



## DR. PIXLEY KA ISAKA SEME LOCAL MUNICIPALITY

Dr Pixley Ka Isaka Seme Local Municipality is a grade three (03) municipality with its seat in Volksrust hereby invites applications from suitable qualified candidates who are committed, self-driven, motivated, service delivery driven and high performing professionals/practitioners for the positions of:

### Internal / External Advertisement

**1x Chief of Staff / Manager Office of the Executive Mayor  
(Fixed Term Contract)**

**MP304/MM/ME/001**

**FIXED TERM LINKED TO THE POLITICAL OFFICE BEARER**

Department of the Municipal Manager

**REMUNERATION: R639 750.05 PER ANNUM (ALL INCLUSIVE PACKAGE).**

MINIMUM QUALIFICATIONS REQUIREMENTS	
Grade 12 plus an appropriate Diploma or Bachelor Degree or Equivalent qualification in Local Government (NQF Level 6). Computer Literacy.	
WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE	
Experience	3-5 years experience at Middle or Supervisory management level preferably in a municipal environment / Local Government.
Type of knowledge	Sound knowledge of planning, departmental policies and procedures. Knowledge of Corporate Governance Principles. Proven Leadership and strategic thinking. Research Capacity.
Skills Requirements	Management skills, planning, control, design, organizing skills. Report writing, presentation skills and skills in budget preparation and monitoring. A leader and a team player with strong interpersonal skills. Proven ability to communicate (both written and verbal).
Additional Requirements	Valid Code B (08) or C1 (10) driver's licence.
Core Functions	<p>* Provide strategic leadership and support in the Office of the Executive Mayor. Plan, manage and control the Office of the Executive Mayor annual operational budget. Ensure the effective and efficient functioning of the Office of the Executive Mayor within the budgetary constraints of the Council. Facilitate and provide administrative and political support to the Executive Mayor with regard to all functions in that office. Oversee the development and implementation of the strategic and operational policies in the Office of the Executive Mayor according to legislation, and Council policies and procedures. Deal with high level and confidential correspondence on behalf of the Executive Mayor. Organize and prepare for media briefings and interviews in liaison with the Communications unit. Attend meetings on behalf of the Executive Mayor and undertake specific assignments as delegated by the Executive Mayor and in liaison with the Municipal Manager. Support the Executive Mayor in the management of key challenges as well as manage and maintain discipline of staff in the Office of the Executive Mayor. Foster Intergovernmental cooperation. Monitor the coordination of youth development, women development, physically challenged and HIV/AIDS awareness programmes and moral regeneration in liaison with the relevant municipal department. Manage the performance of staff in the Executive Mayor's office.</p> <p>Monitor and evaluate the performance of the sections to ensure achievements of targets in line with the SDBIP.</p>

**1x Secretary in the Office of the Speaker  
(Fixed Term Contract)**

**FIXED TERM LINKED TO THE POLITICAL OFFICE BEARER**

**MP304/MM/SS002**

Department of the Municipal Manager

**REMUNERATION: R435 713.28 PER ANNUM (ALL INCLUSIVE PACKAGE).**

<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	
Grade 12 with National Diploma in Public Administration / Management or Secretarial Diploma / Diploma in Business Management or equivalent related qualification (NQF Level 5/6). Computer Literacy (Micro Soft Office software).	
<b>WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE</b>	
Experience	2-5 years minimum relevant experience in Secretarial / Office Administration.
Type of knowledge	Good understanding of operations and activities of the office of the Speaker.
Skills Requirements	Good communication skills; Interpersonal skills; Service Delivery Orientation; Client Orientation and Customer Focus. Fluency in at least two official languages of which one must include English. Must be able to work under pressure and irregular hours / overtime duties when necessary.
Additional Requirements	Valid Driver's Licence (Code EB)
Core Functions	*Render secretarial and administrative support functions. Type reports, letters and memorandums for the Speaker. Supporting Ward Committees within the municipality. Organise & coordinate functions, travelling and accommodation arrangements for the Speaker. Attending meeting when delegated. Confirm traveling and accommodation details. Interacting internally and externally with stakeholders. Coordinate meetings for the office of the Speaker.

