



## Manager: Internal Audit

Office of the Municipal Manager

Salary scale: R232 200 – R256 368 per annum (Post level 3-2)

**Requirements:** • At least an appropriate B degree or equivalent qualification • Sound knowledge of Local Government and its operations • Sound visionary strategic management, decision-making and policy development abilities • Good communication skills and computer literacy • Staff and financial (budget) management skills for the respective department.

**Main duties:** • Develop, implement and monitor strategic goals, policies, procedures and plans for the department and align it with the Municipality's strategic objectives • Focus areas include regular assessments of internal control measures and performing audit-related functions • Work in regular consultation with and under the Departmental Manager.

## Manager: Water and Sanitation

Infrastructure and Technical Services

Division: Water and Sanitation

Salary scale: R232 200 – R256 368 per annum (Post level 3-2)

**Requirements:** • Appropriate B degree or equivalent qualification • Sound knowledge of Local Government and its operations • Sound visionary strategic management, decision-making and policy development abilities • Good communication skills and computer literacy • Staff and financial (budget) management skills for the respective department • Leadership skills, interpersonal relations and report-writing skills • At least four years' managerial experience with the ability to take initiative and solve problems.

**Main duties:** • Develop, implement and monitor strategic goals, policies, procedures and plans for the division • Align the above with departmental strategic objectives (Integrated Development Plan) • Develop new technologies in order to provide new solutions with respect to Water and Sanitation • Work in regular consultation with the Director.

## Co-ordinating Officer (Public Participation and CDW)

Office of the Municipal Manager

Division: Office of Executive Mayor

Salary scale: R148 692 – R164 184 – R181 272 per annum (Post 7-6)

The post is linked to the term of Office of the Executive Mayor.

**Requirements:** • Appropriate B degree/equivalent qualifications • Experience in Local Government • Computer literacy • A valid driver's licence.

**Main duties:** • Co-ordinate the community development workers programme • Provide administrative support to community development workers • Evaluate and assess community development workers' performance • Liaise with internal and external stakeholders, including the provincial co-ordinator pertaining to the development CDWs.

## Environmental Specialists (2 Posts)

Community Services

Division: Solid Waste and Environment Management

Salary scale: R148 692 – R181 272 - R200 172 per annum (Post 7-5)

**Requirements:** • Relevant B degree or equivalent qualification in Environmental Management/related disciplines • Computer literacy • Code 08 driver's licence • Minimum of three years at the environmental management level.

**Main duties:** • Capacitate communities within Madibeng Local Municipality on environmental issues • Constantly monitor development, mining and industrial activities within the Municipalities jurisdiction to ensure compliance with environmental legislation, policies and by-laws • Ensure that the constitutional right of all Madibeng citizens to a clean and healthy environment is protected • Compile monthly and quarterly reports; make contributions to the annual reports for the unit • Evaluate and comment on environmental scoping reports for proposed developments within the jurisdiction of the Municipality • Develop and promote strategies for a clean and healthy environment • Attend meetings and sit on Environmental Forums and task teams on behalf of the unit • Ensure that the activities of the Municipality are as environmentally sustainable.

## Superintendent: Roads

Infrastructure and Technical Services

Division: Roads and Fleet Management

Salary scale: R164 184 – R181 272 - R200 172 per annum (Post level 6-5)

**Requirements:** • National Diploma in Civil Engineering or equivalent • Five years' experience in Roads Management • Experience in Middle Management will be an added advantage.

**Main duties:** • Assist the Manager of Roads and Fleet Management Division in his duties • Co-ordinate and control the service delivery objectives and outcomes associated with the construction and maintenance of roads • Co-ordinate and control the work sequences and/or programmes associated with the cleaning of streets and storm-water inlets • Co-ordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline • Co-ordinate specific administrative and reporting requirements associated with key performance and result indicators of the functionality • Co-ordinate tasks/activities associated with the implementation of procedures, monitoring and reporting sequences/outcomes in the Road and Storm-water Sub-division • Plan, prioritise and schedule roads and storm-water projects and maintenance.

## Examiner of Licenses

Community Services

Division: Public Safety

Salary scale: R131 316 – R138 012 – R145 020 per annum (Post level 8)

**Requirements:** • Diploma in both Driver's and Vehicle Testing and be a registered Grade A Examiner • Valid Code A and EC driver's licenses and PrDP • Multilingual and be registered as e-NaTIS user • Three years' relevant experience.

**Main duties:** • Test driver's licenses and motor vehicles • Conduct eye testing • Invigilate learner's licence class • Authorise the issuing of driver's licences, learner's licences and roadworthy certificates.

