

## MOGALAKWENA LOCAL MUNICIPALITY

*hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:*

### DEPARTMENT OF TECHNICAL SERVICES DIVISIONAL HEAD: WATER & SANITATION (Ref. No. 2101EE)

#### **Duties:**

Reporting directly to the Deputy Manager: Technical Services, the incumbent will perform the following duties:

- Manage the water and sanitation division to ensure the provision of an efficient and effective water and sanitation to the Mogalakwena municipal area
- Provide supervision, training, capacity building, technical support and guidance to staff
- Manage the division's budget
- Perform administrative functions by submitting council reports, statistics, compiling tender documents, processing of payment certificates, etc
- Liaise with the public, other municipal department and government and sector departments
- Quality control and monitoring of projects
- Manage the sewage purification services
- Develop, plan, implement and drive water and sanitation operational strategies
- Assist with relevant technical designs, information and support
- Ensure that the municipality complies with the blue and Green Drop specifications
- Ensure compliance with the relevant Water Acts and regulatory frameworks
- Perform any other reasonable task.

#### **Requirements:**

- 1 Civil Engineering qualification (National Diploma)
- 2 Knowledge of civil infrastructure (Water, sewage and sanitation)
- 3 Minimum 6 years experience in the above discipline
- 4 Strong written and verbal communication skills
- 5 Good Client liaison experience
- 6 Experience in Project Management
- 7 Good Microsoft Word and Excel experience
- 8 Experience in a local authority will be an added advantage

**Salary Scale:** R 317 842, 00 per annum

### SENIOR PLANT SUPERVISOR (Ref.No.1202TS)

#### **Duties:**

Reporting directly to the Engineering Technician, the incumbent will perform the following duties:

- Oversee maintenance of plant equipment
- Ensure that the plant operate efficiently
- Supervising staff within the section
- Assist with the budget
- Perform administrative duties
- Perform administrative duties
- Perform any other reasonable task.

#### **Requirements:**

Diploma/ N6 in Water & Sanitation / Water Waste Treatment qualification.

Have a certificate of Process Controller Class V as per DWA requirements plus 6 years' experience

**Salary Scale:** R 219 079, 00 – R 241 979, 00 per annum

### BUILDING INSPECTOR (Ref.No.3102TS)

#### **Duties:**

Reporting directly to the Divisional Head: Buildings, the incumbent will perform the following duties:

- Scrutinizing of building plans
- Conducting building and drainage inspections
- Consultations with clients on building related issues
- General administrative functions
- Ensuring adherence to the National Building Regulations
- Perform any other reasonable task.

#### **Requirements:**

National Diploma in Building and thorough knowledge and understanding of the National Building Regulations and Building Standards Act 103 of 1977. Computer literacy in Ms Word and Ms Excel.

2 years' experience in the building industry.

**Salary Scale:** R 219 079, 00 – R 241 979, 00 per annum

**PUMP OPERATOR  
2 posts**

**Duties:**

Reporting directly to the Engineering Technician (Bulk Water Supply), the incumbent will perform the following duties:

- Operate borehole water pumps
- Supply water to communities by pumping water into the system and dedicated water tanks
- Monitor pumps and record any faults and report immediately
- Keep pump houses and premises clean at all times
- Liaise with councilors and water committees regarding water supply challenges
- Perform any other reasonable tasks.

**Requirements:**

Grade 10, be able to read and write and must be able to withstand all weather conditions. A valid driver's license code B and 2 years experience.

**Salary Scale:** R 76 825, 00 – R 78 843, 00 per annum

**DRIVER**

**Duties:**

Reporting directly to the Divisional Head: Water & Sanitation the incumbent will perform the following duties:

- Responsible driving trucks i.e. water carting and vacuum tank (honey sicker) and other vehicles within all the villages
- Responsible for delivering water in all the villages
- Responsible for keeping records of water delivered
- Ensuring that work is completed and provide guidance where required
- Ensuring the safety and security of staff and equipment
- Driving staff to and from site
- Transporting equipment's to site
- Will be working shifts
- Perform any other reasonable tasks.

**Requirements:**

Grade 12 plus Drivers license – minimum Code EC plus PDP.  
2 years experience

**Salary Scale:** R 94 983, 00 – R 104 508, 00 per annum

**GENERAL WORKER (Ref.No.1305TS)  
4 posts**

**Duties**

Reporting directly to the Plumber, the incumbent will perform the following duties:

- Perform manual tasks by digging trenches
- Perform manual tasks by fixing pavements
- Perform manual tasks by assisting Plumbers
- Pumping of sludge
- Taking effluent samples
- Perform any other reasonable tasks.

**Requirements:**

Grade 8, be able to read and write.

