 0-2 years' finance experience required.

Competency requirements:

- Oral and written Communication.
- Problem solving.
- Financial Process Management.
- Financial Management.
- Financial Reporting.

Main Duties:

Perform asset management administration:

VACANCIES

Enquiries: P.V Machaea
Telephone: 016 973 8446

- Administer additions of the assets on the Asset registers.
- Responsible to administer movements of assets on the Asset registers.
- Responsible to administer capitalization on the Asset registers.
- Responsible to administer depreciation on the Asset registers.
- Ensure all assets are recorded and barcoded in the asset register.
- Administration of asset register including work in progress and unbundling of assets. Verification assets. Capitalisation of assets.

Maintenance of assets and inventory registers to comply with GRAP and support Council's asset management policy:

- Perform physical asset verification and submit reports.
- Manage capturing of asset information on the inventory list (room list) of the asset holder.
- Ensure effective management and control of assets.
- Compile reports on the state of assets.
- Responsible to compile reconciliations on the Asset registers.
- Make follow up on missing assets to ensure that they are accounted for.

Provide administrative support:

- Assist with audit queries.
- Assist in the execution of an effective auction.
- Apply policies and procedures in financial process management.
- Support Council's risk management policy by performing clerical duties for risk management.
- Assist with Audit action plan.

Salary: R 295 227,00 – R 342 213,00 per annum (post level 08), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIVISION: SUPPLY CHAIN MANAGEMENT

POSITION: CHIEF CLERK DEMAND - SASOLBURG

Minimum requirements:

- National Diploma in SCM / Logistics / Procurement.
- 1 - 2 years relevant experience required.
- Computer literacy: MS Office.



VACANCIES

Enquiries: P.V Machaea
Telephone: 016 973 8446

Competency requirements:

- Financial Process Management
- Service Delivery Orientation
- Project Management
- Task management
- Communication

Main Duties:

Effectively and efficiently ensuring that the needs of the municipality are identified:

- Consolidate list of commodities frequently required.
- Verify proper and correct product or item specifications prior to placing an order to ensure that the supply chain management unit buys the correct and required product.
- Recommend a strategy on how to approach the market to ensure that an equitable distribution of business.
- Conduct expenditure, commodity, market and industry analysis to determine expenditure trend, type of commodities frequently required and alternative to what the market offers.
- Distribution of the received and corrected procurement requests to the immediate supervisor.
- Identify commodities frequently required in comparison with the industry analysis.
- Request of comparative quotations in the market.
- Conduct industry for new products that can be beneficial to the Municipality.
- Regular update or servicing of our database with current or trendsetting commodities.
- Monthly reporting to the immediate supervisor on key operational activities

Processes transactional information on specific computerized applications and completes forms, schedules, and documents:

- Collating, checking and verifying information recorded on transactional documents, forms and schedules prior to commencing with updating sequences.
- Capturing information associated with time, material and resources utilized.

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- Entering details of inbound material/ goods (quantity, date, etc.) against product codes and preparing supporting documentation (e.g. goods received note) to validate receipt.
- Inserting documentation, correspondence, forms, etc in alpha/ numerical or chronological sequence into appropriate files, accessing relevant information upon request or support query resolution and/ or deleting or removing old/ obsolete records from the respective files.
- Printing, copying and binding of Bid Documents.
- Providing administrative support to end-user departments.
- Assisting in preparing of monthly reports on compliance of the implementation of the Supply Chain Management.

Performs specific activities/ tasks associated with updating the receipting, storage and utilization of items:

- Checking products and confirming/ acknowledging details recorded on transactional documentation correspond with receipts.
- Identifying products, materials, against requisitions/ works orders.
- Receiving instructions on the disposal of damaged/ excess goods.
- Participating in procurement processes in conjunction with Financial Audits, making available information and schedules.
- Providing clerical support into the drafting of tender notices/ quotations and/ or formulation of contracts in respect of procuring and appointing vendors/ service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.)
- Attending to daily requests for procurement of goods and services.
- Printing orders using specified system, creating new suppliers on the system, printing CSD reports for suppliers and forwarding to the immediate superior for Approval.
- Assisting in conducting stock taking on a quarterly basis and when the need-arises
- Communicating with the end user department regarding the verifications and specifications.

Salary: R 350 770,43 – R 387 368,74 per annum (post level 07), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

VACANCIES

Enquiries: P.V Machaea
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POSITION: SCM ADMINISTRATOR - SASOLBURG

Minimum requirements:

- National Diploma in SCM / Logistics / Procurement.
- 1-2 years' relevant experience required.
- Computer literacy: MS Office.

Competency requirements:

- Financial Process Management
- Service Delivery Orientation
- Project Management
- Task management
- Communication

Main Duties:

Render demand and acquisition clerical support:

- Update and maintain a supplier (including contractors) database.
- Register suppliers on municipal system.
- Acknowledge RFQ's, and make follow up on quotes or any price increases
- Request and receive quotations.
- Capture specification on the electronic purchasing system.
- Place orders.
- Issue and receive bid documents.
- Provide secretariat or logistical support during the bid consideration and contracts conclusion process.
- Compile draft documents as required.
- Processing order confirmations from suppliers quickly and effectively, liaising with other departments where necessary.

Render logistical support services

- Place orders for goods.
- Receive and verify goods from suppliers.
- Capture goods in registers databases.
- Receive request for goods from end users.
- Issue goods to end users.
- Maintain goods register.
- Update and maintain register of suppliers.

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- Maintaining all documents relating to supply chain process in accordance with the company's quality requirements.

Render administrative duties during procurement project plan:

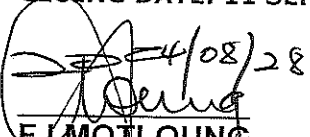
- Prepare agenda notice for bid committees.
- Schedule all bid committee meetings.
- File necessary SCM documents for easy reference.
- Administer and coordinate all SCM activities relating to tender briefing sessions, closing of tenders and opening of tender box.
- Liaise with AG regarding queries and information requests.
- Attend to any duties related to the post.
- Filling of all SCM documents to make sure they are properly secured and available when needed.

Salary: R 295 227,00 – R 342 213,00 per annum (post level 08), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS TO THE ABOVE POSITION.

CLOSING DATE: 11 SEPTEMBER 2024

AT 16:00


F.J. MOTLOUNG
MUNICIPAL MANAGER