## Process Controller: •Waste Water Purification (3) •Water Purification (1)

Infrastructure and Technical Services

Division: Water and Sanitation

Salary scale: R131 316 – R148 692 – R164 184 per annum (Post level 8-7)

**Requirements:** • Grade 12 plus NTC in Water Care/NTC3 Chemical Plant Operation/S4 in Water Care/Chemistry or Chemical Engineering • National Diploma in Water Care/Chemistry/Chemical Engineering • Code EB driver's licence • Registered or eligibility to register with DWAF as Class 2 Operator • At least one to two years' water plant/production experience.

**Main duties:** • Operate and control the water purification/wastewater treatment plant processes • Comply with all organisational policies • Comply with all relevant SHERQ legislation • Achieve organisational targets • Comply with the OHS Act.

## Technologist: Treatment Works

Infrastructure and Technical Services

Division: Water and Sanitation

Salary scale: R205 188 – R210 324 – R215 604 per annum (Post level 4)

**Requirements:** • B-Tech degree/diploma in Civil Engineering • Five years' experience in water purification • Computer literacy • Supervisory and/or management skills • Valid driver's licence.

**Main duties:** • Manage Treatment Works (Water and Wastewater) • Ensure final water produced by plants conforms to the National Water Act and Water Services Act • Assess the operation proves and flow data • Operate Scada system to ensure levels of reservoirs are optimal at all times • Perform water demand management for the plants to determine process losses and plan future extensions • Assist in developing new technologist in order to provide solutions with respect to Water Treatment Analytical Services and process control.

## Superintendent: Water Purification.Wastewater Purification

Infrastructure and Technical Services

Division: Water and Sanitation

Salary scale: R181 272 – R190 464 – R200 172 per annum (Post level 5)

**Requirements:** • B-Tech degree in Water Care • Five years' experience in water purification • Computer literacy • Valid driver's licence.

**Main duties:** • Supervise the operation and personnel of the Brits and Hartebeespoort plants • Ensure that the potable water produced by the plants conforms to the general laid-down standards (SABS 241) at all times.

## Horticulturist: Parks

Community Services

Division: Parks, Sidewalks and Cemeteries

Salary scale: R81 672 – R87 600 – R90 936 per annum (Post level 8)

**Requirements:** • National Diploma in Horticulture or equivalent qualification • Valid Code EB driver's licence • At least three years' appropriate experience.

**Main duties:** • Develop, maintain active and passive and passive parks, recreational and sport facilities, cemeteries, inscapes and decorations • Perform arboriculture activities in related facilities throughout Madibeng • Supervise lower categories of staff in a safe, effective and efficient manner.

## Assistant Chief Fire Officer

Community Services

Division: Fire and Disaster Management

Salary scale: R181 272 – R190 464 – R200 172 per annum (Post level 5)

**Requirements:** • Higher Certificate in Disaster Management or equivalent • Five years' relevant experience.

**Main duties:** • Administer and manage the disaster management service, to ensure an efficient service to the community • Be responsible for the co-ordinating disaster plan to ensure a safe environment • Handle hazardous material incidents to ensure and sustain a safe environment • Provide urban development services to ensure and sustain a professional urban development service • Manage the store/inventory to ensure control of supplies and its availability • Form partnerships with various departments, Government institutions, NGOs regarding fire service matters • Implement disaster legislation and relevant by-laws • Be responsible for operational management to ensure a continuous fire service delivery to the inhabitants • Render humanitarian service to ensure and sustain a professional special service to communities during times of distress.

## Assistant Superintendent

Community Services

Division: Public Safety

Salary scale: R148 692 – R156 228 – R164 184 per annum (Post level 7)

**Requirements:** • Grade 12 Certificate • Final Traffic Diploma of ITMPO and registered with NDOT as Traffic Officer • Five years' relevant experience.

**Main duties:** • Handle control documents/payments on warrants of arrest • Streamline the operations of the warrants of arrest section for better service delivery • Perform general functions and duties to ensure the correct functioning of the warrant of arrest office • Handle Administrative Officer control documents for printing the warrant of arrest which was authorised by the Chief Magistrate • Take offender of traffic violation to court if and when traffic fine cannot be paid • Handle all enquiries regarding control documents and warrants of arrest.

## Station Officer

Community Services

Division: Fire and Disaster Management

Salary scale: R148 692 – R156 228 – R164 184 per annum (Post level 7)

**Requirements:** • National Fire Certificate • Driver's licence • Four years' relevant experience.

**Main duties:** • Undertake shift work as given by team seniors, that will include, checking of equipment and apparatus, checking of inventories and reporting back the faults to the senior • Be responsible for the combating and extinguishing all fire to ensure a fire safe environment • Handle hazardous material incidents to ensure and sustain a safe environment.