**1x Accountant Revenue  
(Post Level 04)**

**MP304/BT/AR002**

Department of Budget & Treasury

**Remuneration: R458 821.22 and R470 542.30 per annum**

Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	
Grade 12 plus three year National Diploma in Accounting / Finance or Economics or B Com with Financial Accounting as a major subject or equivalent qualification in Finance (NQF Level 6/7). Must meet Municipal Regulations on Minimum Competency Levels as outlined in Government Gazette No41996 of October 2018. Computer Literacy (Micro Soft Office software).	
<b>WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE</b>	
Experience	2-5 years minimum relevant experience in Municipal Finance environment.

Type of knowledge	Sound knowledge of Municipal Finance Management Act and other Local Government Legislation. Knowledge of municipal systems.
Skills Requirements	Planning, good communication skills, interpersonal relations skills, presentation skills, report writing skills and financial management skills.
Additional Requirements	Valid driver's licence.
Core Functions	* Ensure compliance with financial policies, regulations & legislations. Completion of month-end and year end procedures. Perform the required reconciliations according to guidelines. Provide Auditors with required information as requested. Ensure that tariffs as approved by Council are amended and maintained. Ensure that processes preceding journals and the journals after compilation are correct. Ensure that water& electricity, valuations and all applicable services data is captured and raised correctly. Co-ordinate and control sequences associated with the verification and provision of information related to Revenue transactions. Manage the income Section to ensure efficiency and effectiveness. Manage bank reconciliation to ensure that it is efficiently and effectively compiled on a monthly basis and on time. Assist with the preparation of Financial statements to ensure compliance with GRAP and MFMA. Provide information to consumers on the status of accounts and specific procedural application.

**1x IT Technician  
(Post Level 05)**

**MP304/CS/IT/003**

Department of the Corporate Services

**Remuneration: R405 503.11; R426 145.18 and R447 767.05 per annum**

Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	
Grade 12 plus National Diploma in Information Technology or Equivalent relevant ICT qualification (NQF Level 6). Computer Literacy (Micro Soft Office software).	
<b>WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE</b>	
Experience	2-5 years minimum relevant experience in ICT and analytical thinking.
Type of knowledge	Sound knowledge of Computer operating systems, hardware & software and other Local Government Legislations. Strong understanding how hardware, software and operating systems work.
Skills Requirements	Information Communication Technology (ICT) skills, planning & organising, business communication (oral & written) skills, interpersonal relations skills, presentation skills and report writing skills. Organisational Awareness, Monitoring and control, negotiations
Additional Requirements	Valid driver's licence.
Core Functions	* Troubleshooting and diagnosing computer hardware and software issue. Setting up computer networks and assisting employees and customers with IT related problems. Maintains the computer and network systems of the municipality. Provide advice and assistance on basic areas associated with the effective use of information systems and their environment. Ensure compliance of information systems through information security.

**1x Water Quality Technician  
(Post Level 06)**

**MP304/IS/WQ005**

Department of Infrastructure Services

**Remuneration: R358 164.31; R376 369. 43 and R395 549.79 per annum**

Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	
Grade 12 plus National Diploma in Water Management / Technology, Analytical Chemistry or Chemical Engineering or Equivalent qualification (NQF Level 6). Computer Literacy (Micro Soft Office software).	
<b>WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE</b>	
Experience	3-5 years minimum relevant experience in Water Management environment.
Type of knowledge	Sound knowledge of Water Management Act and other Local Government Legislations. Knowledge of municipal systems.
Skills Requirements	Planning & organising skills, good communication skills, interpersonal relations skills, presentation skills, report writing skills and financial management skills. Project management skills will serve as an advantage.
Additional Requirements	Valid driver's licence.
Core Functions	* Monitoring and maintaining water quality. Manage Blue drop system and upload tats. Manage Green drop system. Perform routine physical, chemical, microbiological and hydrological analysis on drinking water, environmental waters, including sewage, industrial effluents, groundwater, swimming baths, boreholes, landfill leachates. Performs verification of data, entering field data on to LIMS and generates reports for senior personnel. Supervises and train staff on how to conduct site visits/field analysis and conduct sampling when required. Analyse, evaluate results and generate reports and technical signatory for accredited methods. Verifies the quality of the preparation of chemicals, reagents, and media. Prepares test reagents, culture agars, stock and working solutions, including chemicals for water and wastewater treatment plants and remote sites and ATLABS. Verifies the quality of the preparation of chemicals, reagents, etc. Assists/performs off-site inspections and/or conducts field analysis. Supervises and ensures that the implementation of the ISO 17025 Quality Management System is occurring. Ensures that Good Laboratory. Practices (GLP) are followed and implemented by maintaining good safety and housekeeping practices. Monitor and control procedural applications associated with the operations and functionality of water reticulation networks.

