



MADIBENG LOCAL MUNICIPALITY



VACANCIES

Madibeng Local Municipality with its administration offices in Brits, hereby invites applications from suitably qualified candidates to apply for the undermentioned positions.

DIRECTORATE: CORPORATE SUPPORT SERVICES

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & DESIGN

Division: Organisational Development & Design
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelors Degree in Management Services / Operations Management / Production Management / Industrial Psychology / Human Resources Management with Workstudy Certificate. • No Criminal record • Code EB Drivers' License • Strategic and discretionary skills • Managerial and negotiating skills • Planning and organising skills • Attention to detail • Good interpersonal and communication skills • Be able to work independently • Computer literate (MS Word / Excel / PayDay) • Good HR related legislative interpreting skills • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Develop and investigating short term plans for the Divisional functionality. • Provide input regarding compilation of section's budget and making recommendations in respect of budget control. • Determine staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. • Administrate the organizational design and restructuring. • Coordinate the job evaluation committee. • Coordinate and ensure the effective implementation of the TASK job evaluation system. • Coordinate, facilitate and implement best practice work procedures and methods to streamline workflow (job descriptions, form design and control, filing system, etc.). • Implement decisions related to organizational restructuring and job evaluations. • Compile draft and approved organizational structure for the Municipality. • Maintain personnel information on organizational structure. • Monitor the adequacy of current training interventions through the evaluation of competency demonstrated in the workplace applications and preparing progress and assessment reports for inclusion into the Skills Development Plan of the Council. • Develop, implement and monitor the training policy and procedures to equip personnel with job related skills. • Manage and coordinate the Skills Development Plan and training budget; • Direct the procedural and operational dimensions of selecting, co-ordinating and providing training to employees and monitors the impact on organisational efficiency and, progress towards self-development and growth within the organisation. • Assist management to plan their manpower regarding a need analyses and the quantity of employees needed for the specific outputs. • Design and facilitate job descriptions / job analyses and employee job specifications. • Source additional sources of funds for skills development and training through collaboration with various SETAs.

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT

Division: Human Resource Management and Development
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelors Degree in Human Resources Management / Public Management and Administration or relevant qualification. • No criminal record • A valid code EB driver's license • Broad understanding and knowledge of Local Government • Good leadership with strategic capabilities and excellent analytical, organizational and presentation skills. • Excellent writing and verbal skills. • Above average decision making, public relations coupled with human relations or Interpersonal skills. • Computer literacy. • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Manage, inter alia, Labour Relations, Occupational Health and Safety, Personnel / Employee Wellness Assistance • Manage the Employment Equity Function • Render personnel advisory and liaison service to all line functionaries and management. • Develop and implement Human Resource Development policies and procedures. • Rendering a personnel advisory and liaison service to all line functionaries and management • Effective management of Human Resource Development programme towards the achievement of the Council's strategies and objectives • Manage compliance with and implementation of various legislation applicable to the functions of the Human Resource Division • Ensure that all Council approved HR related policies are rolled out to all employees and training is provided to ensure compliance • Submit Human Resource related reports to the relevant committees and ensure the sound execution of resolutions taken by the committees • Motivate sub-ordinates to render an effective and efficient service to all stakeholders involved – help them to transform ideas into practice • Interact with top management to persuade them of benefits or otherwise of aspects of new Human Resource systems, et cetera, where necessary. • Conduct interviews in accordance with Council approved Recruitment and Selection policy as requested by the Municipal Manager.

