



MADIBENG LOCAL MUNICIPALITY VACANCIES



The municipality hereby invites suitably qualified candidates to apply for the following vacancies:

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER CHIEF OF STAFF

Division: Office of the Executive Mayor (Fixed-term contract linked to term of the existing Council)
Salary: R562 683.88 (Post level 3)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • Diploma / N5 in Management / Administration / Political Science • Extensive Management experience • A profound political background • Outstanding verbal and written communication skills • Practical experience gained at strategic management level • High-level knowledge of legislation pertaining to Local Government • Able to work under pressure and maintain high level confidentiality • Must be able to work with a team and able to work irregular hours • Must be familiar with local government • Must have a valid Driver's License • 2 years' experience in local Government administration
KEY PERFORMANCE AREAS: • Manage and coordinate the administrative functions in the Office of the Executive Mayor. • Assist the functionaries in the Municipality with the implementation of municipal policies and plans. • Follow up on the implementation of Mayoral Committee and Council Resolutions • Assist in ensuring the implementation of projects and compliance with target dates. • Liaise with other district and local municipalities, institutions and stakeholders. • Lead and manage all staff in the office of the Executive Mayor to ensure efficiency/or effectiveness in the Office of the Executive Mayor. • Prepare, manage and control the office of the Executive Mayor's annual operation budget, ensuring the effective and efficient functioning of the office within the budgetary constraints of the council. • Facilitate and provide administrative and political support to the Executive Mayor with regard to all functions in the Executive Mayor's office. • Oversee the development and implementation of 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 that does not require political advice, but requires a direct response from the Executive Mayor. • Oversee the provision of communications services for the Executive Mayor. • Organize and prepare for media briefings and interviews in liaison with the Communication Unit. • Serve as liaison between administration and the Executive Mayor.

MAYORAL PERSONAL ASSISTANT

Division: Office of the Executive Mayor (Fixed-term contract linked to term of the existing Council)
Salary: R497 239.42 (Post level 4)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • Certificate in Communication / Public Management • Computer Literacy (MS Office) • A profound political background • Outstanding verbal and written communication skills • Excellent organizational and administrative skills • Able to work under pressure and maintain high level confidentiality • Must be able to work with a team and able to work irregular hours • Must be familiar with local government • Must have a valid Driver's License • A year experience in local Government administration
KEY PERFORMANCE AREAS: • Manage and coordinate the administrative functions in the office of the Executive Mayor. • Liaise, organize and coordinate all activities of the office, including travel arrangements and meetings. • Keep records and take minutes of meetings. • Draft and process general correspondences and documents. • Research and prepare special speeches in consultation with the Manager and Executive Mayor. • Perform any other duties assigned by the Executive Mayor and the Municipal Manager. • Check and control submissions to ensure compliance with format, task directives and instructions.

SENIOR IDP PRACTITIONER

Division: Integrated Development Planning Salary: R439 313.91 (Post level 5)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • Bachelor's Degree in Development / Town Planning, Auditing, Public Administration / Drivers Licence • Computer Literacy • 3-5 years relevant experience.
MAIN DUTIES AND RESPONSIBILITIES: • Plans, manages, coordinates, facilitates and implement all aspects of integrated development planning in the municipality • Ensure the implementation of the IDP Process Plan and adherence to its timelines • Coordinate horizontal and vertical communication processes • Implement alignment of municipal planning with district framework and district development model • manages information from municipal departments and sector departments • Compile documents and plans as well as reports.

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES CHIEF ELECTRICAL TECHNICIAN

Division: Electrical Salary: R 497 239.42 (Post level 4)
MINIMUM REQUIREMENTS: • Grade 12 • National Diploma Electrical Engineering • Government Certificate of Competency (GCC) • Computer Literate • Technically Competent • Driver's License • ECSA Registration • Project Management certificate • ORHVS course • 3 Years Distribution operating, repair, maintenance and project management on management or supervisory level
KEY PERFORMANCE AREAS: • Establish and maintain a capable resource pool in the Electrical engineering division, placed and located to serve the customer and network demographics • Ensure effective and efficient planned and unplanned field work management • Ensure a safe working environment and eliminating sub-standard conditions • Manage power plant on the network to ensure reliable continuous electrical supply to customers • Ensure financial budgeting, control and reporting to authorities • Ensure an effective network operating capability • Ensure a quality one stop customer service