**1x Revenue Clerk  
(Post Level 07)**

**MP304/BT/RC005**

Department of Budget & Treasury

**Remuneration: R288 967.22; R304 366.74; 319 053.77 and R334 497.00 per annum**

Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	
Grade 12 plus National Diploma in Finance / Accounting / Municipal Finance or equivalent qualification (NQF Level 5/6). Computer Literacy (Micro Soft Office software).	
<b>WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE</b>	
Experience	2 years minimum relevant experience in Finance environment.
Type of knowledge	Sound knowledge of Municipal Finance Management Act and other Local Government Legislation. Knowledge of municipal systems. Must be able to work under pressure, meet deadlines, ensure accuracy in calculations and be committed.
Skills Requirements	Planning, good communication skills, interpersonal relations skills, presentation skills, report writing skills and financial management skills.
Additional Requirements	Valid driver's licence.
Core Functions	* Perform tasks and activities associated with revenues received from levy payers, grant funders, and other revenue. Record and process income transactional data by identifying direct deposit from bank statement, to ensure deposits have been identified and receipted by cashiers into the levy payer's accounts to avoid interest charges. Supervising compliance with procedures relating to receipting of customer accounts, balancing cashiers at the end of a day, reconciling cashier receipt to bank statement. Attend to amendments or adjustments of transactions on customer accounts, updating customer information on customer database. Performs specific tasks associated with the monitoring of customer accounts and the recovery of outstanding amounts. Control the key performance areas and critical outputs of personnel within the functionality. Provide support with respect to specific activities / requirements associated with the functionality.

**1x Fire Fighter  
(Post Level 11)**

**MP304/CM/FF027**

Department of the Community Services

**Remuneration: R173 818.32; R177 031.11; R182 709.22 and R188 623.37 per annum**

Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	
Grade 12 plus Fire Fighter Level 1 & 2 Certificate; First Aid Level 3; Hazmat Awareness or Operations / Fire & Rescue or equivalent qualification at NQF Level 04. Valid Driving License Code C1 and Basic Ambulance Course with current HPCSA registration.	
<b>WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE</b>	
Experience	3 years minimum relevant operational experience in Fire Fighter and or Rescue environment.
Type of knowledge	Sound knowledge of Fire Fighter regulations and other Local Government Legislations. Knowledge of municipal systems. Physical and Mentally fit.
Skills Requirements	Planning, good communication skills, Problem Solving, Public and interpersonal relations skills. Ethics and Professionalism.
Core Functions	* Attend to Fire incidents and accidents by using specialised vehicles. Rescue of lives (out of buildings, installations and any other place). Render standby and protection services as instructed. Cleaning of Fire vehicles and machine bay. Fire Fighting, Rescue operations, Fire Safety and Preventions.

**1x Process Controller  
(Post Level 12)**

**MP304/IS/PC034**

Department of the Infrastructure Services

**Remuneration: R163 144.96; R166 228.25; R171 095.29 and R176 229.54 per annum**

Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	
Grade 12 plus N3 (NTCIII) Certificate in Water and Wastewater Treatment Level 03 or a Diploma in Water and/ or Water Waste Treatment or equivalent qualification at NQF Level 03.	
<b>WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE</b>	
Experience	2 years minimum relevant experience in Water and Wastewater Treatment works Operations.
Type of knowledge	Demonstrated knowledge of process functionality within a Waste Treatment Plant/ Waste Water Treatment Works and associated installation. Knowledge of plant performance and system functionality and recording and reporting outcomes and other Local Government Legislations.
Skills Requirements	Planning, Confidentiality, teamwork, conflict resolution skills, good verbal and written skills and time management. Ability to operate a water/wastewater treatment plant.