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES

CIVIL ENGINEER: WATER SERVICES

Division: Water Services
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelor of Science in Water Care / Community water and Sanitation / Water Utility / Hydrology and Water Resource/ Chemistry / Chemical Engineering / Water Engineering or relevant qualification. • No Criminal Record • Registered with the Engineering Council of South Africa as a Professional Technician • Code EB driver's license • Good management skills • Excellent planning and organizing skills • Excellent communication and negotiating skills • Ability to work in a pressurized environment and dealing tactfully with role-players • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Manages and controls the professional, technical and operational outcomes with respect core water and sanitation service delivery related infrastructure projects by developing Water Demand Management strategy and policies to assess infrastructure requirements and reduce water loss through formation of Technical Steering Committee • to ensure the activities, projects and assignments associated with the Section are monitored, deviations addressed and corrective measures introduced enabling the department to deliver in accordance with the laid down service delivery objectives and cost parameters. • Formulates and/ or manages the evaluation and implementation of the Water Services Development Plan against critical deliverables as identified in the Municipality's Integrated Development Plan • Monitoring the Water Services Authority's provisioning of water and sanitation service to verify that the Section complies with Council policies and funding/ budget requirements • to ensure delivery of water services is monitored and appropriate interventions identified to enable improvement to current levels of service and sustainability • to ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation. • to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Section • Installation of split meters to enhance municipal revenue • Replacement of all reported faulty meters subject to budget availability

CIVIL ENGINEER: SANITATION SERVICES

Division: Sanitation Services
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelor of Science in Water Care / Community Water and Sanitation /Water Utility / Hydrology and Water Resource/ Chemistry / Chemical Engineering/ Water Engineering or relevant qualification. • No criminal record • Registered with the Engineering Council of South Africa as a Professional Technician • Code EB driver's license • Good management skills • Excellent planning and organizing skills • Excellent communication and negotiating skills • Ability to work in a pressurized environment and dealing tactfully with role-players • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Manage materials for metering purpose • Manage and implement the maintenance programme • Ensure compliance with relevant water by laws • Comply with safety regulations as per requirements for the OHS act • Perform overtime ad standby duties after hours • Ensure water and waste water infrastructure is fully functioning • Remove illegal connections • Execute governance and risk management, council policies and municipal by law • Liaise with Professional Service Providers (PSP's) on a new construction projects. • Supervision of staff

CIVIL ENGINEER: PLANNING AND DESIGN

Division: Planning and Design
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • B-Tech Degree in Civil Engineering / Mechanical Engineering / Land Survey / Built Engineering Environment or relevant qualification and Certificate in Engineering Management or Project Management. • No Criminal record • Registered with the Engineering Council of South Africa as a Professional Technician • Code EB driver's license • Good management skills • Excellent planning and organizing skills • Excellent communication and negotiating skills • Ability to work in a pressurized environment and dealing tactfully with role-players • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • To ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives • Manages the technical operations of the branch in order to ensure that the service provided is technically adequately and economically justified • To ensure delivery of services is monitored and appropriate interventions identified to enable improvement to current levels of service and sustainability • Manages the preparation of strategic planning initiatives of the unit in order to ensure that it is in a position to best offer the services and meet the demands placed on it by its customers • To ensure appropriate interventions are identified to enable improvement and development to current levels of service and sustainability • To ensure that the planning and technical operations and service provided is of the required standard within the necessary financial constraints • To establish, develop and maintain the necessary communication channels and relationships both internal and external to the organization, in order to plan and recommend future policies which will ensure the cost-effective delivery of service offered by the Unit in a rapidly changing environment • Explore and identify new business opportunities and the expansion of service provision into areas outside of the Municipal Area • Assisting in determining and reporting on policy matters of concern to the Unit set at Provincial and National Government levels • Identifying and developing appropriate new technologies to deal with changing demands placed on the Unit • To ensure priorities of the Unit complies with requirements of the Municipality's Integrated Development Plan

ELECTRICAL-MECHANICAL ENGINEER

Division: Electrical and Mechanical engineering and Design
Salary: R650 124.89 (Post level 3)