**Salary:** R 76 825, 00 per annum

**DEPARTMENT OF ELECTRICAL SERVICES  
TECHNICIAN – LOSS CONTROL, METERING & MAINTENANCE (Ref. No. 2101EE)**

**Duties:**

Reporting directly to the Divisional Head: Metering, Loss Control & Maintenance, the incumbent will perform the following duties:

- Provide quality service to the public by addressing consumer complaints regarding meters and installations
- Controlling disconnection and re-connection of electricity
- Performing routine inspections of all Council buildings
- Maintain equipments by testing, repairing and replacing faulty electrical meters, street lights, traffic lights and highmast lights
- Perform administrative tasks by scheduling and coordinating tasks to be done and checking that tasks are done
- Managing staff by issuing job instructions and supervising the work standards
- Perform any other reasonable task.

**Requirements:**

Grade 12 or equivalent. National Diploma in Electrical Engineering (Heavy Current), electrician trade test and wireman's license. Ability to test installations according to SABS 0142 standards. Must have at least 3 years relevant experience.

**Salary Scale:** R 287 817, 00 – R 310 044, 00 per annum

**TLB OPERATOR**

**Duties:**

Reporting directly to the Technician, the incumbent will perform the following duties:

- Operate and take care of the TLB;
- Operate specialized tools and equipment when the TLB is not used (such as compressor, jackhammer, hoses, tarred road cutter, chainsaw, pruner, etc.);
- Daily maintenance of tools and equipment i.e. inspection, cleaning, repairing;
- Supervision tasks as and when required
- Perform general tasks i.e. painting boiler making;
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus TLB operators' certificate and 2 years' experience

**Salary Scale:** R 134 956, 00 – R 151 163, 00 per annum

**GENERAL WORKER (Ref.No.1106EE)  
11 posts**

**Duties:**

Reporting directly to the Driver / Team Supervisor, the incumbent will perform the following duties:

- Assist with manual tasks;
- Digging and filling of trenches;
- Planting of poles;
- Laying of cables and other equipment
- Assist with pegging;
- Loading and off-loading of materials and equipment's
- Perform any other reasonable task.

**Requirements:**

Grade 8 plus 1 year relevant experience.

**Salary Scale:** R 76 825, 00 – R 78 843, 00 per annum

**DEPARTMENT OF CORPORATE SUPPORT SERVICES  
MUNICIPAL LIAISON OFFICER (Ref.No.4201CO)  
(MAPELA)**

**Duties:**

Reporting directly to the Support Services Officer, the incumbent will perform the following duties:

- Manage the Thusong Services Centre by ensuring that effective and efficient service is rendered to the community
- Manage service delivery by liaising with the municipal head office
- Liaising and meeting with other sector departments
- Manage personnel function by allocating tasks, administering leave and providing guidance where needed
- Communicate by compiling statistics and reports
- Perform any other reasonable task.

**Requirements:**

Grade 12 and a diploma / degree in administration will be an added advantage. Must have the ability to communicate clearly and 3 years experience.

**Salary Scale:** R 154 300, 00 – R 175 553, 00 per annum

**CLERK GRADE 2 (Ref.No.4202CO)  
(MAPELA)**

**Duties:**

Reporting directly to the Municipal Liaison Officer, the incumbent will perform the following duties:

- Act as a receptionist at the Thusong Service Centre
- Assisting the community by directing them to the relevant sections/departments
- Attending to queries relating to service delivery
- Perform any other reasonable task.

**Requirements:**

Grade 12, be able to read, write and communicate clearly and 2 years' experience.

**Salary Scale:** R 134 956, 00 – R 151 163, 00 per annum

### **LABOUR RELATIONS OFFICER (Ref.No.5201CO)**

**Duties:**

Reporting directly to the Divisional Head: Human Resources, the incumbent will perform the following duties:

- Manage employee relations function
- Perform administrative tasks
- Attend to disciplinary processes
- Attending, chairing, prosecuting and advising at and on disciplinary hearings
- Co-ordinate the Local Labour Forum
- Provide consultation service interpreting statutes, ordinances, collective agreements, regulations and policies in respect of labour matters
- Perform any other reasonable task.

**Requirements:**

LLB degree or Degree / Diploma in Labour Relations plus 3 years practical experience in the following:

- Labour Laws (LRA; BCEA; EEA;OHS etc)
- SALGBC Agreements
- LLF
- Disciplinary and Grievance Collective Agreements

**Salary Scale:** R 248 056, 00 – R 310 044, 00 per annum

### **SUPPORT SERVICES OFFICER**

**Duties:**

Reporting directly to the Divisional Head: Support Service, the incumbent will perform the following duties:

- Manage the archives by taking control of municipal information and records
- Manage mail by controlling the distribution and flow of mail
- Perform administrative duties
- Manage the cleaning of the buildings and halls by compiling cleaning schedules and overseeing staff
- Manage messenger and driver service
- Communicate statistics and compiling reports
- Perform any other reasonable task.