Core Functions	* Operate coagulation, flocculation, and sedimentation filter backwash, settling process, filtration and chlorination processes. Ensuring that proper water and waste water treatment processes take place at correct and designed intervals. liaising with Water quality technician and lab staff for raw and effluent waste water quality problems; following up on reported breakdowns to facilitate plant and machine change overs; allocating and monitoring operational duties to plant operators /process controllers, and general workers; clearing blocked pipes and tanks; assist Operations Superintendent in Sludge digestion problems.
----------------	---

**1x General Assistant: Recreation, Parks & Cemeteries  
(Post Level 15)**

**MP304/CM/GA023**

Department of Community Services

**Remuneration: R137 008.81; R138 709.66; R140 421.98 and R142 198.57 per annum**  
Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

MINIMUM QUALIFICATIONS REQUIREMENTS	
ABET Level 3 / Grade 07	
WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE	
Experience	2 weeks – 06 months minimum relevant experience
Skills Requirements	Good Communication skills. Ability to work under pressure.
Additional Requirements	Be physically fit. Required to work in all weather conditions. Required to work outside normal working hours during emergencies and planned overtime.
Core Functions	*Undertakes activities by maintaining cleanliness of Recreational facilities, Parks and Cemeteries areas. Providing support in respect of specific official requirements in accordance with laid down instructions. Cleaning and Maintaining hygiene standard and the provision of support. Tools and equipment storage care.

**1x General Assistant: Building Maintenance  
(Post Level 15)**

**MP304/CM/GA007**

Department of Community Services

**Remuneration: R137 008.81; R138 709.66; R140 421.98 and R142 198.57 per annum**  
Subject to certain conditions, other municipal benefits as determined by the SALGBC are offered.

MINIMUM QUALIFICATIONS REQUIREMENTS	
ABET Level 3 / Grade 07	
WORK RELATED EXPERIENCE, SKILLS AND KNOWLEDGE	
Experience	2 weeks – 06 months minimum relevant experience
Skills Requirements	Good Communication skills. Ability to work under pressure.

Additional Requirements	Be physically fit. Required to work in all weather conditions. Required to work outside normal working hours during emergencies and planned overtime.
Core Functions	*Undertakes general labour tasks during building maintenance. Providing support to the Handyman during the marking off work areas/site. Cleans worksites, stores equipment and tools and loads materials prior to departure from work site. Preparing requisite quantities of materials. Laying and compacting cement mixes and soil to reinforce structures using hand tools.

**Enquiries must be directed to:** The Human Resources Manager, Mr I M Shabangu during office hours at 017 734 6100.

A covering letter clearly stating the position applying for, comprehensive Curriculum Vitae, originally certified copies of ID and qualifications must accompany your application form. Applications should be made on the Municipal Application Form for employment which can be obtained from the Municipality. A person who fails to complete an application form, his or her application will not be considered.

Completion of the approved municipal assessment process coupled with vetting of qualifications, criminal record and previous employer checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The successful candidate will have to sign an employment contract.

Interested and appropriately qualified people should address their applications to:


The Municipal Manager Mr. M.A Ngcobo, Dr. Pixley Ka Isaka Seme Local Municipality Private Bag X9011, Volksrust, 2470 or for attention of The Manager Human Resources, Municipal Offices; Cnr. Nelson Mandela Drive and Adelaide Tambo Street, Volksrust, 2470

If no reply is received within 60 days after the closing date, applicants must accept that the application was unsuccessful. The Council reserves the right not to make an appointment.

***Women and people with disabilities are encouraged to apply. People with disabilities must state the nature of their disability in the application.*** 

**NB. Applications submitted electronically or per facsimile shall be disqualified. Proof of canvassing and other unacceptable conduct will automatically disqualify an applicant.**

**Closing Date: 04 October 2024 at 16H30**

  
**Mr. MA Ngcobo**  
**Municipal Manager**  
 Notice No: 78/2024