Quiet Kgatla: Municipal Manager
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MINIMUM REQUIREMENTS: • National Diploma/ bachelor's degree in electrical engineering (Heavy Current) • No Criminal record • Registered with the Engineering Council of South Africa as a Professional Technician • Code EB driver's license • Wireman's license • Excellent knowledge of Electrical regulations, procedures and policies • Good management skills • Excellent planning and organizing skills • Excellent communication and negotiating skills • Ability to work in a pressurized environment and dealing tactfully with role-players • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Implementation, monitor, evaluate and report sequences of outcomes associated with Electricity infrastructure plans and programs defining the maintenance and/ or installation of electrical supply systems and support structures • Manage electricity supply assets and legal matters within the jurisdiction of the municipality • Manage quality and conformity of electricity design, installations, modifications and repair phases of projects in respect of electricity control technology and applications • Direct network and primary systems planning; monitoring the provision of a professional electrical construction and maintenance and project engineering service • Verify customer services complementing the broader objective of ensuring a cost effective integrated electrical architectural solutions • To ensure customers are satisfied with the level of service delivery they are receiving from the municipality, NERSA service delivery standard requirements are met and reporting is done accordingly. • To ensure that electricity distribution losses is managed in accordance with NERSA licensing conditions • Analyse and interpret customer needs/requirements to produce and implement tactical plans to achieve or exceed NERSA license conditions • Monitor Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc. and alerting the Contractor to any acts of non-conformance • Implement procedures to administer contracts and the processing of completion certificates and, verifying outcomes prior to approving payment certificates • To ensure objectives of the IDP in the perspective of electricity service delivery are achieved and the reduction in electrification backlog targets are met and in order to ensure project processes are monitored and aligned towards accomplishing established outcomes and complements key deliverables with respect to the delivery of basic services encapsulated in the Integrated Development Plan • Manage the infrastructure required to support a service, now and into the future – including upgrading, new construction, renewal of old infrastructure, and the operations and maintenance of current and new infrastructure • Prepare capital and operating estimates and controls expenditure against the approved budget allocations for the section

DIRECTORATE: BUDGET AND TREASURY OFFICE

DEPUTY CHIEF FINANCIAL OFFICER

Division: Financial Management Services
Salary: Negotiable (Post level 2)

MINIMUM REQUIREMENTS: • B-Com Degree in Accounting / Financial Management • No Criminal Record • Computer Literacy: MS Office • Minimum competency requirements issued by National Treasury Regulation 29967 • Knowledge and application of various legislation and GRAP standards regarding asset management ethics • Strategic leadership and financial management • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in risk and change management • Knowledge of Project management • Knowledge and experience in application of legislation and policy implementation • Audit and assurance • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • 10 years or more relevant experience • At least 5 years managerial experience

KEY PERFORMANCE AREAS: • Oversee the day to day operation of the Budget and Treasury Office • Ensure that monthly, quarterly and annual financial statements are compiled and submitted to the relevant authorities timeously • Review monthly and quarterly reports prior submission to oversight structures • Ensure compliance with the MFMA management calendar • Ensure that the billing is accurate and that accounts are delivered to consumers timeously • Monthly reconciliation of the cash book and the bank statements • Manage the financial system to ensure the integrity and safety of data. • Ensure that reports pertaining to monthly expenditure, monthly creditors, debt collection, indigents, cash flows, reserves, investments, insurance and losses are reported timeously • Attend to all Internal Audit requests for information and audit findings • Development of action plans to address issues raised by the Internal Audit unit • Preparation of the Audit file prior submission to the Auditor General of South Africa • Development of the post audit action plan to address issues raised by the Auditor General of South Africa. • Carry out any other duties as designated by the Chief Financial Officer.

ASSISTANT DIRECTOR: REVENUE ENHANCEMENT

Division: Revenue Enhancement
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • B-Com Degree in Accounting / Financial Management • No Criminal Record • Computer Literacy: MS Office • Minimum competency requirements issued by National Treasury Regulation 29967 • Knowledge and application of various legislation and GRAP standards regarding asset management ethics • Strategic leadership and financial management • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in risk and change management • Knowledge of Project management • Knowledge and

experience in application of legislation and policy implementation • Audit and assurance • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Development of the revenue enhancement strategy • Tabling of the revenue enhancement strategy to Council for adoption • Implementation of the revenue enhancement strategy and ensuring compliance thereof • Review and update policies to align prevailing legislation, norms and standards and community dynamics • Identification of key revenue enhancement strategies in order to broaden the municipality's revenue base. • Respond and report on queries from internal audit and auditor general management letter items • Prepare the budget aligned to the IDP and Treasury regulations • Manage the key performance and result indicators associated with the revenue enhancement • Guide and advice line departments in the implementation of revenue enhancement strategy • Attend management meetings and if required council and committee meetings and participate in relevant discussions and strategic decision making and planning • Identify and act on opportunities to increase revenue with other departments in the municipality to achieve desired results

