



DITSOBOTLA LOCAL MUNICIPALITY is inviting applications from suitably qualified persons for the following positions:

POSITION : PMU TECHNICIANS X 2 (contract based)

SALARY : R350 000-00 per annum (ALL INCLUSIVE PACKAGE)

QUALIFICATIONS & EXPERIENCE

B Degree in Civil Engineering or Three (3) National Diploma in Civil Engineering, three (3) years applicable working experience in Municipal Infrastructure, One (1) year experience working under Project Management Unit dealing with MIG project administration, Valid driver's licence and NQF 5 and NQF 7 labour based methodology certificates will be an added advantage

Duties

- ❖ Delivering technical support and evaluating proposed projects in alignment with the respective municipal IDP's and the regional and provincial growth and development plans,
- ❖ Project managing the labour intensive projects in line with EPWP framework and related reporting requirements,
- ❖ Arranging regular project progress meetings,
- ❖ Ensuring compliance with all legal aspects and conditions, required from the different spheres of government,
- ❖ Conducting site visits / meetings to ensure compliance with business plan conditions,
- ❖ Managing cash flows and committed project expenditure,
- ❖ Verifying payment certificates and preparing of monthly payment schedule documentation,
- ❖ Maintaining project performance data on national database,
- ❖ Assisting with other related municipal infrastructure programmes.

POSITION : MANAGER: PMU (Contract based)

SALARY : R554 600-00 (All Inclusive package)

QUALIFICATIONS & EXPERIENCE

Bachelors Degree in Civil Engineering or B Tech in Civil Engineering or three year National Diploma in Civil Engineering or equivalent qualification. Minimum of five (5) years experience in a similar environment with extensive exposure to programme co-ordination. Good knowledge of local and provincial government processes. Registration with ECSA or in a process of being registered is a pre requisite. Computer literacy in MS Software packages

COMPETENCIES /SKILLS

- ❖ Good communication skills (verbal, written and presentation skills)
- ❖ Leadership skills
- ❖ Project management skills
- ❖ Project administration and monitoring skills
- ❖ Financial management skills

KEY PERFORMANCE AREAS

Responsible to integrate, coordinate project manage and financially administer the MIG, ensure project compliance with all applicable legislation, policies and conditions applicable to MIG, Project performance and cash flow reviews, Liaise with stakeholders through formal regular evaluations/progress meetings on an ad hoc basis, submit monthly, quarterly, bi annual reports to COGTA as determined in applicable legislation or required by MIG. Management of Project Management Unit

POSITION : MANAGER: WATER & SANITATION

SALARY : R469 332-00 per annum (Excludes applicable service benefits)

QUALIFICATIONS & EXPERIENCE

B degree or BTech or Three year National Diploma in Civil Engineering or relevant qualification. Minimum five (5) years supervisory / management experience in water and sanitation services. Registration with recognised and relevant body. Computer Literacy and A Valid driver's licence

KEY PERFORMANCE AREAS

To manage water and sanitation unit in order to ensure the supply of water and sanitation services to all customers in an acceptable quantity and quality. To ensure that strategic planning from an operational perspective is undertaken and revised as necessary to allow for long term sustainability and viability. To ensure that necessary support to the core function are fully resourced and operational .

POSITION : EPWP CO-ORDINATOR

SALARY : Notch 1 of Post Level 5 (R R279 096-00 per annum (excludes applicable service benefits)

QUALIFICATIONS & EXPERIENCE

B Degree or Three year National Diploma in Administration or relevant equivalent qualification. Minimum two (2) years experience in administration. Computer literacy

COMPETENCIES

- ❖ Strong leadership and peoples management skills
- ❖ Good co-ordination and communication skills
- ❖ Ability to work with people
- ❖ Conflict management skills

❖ Knowledge of working in Community Development Work

KEY PERFORMANCE AREAS

Perform tasks/activities associated with EPWP coordination and implementation, by co-ordinating and managing EPWP beneficiaries, monitoring on site and reporting, administering and managing time sheets and payment of beneficiaries including tools. Planning sector training and capacity building for beneficiaries, identifying training needs for each sector, e.g. LED, Infrastructure, etc. Linking training to projects. Planning, designing and packaging of EPWP compliant projects. Compiling EPWP sectors plans for submission and approval. Facilitating the selection and approval of beneficiaries in EPWP projects with Councillors and/or from unemployment database. Assisting with the setting of targets and performance targets for EPWP. EPWP project identification and budget allocation. Implementing Ditsobotla Local Municipality's EPWP plans and related initiatives. Reviewing Unit plans for EPWP opportunities and align them accordingly. Liaising with the Sector Lead Departments Nationally & Provincially. Performing overall municipality wide EPWP coordination. Creating an enabling environment for the successful implementation on the municipal's EPWP. Ensuring that contractors appointed by the municipality employ local labourers in consultation with the EPWP Coordinator. Ensuring that project data or information is provided for the purpose of capturing by the Data Capturer as part of project registration in the Management Information System (MIS). Providing on time, accurate EPWP Monthly Project Report for each implemented project for capturing, updating and reporting on the Management Information System to both National and Provincial Department of Public Works.

POSITION : **ELECTRICAL TECHNICIAN**

SALARY : **Notch 1 of Post Level 4 (R323 772 -00) per annum (excludes applicable service benefits)**

QUALIFICATIONS & EXPERIENCE

Minimum NTC 5 Electrical certificate, Electrical Trade Test, Wireman's licence will be an added advantage. Three (3) years relevant experience in Municipal Electrical Distribution Network. Understanding of developmental local government systems, processes and procedures. Willingness to work standby duties. Valid OHRVS certificate. Understanding of OHS Regulations. Valid driver's licence. Good communication skills. Computer literacy and report writing skills.