ARTISAN ELECTRICAL X4

Division: Electrical Salary: R318 229.71 (Post level 8)
MINIMUM REQUIREMENTS: • Grade 12 • National Diploma / Electrical Trade Test • Metering Course • B Drivers licence • Computer literacy • Communication and bilingualism • N5 Certificate (Electrical) or Equivalent • Trade test as an electrician • 4 Years of Metering experience (including Split meters)
KEY PERFORMANCE AREAS: • Execute new meter installations (Bulk, LPUs & SPUs), Meter verifications tests, Programming of Meters, Installation of metering units and kiosks (ground & pole mounted), testing of Meters and Meter Audits. • Repair and do Meter replacement, setting parts of metering units, and replacing meter components. • Ensure a safe working environment and eliminate unsafe acts complying to statutory and municipality requirements. • Provide job training to technical officials, senior technical officials and staff in training. • Demonstrate a safe working practices, use and care of tools and equipment. • Inform staff of changes to requirements, policies, directives, Procedures, standards, work practices, guidelines and service agreements. • Provide a one stop technical service to customers.

ARTISAN ASSISTANT ELECTRICAL X7

Division: Electrical Salary: R197 987.59 (Post level 11)
MINIMUM REQUIREMENTS: • Grade 12 • N4 Certificate (Electrical) or Equivalent • Interpersonal skills • Computer literacy • Communication and bilingualism • 3 Years of experience in metering (including Split Meters)
KEY PERFORMANCE AREAS: • Execute, new meter installations (Split meters, Bulk, LPUs & SPUs), Meter verifications tests, Programming of Meters, Installation of metering units and kiosks (ground & pole mounted), Testing of Meters, and Meter audits. • Repair and do Meter replacement, setting parts of metering units, and replacing meter components. • Wire of meter units. • Ensure a safe working environment and eliminate unsafe acts complying to statutory and municipality requirements.

Applications must be accompanied by a comprehensive typewritten or legible Curriculum Vitae, certified copies of relevant certificates, Identity Document and a covering letter specifying the vacancy being applied for.
NB: As part of COVID-19 precautions, no hand delivery and posting of applications will be allowed. Applications should strictly be e-mailed to recruitment@madibeng.gov.za. Kindly direct any enquiry to Mr Daniel Masekela on 012 318 9552 or Ms Lerato Mokgatle on 012 318 9514.
NB: Council reserves the right to withdraw, amend and/or suspend the process at any time when necessary.
Closing Date: 21 January 2022 at 16H00

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITIES MANAGEMENT ASSISTANT DIRECTOR: TRAFFIC AND LICENSING

Division: Traffic and Licensing Services Salary: R562 683.88 (Post level 3)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • National Diploma in Road Traffic Management / Transport or any relevant qualification equivalent to NQF Level 6 or B-Tech / Degree in Transport / Traffic Management or any relevant qualification equivalent to NQF 7. • Basic Traffic Officers Diploma. • Examiner of Driver's license Diploma. • Code B or EB Driver's License. • Computer Literacy and eNaTis background • Knowledge of Road Traffic Act 29 of 1989, National Road Traffic Act 93 of 1996 and other related legislations and Municipal By-Laws. • Five years' experience in middle management environment.
KEY PERFORMANCE AREAS: • Lead, manage and supervise the Public Safety to ensure maximum output and effective and efficient service delivery in accordance with council policy and statute legislation. • Manage and supervise protection-services by leading, guiding, instructing, delegating work and motivating subordinates by means of regular staff meetings and daily interaction. • Monitor the performance of direct and indirect subordinates. • Provide advice and direction. • Ensure that health and safety procedures are adhered to. • Identify training needs and making appropriate arrangements for the training and development of staff. • Consider leave for absence, attend to grievances and appropriate disciplinary action. • Recommend or initiate and implement effective management processes. • Attend management meetings and if required, council and committee meetings, and participate in relevant discussions and strategic decision-making and planning • Develop, implement and regularly review strategic objectives regarding traffic and Licensing services • Initiate and compile public safety services policies and amendments thereto providing input regarding the compilation of the capital and operational budget and making recommendations in respect of budget control. • Coordinate the various internal functions and activities. • Take responsibility for the effective use and maintenance of all assets and equipment pertaining to Traffic and Licensing. • Attend to, comment on or provide input on all correspondence received regarding traffic and licensing services, i.e. law enforcement, motor vehicle registration, drivers' licenses, vehicle testing, etc. • Ensure the compilation of draft replies on mail received pertaining to section and forward to the Director of Department or sign as authorized • Receive council resolutions regarding traffic and licensing services and ensure execution • Attend to administrative matters, correspondence and complex enquiries that cannot be disposed of by subordinates.