ASSISTANT DIRECTOR : FINANCIAL REPORTING

Division: Financial Reporting
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • B.com / Degree in Accounting or Financial Management or relevant qualification • No criminal Record. • Computer literacy • Minimum competency requirements issued by National Treasury Regulation 29967 • Knowledge and application of various legislation and GRAP standards regarding asset management ethics • Strategic leadership and financial management • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in risk and change management • Knowledge of Project management • Knowledge and experience in application of legislation and policy implementation • Audit and assurance • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Preparation of monthly bank reconciliation statements • Reporting and investigation of any deviations identified in the bank reconciliation statement. • Compile financial statements, quarterly financial statements, interim financial statement and annual financial statements on case-ware and compilation of the audit file. • Compile and submit the audit action plan. • Coordinate the preparation of annual financial statements. • Maintain the General Ledger to Support General Recognized Accounting Practices and facilitate financial Reporting • Oversee monthly bank reconciliation, investment register, grant register, loan register and commitment register. • Ensure calculations on provision done at year-end for the purpose of the annual financial statements. • Calculate provision for leave, employee related cost benefits and calculation on provision for closure cost for landfill site. • Be responsible for audit review process and coordination of all audit related matters furnish • Ensure that various statutory reporting, including the annual report, as well as statistical reporting requirements are attended to by subordinates. • Perform other duties as instructed by the Chief Financial Officer and Accounting Officer, e.g. member of Bid Committees • Timeous submission of the AFS to the AGSA • Confirm in consultation with the AGSA that the AFS annexed to the Annual report are the Audited AFS • Assist with the attendance of request for information and communication of audit findings issued by the Internal Audit unit and the AGSA

ASSISTANT DIRECTOR: REVENUE MANAGEMENT

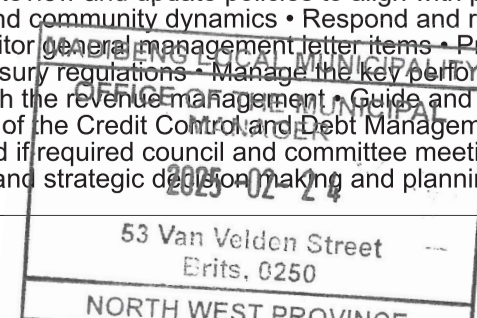
Division: Revenue
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • B-Com Degree in Accounting / Financial Management • No Criminal Record • Computer Literacy: MS Office • Minimum competency requirements issued by National Treasury Regulation 29967 • Knowledge and application of various legislation and GRAP standards regarding asset management ethics • Strategic leadership and financial management • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in risk and change management • Knowledge of Project management • Knowledge and experience in application of legislation and policy implementation • Audit and assurance • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Review and update policies to align with prevailing legislation, norms and standards and community dynamics • Respond and report on queries from internal audit and auditor general management letter items • Prepare the budget aligned to the IDP and Treasury regulations • Manage the key performance and result indicators associated with the revenue management • Guide and advice line departments in the implementation of the Credit Control and Debt Management policy • Attend management meetings and if required council and committee meetings and participate in relevant discussions and strategic decision making and planning • Identify



Quiet Kgatla: **Municipal Manager**
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and act on opportunities to increase revenue with other departments in the municipality to achieve desired results • Monthly reconciliation of the suspense account • Liaising with stakeholders, both internal and external • Ensure compliance with the municipal approved Debt Collection and Debt Management policy • Perform any other duties as directed by the Chief Financial Officer