KEY PERFORMANCE AREAS

General electricity network planning of HV, MV AND LV extensions and network reinforcement for the provision of electricity supply. Liaison with customer, contractors, developer and consultants in terms of their electrical supply requirement. Providing technical information on the principles and applications associated with new services and alterations planning. Monitoring and controlling resources. Providing operational support and expertise on all electrical compliance matters.

Prepare reports, correspondence and attending meetings and presenting reports. Perform any relevant duties delegated by the Manager / Supervisor.

POSITION : ELECTRICIAN

SALARY : NOTCH 1 OF POST LEVEL 7 (R223 224-00) per annum (Excludes service benefits)

QUALIFICATIONS & EXPERIENCE

Grade 12, A minimum N2 Certificate plus electrical trade test. Wireman's License will be an added advantage. Two years' relevant experience in an electrical services environment. An understanding of developmental Local Government systems, processes and procedures. The willingness to be on . An understanding of OHS regulations. A valid driver's license, preferably Code 10. Valid OHRVS (10 Modules) Good communication skills. Computer literacy. Report-writing skills.

KEY PERFORMANCE AREAS:

Plan, supervise and co-ordinate the electrical maintenance team to ensure effective and efficient maintenance of electrical network, Install electrical connections and maintain electronic equipment within the municipal area, Maintain effective distribution networks on high tension and low tension wires to ensure electrical system components are safe and compatible, Install and maintain street lights and robots, as well as attend to any electrical breakdowns, Conduct regular inspections, tests and repairs on electrical equipment to ensure proper operations, Ensure compliance with the OHS Act in the performance of duties, Liaise with supervisors and stores on material requirements against work orders, Perform any relevant duties delegated by the manager/supervisor

POSITION : SUPERVISOR-ELECTRICAL (MAINTENANCE & CONSTRUCTION) X 2

SALARY : NOTCH 1 OF POST LEVEL 7 (R223 224-00) per annum (excludes service benefits)

QUALIFICATIONS & EXPERIENCE

Minimum NTC 2 Electrical Certificate plus Electrical trade test. Wireman's License will be an added advantage. 5-10 years relevant experience in Municipal Electrical Distribution Network. Supervisory Management experience .Understanding of developmental local government systems, processes and procedures. Willingness to work stand-by duties. Valid ORHVS Certificate. Understanding of OHS Regulations. Valid driver's Licence. Good communication skills. Computer literacy and report writing skills

KEY PERFORMANCE AREAS

Plan, supervise and co-ordinate the electrical maintenance team to ensure effective and efficient maintenance of electrical network. Electricity network Operating. Providing technical information on the principles and applications associated with new services and alterations planning. Providing operational support and expertise on all electrical compliance matters. Prepare reports, correspondence and attending meetings and presenting reports. Perform any relevant duties delegated by the Manager / Supervisor

POSITION : MANAGER: PMS

SALARY : R469 332-00 per annum (Excludes applicable service benefits)

QUALIFICATIONS & EXPERIENCE

Relevant B Degree in Public Administration, Public Management or equivalent qualification, 3 years' experience in Local Government PMS or Monitoring and Evaluation, Proven experience in PMS, and other statutory and programme reports, Proven experience of drafting SDBIP, Performance Legislation and Policy drafting, High level Computer literacy, An understanding of Developmental Local Government prescripts, processes and procedures, Ability to write credible reports to Council and provincial departments, A valid driver's license, Interpersonal and analytical skills

KEY PERFORMANCE AREAS

Reporting to the Municipal Manager, the successful candidate will:
Manage the total PMS of the Municipality in line with relevant legislation and regulations, Develop the PMS process plan and ensure adoption by council structures, Monitor and evaluate the PMS by analysing monthly and quarterly progress reports to ensure that delivery by directorates/departments is aligned to the SDBIPs and the IDP, Cascade the PMS process down to lower level employees, Align the IDP with the budget by participating in the development of SDBIPs by directorates/departments. Prepare reports for Council committees to inform the committees on progress/gaps on the implementation of the PMS and other statutory reports, Facilitate the implementation of a performance management system in the Departments to ensure compliance with regulatory frameworks, Support Management with the planning, monitoring and review of and reporting on municipal performance against the SDBIP, Participate in the compilation of municipal annual performance reports in line with legislative requirements, Coordinate strategic planning process and ensures the development, approval and implementation of the SDBIP blueprints that comply with the requirements of applicable legislation, Ensures the development of Departmental/Divisions operational goals and objectives, Ensure that agreed performance planning cycles are adhere to, including performance planning, performance monitoring and evaluation and reporting, Report progress on the implementation of the SDBIP to the Management, Executive Committee and Council in a prescribed format.

Interested persons should forward their detailed curriculum vitae with contactable references, certified copies of all qualifications and identity document together with covering letter to:

**MR SS NNETE
ACTING MUNICIPAL MANAGER
P.O BOX 7
LICHTENBURG
2740**

Alternatively hand delivered to:


Human Resources
3rd Floor, Civic Centre
Cnr Transvaal & Nelson Mandela Street
Lichtenburg
2740

For enquiries please contact Mrs K Ralokwakweng or Mr Khumo Mosala or Mr Bobby Kgaje at 018 633 3854/55/56/57.

CLOSING DATE: 06 NOVEMBER 2015

The Municipality is committed to the achievement and maintenance of Employment Equity Plan especially in respect of race, gender and people with disabilities.

APPROVAL BY MUNICIPAL MANAGER:



DATE: 15-10-2016