## Technical Officer

Community Services

Division: Fire and Disaster Management

Salary scale: R131 316 – R138 012 – R145 020 per annum (Post level 8)

**Requirements:** • Certificate in Disaster Management • Driver's licence • Computer literacy • Two years' relevant experience.

**Main duties:** • Undertake the shift work as given by team seniors, that will include, checking of equipment and apparatus, checking of inventories and reporting back the faults to the senior • Be responsible for the combating and extinguishing all fire to ensure a fire safe environment • Handle hazardous material incidents to ensure and sustain a safe environment • Render a humanitarian service to ensure and sustain professional special services to communities during times of distress • Provide a general fire safety audit service to promote fire safety in communities to reduce potential life loss.

## Co-ordinator: Maintenance and Construction

Infrastructure and Technical Services

Division: Electricity

Salary scale: R205 188 – R210 324 – R215 604 per annum (Post level 4)

**Requirements:** • B-Tech/Engineering Diploma in Electricity • Extensive knowledge and understanding of infrastructure, planning and development as well as provision of basic Municipal services • Valid driver's licence.

**Main duties:** • Facilitate and co-ordinate the division as second in charge of electricity • Plan and design electricity projects • Draft tender documents • Approve Consultants' and Contractors' projects in planning, operational and stage.

## Technician: Networks

Infrastructure and Technical Services

Division: Water and Sanitation

Salary scale: R205 188 – R210 324 – R215 604 per annum (Post level 4)

**Requirements:** • National Diploma • Three years' applicable experience • Must be qualified.

**Main duties:** • Plan and ensure that the sections are in a position of offering an efficient service to meet the demand by closely monitoring the job cards • Assist the subordinates in solving job-related problems by convening meetings and coming up with informed decisions • Introduce innovative methods on how to combat an unexpected pipe burst by monitoring pressure and where required installing pressure-reducing valve • Look into the market for economical or cost-effective material by inviting suppliers to give presentations • Comment on and write reports • Attend technical and project steering committee meetings for the capital projects • Control the budget by monitoring all the requisitions and approve if certified, and on a yearly basis prepare the new budgets for water and sewerage networks for the following financial year • Keep up-to-date with technical development and outsourcing primitive methods by attending workshops on service delivery and always keeping in contact with professionals operating in similar fields of expertise.

## Personal Assistant: Speaker

Office of the Municipal Manager

Division: Chief Operating Officer

Salary scale: R181 272 – R200 172 – R205 188 – R215 604 per annum (Post Level 5-4)

The post is linked to the term of Office of the Speaker.

**Requirements:** • Grade 12/equivalent qualifications • Good communication and report-writing skills • Computer literacy (Word Perfect, Excel and PowerPoint) • One year's experience in Local Government.

**Main duties:** • Manage and render administrative support to the office of the Speaker • Supervise junior officials stationed in the office of the Speaker • Co-ordinate and facilitate the process of public participation for the Municipality • Manage and monitor enquiries/correspondence to the speaker and Councillors • Attend meeting on behalf of the Speaker and report back • Arrange community meetings on behalf of the Speaker.

**To all applicants: Please read these guidelines in order not to be disqualified:** • Applications must be done in the following order: \* A covering letter indicating clearly the following information: Position applied for, title, initials and surname, contact number (application forms from other organisations are not accepted) \* A comprehensive and typewritten or legible Curriculum Vitae \* Certified copies of relevant certificates and Identity Document (this must accompany your application) • Please staple all your documents together in order not to be misplaced during the sorting process • Only one application per position is acceptable • Only original applications will be accepted, therefore NO e-mails or faxes please!

**When sending by mail, forward your application to: The Director: Corporate Support Services: Vacancies at PO Box 106, Brits 0250. Hand delivery must be done at Room 208/211, Second Floor, Brits Municipal Offices.**

Applications that do not conform to the above and applications not received at the date and time mentioned in this advert, as well as any form of canvassing, may lead to disqualification of an applicant.

Applicants, who do not receive notice within 1 month from date of closure, may accept that their applications were unsuccessful. Only successful applicants will be corresponded with.

**Enquiries can be directed to the Human Resource Manager, Mr M Gaselebelwe on (012) 318-9553/9265.**

**NB:** Council reserves the right to withdraw, amend and/or suspend the process at any time when necessary.

**Fringe benefits: Subject to certain conditions, the following fringe benefits are offered:** • Leave bonus equal to one month's salary • Pension fund scheme • Medical aid scheme • Provident fund • Housing subsidy for homeowners.

**Applications must have reached us by: 10 April 2009 (strictly at 12:00).**

**NOTICE NO: ??/2009**