FLEET PRACTITIONER: VEHICLE USAGE

Division: Fleet Salary: R397 869.73 (Post level 6)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • National Diploma in Transport / Fleet Management or equivalent (3 years Diploma NQF6, B-Tech Degree in Transport / Fleet Management) • Good communication skills; organisational skills; negotiation skills; integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; budget management skills • Ability to work under pressure • Willingness to accept responsibility and ability to work with deadlines • Valid driver's license • 1 (One) year functional experience in Fleet/ Transport Management Services.
KEY PERFORMANCE AREAS: • Conduct inspection on Municipal fleet vehicles. • Enforce compliance on Municipal fleet operations. • Perform maintenance of fleet vehicle at the Municipality. • Perform general administrative tasks in respect of fleet operations • Have knowledge of procurement, servicing, operation, maintenance and repair of County vehicles, Methods, materials, tools and equipment used in the maintenance and repair of vehicles. • Know Public Service Regulations, operations, policies and objectives. • Be familiar with Policies and objectives of assigned programs and activities. • Knowledge of Inventory practices and procedures. • Have principles and practices of administration. • Have oral and written communication skills. • Operate a computer and assigned software. • Have knowledge of report writing, Computer, Coordination, Monitoring and evaluation

ASSISTANT SUPERINTENDANT: TRAFFIC LAW ENFORCEMENT

Division: Traffic and Licensing Services Salary: R360 350.53 (Post level 7)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • Registered with NDOT on e-NaTis as Traffic Officer • National Diploma in Road Traffic and Municipal Management or equivalent 3 years relevant Traffic Law Enforcement qualification (NQF6) • Completed basic training Traffic Diploma at a recognized Traffic Academy • Possession of unendorsed Code C1/EC Drivers Licence • At least 3 years' experience
KEY PERFORMANCE AREAS: • Assist Superintendent in the day to day management of Shift and Admin Section • Take responsibility of supervising and organizing law enforcement operations • Organizing daily activities of subordinates and deployment • Plan duties in respect of Sporting events under SARIA and Gatherings Act (Act 205 of 1993) • Perform Inspection of Shift during Law Enforcement Operations • And any other function that manager may assign

ARTISAN: PLUMBER

Division: Facility Management Salary: R318 229.71 (Post level 8)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • N3 Certificate in Plumbing • Trade test Certificate: Plumber • 2 years' experience
KEY PERFORMANCE AREAS: • Maintain water and sewage pipes. • Repair burst pipes. Replacing defective water meters. • Replace defective isolating valves. Installation of water and sewage connection. • Clear blocked sewage pipes. Monitoring raising mains. • Read and interpret drawings/ work orders detailing layout and specifications. • Mark routes for the running in and laying of pipes and/ or measuring, making and drilling plastered surface using hand help power tools. Installing valves, pressure relief valves, flow meters and/ or bends, joints and diverts pipes using coupling and/ or seam welding techniques. Inspection works prior to commissioning and communicating with immediate superior with regards to tests, adjustments and functionality of the installation. • And other related duties within the department.

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITIES MANAGEMENT FLEET OFFICER

Division: Fleet Management Salary: R318 229.71 (Post level 8)
MINIMUM REQUIREMENTS: • Grade 12 Certificate • Diploma in Fleet Management / Transport Management • Computer Literate • Excellent Interpersonal Skills • Good verbal and written communication skills • Fleet Management Experience • C1 Driver's License • 1 year relevant experience in the field
MAIN DUTIES AND RESPONSIBILITIES: • Inspect on Yellow, Vanilla Fleet Machinery. • Implement and manage effective fleet operation. • Control fleet administration utilizing the Fleet Management System. • Maintain records on operation, maintenance and fuel use and cost for fleet vehicles. • Prepare reports as required by state law and as requested by departmental Management Personnel. • Coordinate with state agencies and / or ensure on the administration and enforcement of the state fleet rules and regulation. • Coordinate state fleet insurance claims and / or prepare necessary documents for claims resulting from accidents. • Procure necessary service for the maintenance of the municipal vehicle and administer a work order maintenance and repair system as assigned by the supervisor to oversee a system for the pre-audit of invoices and prompt payment of service providers, as assigned, to register all state vehicle according to law and to rules and regulations and maintain an inventory of all state vehicles and their registrations. • Maintain a procedure for handling complaints from the public concerning alleged misuse.

Handwritten signature and date: 23/12/2021