ASSISTANT DIRECTOR : ASSET AND DISPOSAL

Division: Asset
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • National Diploma/ B-Com Degree in Accounting / Financial Management • No Criminal Record • Computer Literacy: MS Office • Minimum competency requirements issued by National Treasury Regulation 29967 • Knowledge and application of various legislation and GRAP standards regarding asset management ethics • Strategic leadership and financial management • Proven track record of operational financial management • Demonstrate knowledge and practice of governance, ethics and values in financial management • Experience in financial and performance reporting • Knowledge and skills in risk and change management • Knowledge of Project management • Knowledge and experience in application of legislation and policy implementation • Audit and assurance • Excellent communication, management and supervisory skills • Excellent analytical skills, accuracy and attention to detail • Independent decision making skills • Conflict handling skills • Code B driver's license • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Review and update policies to align with prevailing legislation, norms and standards and community dynamics • Respond and report on queries from internal audit and auditor general management letter items • Prepare the budget aligned to the IDP and Treasury regulations • Manage the key performance and result indicators associated with the revenue management • Guide and advice line departments in the implementation of the Credit Control and Debt Management policy • Attend management meetings and if required council and committee meetings and participate in relevant discussions and strategic decision making and planning • Identify and act on opportunities to increase revenue with other departments in the municipality to achieve desired results • Monthly reconciliation of the suspense account • Liaising with stakeholders, both internal and external • Ensure compliance with the municipal approved Debt Collection and Debt Management policy • Perform any other duties as directed by the Chief Financial Officer

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

ASSISTANT DIRECTOR: TOURISM

Division: Tourism
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelor's degree in Developmental Studies/ Economic Sciences / relevant qualification. • No Criminal record • Code EB driving license. • Computer Literacy • Sound knowledge of Tourism policies and procedures • Good management skills • Sound knowledge of research and analytical theories and practices • Excellent communication skills • Excellent report writing and presentation skills. • Attention to detail • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • To ensure critical performance indicators are identified and specific measures established to enable and guide the department to plan, manage and or prioritize outcomes accordingly • Controls outcomes associated with utilization, productivity and performance of personnel within the Branch by Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards • Manage the formulation of specific policies and procedures by compiling Tourism project business plans, concepts documents, inception reports and feasibility studies of related LED projects • Coordinate Tourism projects within the Municipality to ensure that objectives in terms of the IDP are met • Manage the implementation of Tourism projects and attends project meetings, and monitor progress and expenditure on the project and keep records • Disseminates functional information and advice on the immediate, short and long-term objectives and current developments, problems and constraints • Participate in various meetings (project, council committee, internal and external forums, Project Consultants, Ward and Community Liaison Officers, etc.) and providing comments/ opinions on matters affecting or concerning the Tourism functionality • Manage specific administrative and reporting requirements associated with the key performance and result indicators of the functionality • Compile investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion

DIRECTORATE: HUMAN SETTLEMENT AND PLANNING

ASSISTANT DIRECTOR: SPATIAL PLANNING AND LAND USE

Division: Spatial Planning and Land Use Management
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelors Degree in Planning / Urban Design or relevant qualification. • No Criminal record • Registration as a professional planner / architect / urban designer • Computer Literacy: MS Officer • Managerial and negotiating skills • Code EB Driver's License • Excellent, report writing and presentation skills Supervisory Skills • Good human relations, communication and interpersonal skills • The incumbent has to

have knowledge and experience in this field as a position must lead and give guidance as well as effect to municipal policy and strategies • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Identify and define the immediate, short and long-term objectives / plans associated with urban designs and architectural projects, land use management scheme, spatial development and GIS • Ensure project monitoring mechanisms are in place • Manage and control issues / concerns raised during the management of projects / deliverables and assign appropriate resources to take ownership of the monitoring of results • Prepare capital and operating estimates for the section and, approves and controls project related expenditure against the budget allocations • Manage the formulation of specific contracts and tender documents and controls contractual obligations • Ensure that all parties are aware of agreements and required actions when the issues are resolved • Identify and act on opportunities to partner with other departments in the municipality to achieve desired results • Implement interventions, necessary to remedy or remove obstacles hindering progress of Integrated Architectural Projects • Display specialist knowledge in areas of planning and have detailed knowledge of regional, provincial and national planning contexts

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITIES MANAGEMENT

ASSISTANT DIRECTOR: FIRE AND DISASTER

Division: Fire and Disaster Management
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelors Degree in Disaster Management / Fire Technology or relevant qualification • No Criminal record • Computer Literacy • Code B Driver License • Supervisory skills • Reporting Skills • Attention to Detail • Good fire and disaster management services and administrative skills • 8 years including relevant managerial experience • At least 2 years at supervisory level

KEY PERFORMANCE AREAS: • Ensure and effective fire and disaster management services functions to meet the Municipality's objectives • Direct, plan, lead and control a continuous and integrated multi-disciplinary and multisector process of planning and implementation of measures to prevent or reduce the risk of disasters, mitigate the severity thereof, manage the preparedness and responses to emergency situations and post disaster recovery • Ensure compliance and enforcement of appropriate legislation • Lead and manage the fire services and oversee emergency operations • Drive service delivery mandates and strategy to meet community standards • Set up structures and processes that encourage effective working relationship with the media • Explain why and how money is being spent in the municipality to stakeholders and the public

ASSISTANT DIRECTOR: TRAFFIC AND LICENSING

Division: Traffic and Licensing Services
Salary: R650 124.89 (Post level 3)

MINIMUM REQUIREMENTS: • Bachelor's Degree in Traffic / Policing • No Criminal Record • Basic training qualification • Code B Drivers licence • No Criminal Record • Firearm proficiency • 8 years or more relevant experience • At least 2 years supervisory experience

KEY PERFORMANCE AREAS: • Make sure that local objectives are agreed in partnership with local statutory and voluntary agencies • Set up structures and processes that encourage effective working relationships with the media • Explain why and how money is being spent in the municipality to stakeholders and the public • Lead, guide, instruct, delegate and motivate subordinates by means of regular staff meetings and daily interaction • Ensure that health and safety procedures are adhered to • Ensure compliance with the requirements of the Municipal Legislations and prescribed Acts • Ensure that traffic and licensing is managed effectively and in accordance with legislation and Municipal policies • Ensure that all correspondence pertaining to the section are attended in good time

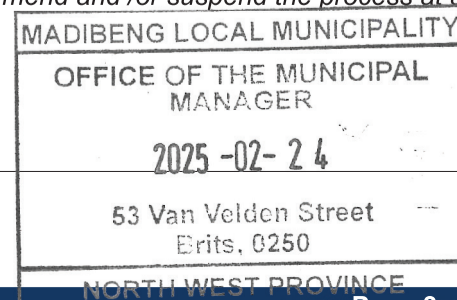
Applications must be accompanied by a comprehensive typewritten or legible Curriculum Vitae, certified copies of relevant certificates, Identity Document and a covering letter specifying the vacancy being applied for.

All qualifying applicants for all positions will be considered for employment without regard to race, colour, religion, gender, sexual orientation, age, disability status, or any other characteristics protected by law. Appointments will be made according to Council's Employment Equity Plan.

Applications must be delivered by hand at Rooms 200, 202 or 211, Second Floor, Madibeng Municipal Offices, 53 Van Velden Street, Brits or mailed to: The Director, Corporate Support Services, Vacancies P.O Box 106 Brits 0250. Kindly direct any enquiry to Mr. Daniel Masemola at dmasemola@madibeng.gov.za or Ms. Lerato Mokgatle at leratomokgatle@madibeng.gov.za.

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

Closing Date: 14 March 2025 at 16H00



Quiet Kgatla: Municipal Manager
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"Madibeng, the Prosperous Platinum and Green Tourism City"