**Requirements:**

Grade 12 and diploma or degree in Administration or equivalent qualification. A Record Management certificate from National Archives is an added advantage. Five (5) years relevant experience. Must be computer literate.

**Salary Scale:** R 248 056, 00 – R 310 044, 00

### **FILING CLERK**

**Duties:**

Reporting directly to the Divisional Head: HR, the incumbent will perform the following duties:

- Filing of all correspondences and documents in personal files
- Drawing personnel files for authorized staff and keeping record of these requests and whereabouts of personal files
- Diarizing of files for follow - ups
- Ensuring that all required documents are available on personnel files
- Maintaining security in respect of personnel files
- Perform any other reasonable task.

**Requirements:**

Grade 10 and be able to read, write and place items in numeric and alphabetical order, computer literacy and 3 years' experience in a similar position.

**Salary Scale:** R 78 375, 00 – R81 417, 00 per annum

### **DEPARTMENT TRAFFIC & EMERGENCY SERVICES SUPERINTENDENT TRAFFIC (Ref.No.2101TE)**

**Duties**

Reporting directly to the Divisional Head: Traffic, the incumbent will perform the following duties:

- Ensuring efficient performance of operational tasks by planning weekly roster
- Perform administrative tasks
- Maintain procedural training within the section
- Ensuring that planning is in line with sections policy and goals
- Monitoring officers on patrols
- Conducting routine vehicle and inspections
- Making court appearances
- Provide training on road safety and scholar patrol to schools and other organizations
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus a traffic diploma, ITO 2, a driver's license and 6 years relevant experience.

**Salary Scale:** R 184 213, 00 – R 241 979, 00 per annum

**CONTROL ROOM OPERATOR (Ref.No.1103TE)**

**Duties**

Reporting directly to the Control Room Supervisor, the incumbent will perform the following duties:

- Responding to all emergencies, incidents and complaints
- Report all incidents and emergencies
- Deal with the public regarding the services rendered by the council by receiving all complaints and enquiries
- Manage communication by responding to the direct linked alarm system, responding to the radio system communications and monitoring the CCTV camera system
- Perform any other reasonable task.

**Requirements:**

Grade 10 plus computer knowledge, be able to communicate in English and be able to work shifts.

**Salary Scale:** R 116 060, 00 – R 132 624, 00 per annum

**DATA CLERK (Ref. No. 2302TE)**

**Duties:**

Reporting directly to the Administration Clerk, the incumbent will perform the following duties:

- Perform administrative duties relating to all traffic fines
- Control monies received
- Deal with enquiries from the public
- Perform administrative functions
- Perform any other reasonable tasks.

**Requirements:**

Grade 12 and be computer literate.

**Salary Scale:** R 134 856, 00 – R 151 163, 00 per annum

**DEPARTMENT OF FINANCE  
STORE OFFICER**

**Duties:**

Reporting directly to the Acquisition Administrator, the incumbent will perform the following duties:

- Assist the administrator by managing the contract management process
- Responsible for capital and operational procurement through supply chain threshold below 2 00 000. 00 and checking compliance before attending to each requisition
- Work together with SCM practitioner and Acquisition Assistant in the procurement process through notices and quotations
- Liaise with the users in terms of tender validity period of advertised bids and compliance
- Control the movements of files within and outside the SCM environment
- Managing the register of contracts and prepare report on tenders advertised, cancelled and awarded
- Remind users on time, regarding the expiry of contracts that requires further procurement
- Responsible for safekeeping of source document in the SCM storeroom
- Recording of tenders received during opening and be responsible for screening and scanning of administrative compliance before submitted to users
- Perform any other reasonable task.

**Requirements:**

Diploma / degree (minimum NQF level 4 certificate) in Finance or Supply Chain Management, Purchasing and / or appropriate proven experience in the field of local government finance, procurement and tender administration. 1 year experience and computer literacy

**Salary Scale:** R 154 300, 00 – R 175 553, 00 per annum

## COLLECTION CLERK - LEGAL

### **Duties:**

Reporting directly to the Sub - Accountant, the incumbent will perform the following duties:

- Compiling reminder notification as well as cut off list
- Attending to enquiries
- Receiving and controlling dishonored cheques
- Compilation of detailed accounts
- Answering of memorandums (interdepartmental communication)
- Execute write off sequence for unrecoverable debts upon arrival
- Analysis of accounts
- Interacting with other departments with respect to disconnections/reconnections of services
- Assisting with the valuation roll
- Perform any other reasonable task.

### **Requirements:**

Grade 12 and computer literacy. Must have the ability to communicate well and relate to people / liaise with the public.

**Salary Scale:** R 154 300, 00 – R 175 553, 00 per annum

## SENIOR METER READER / DRIVER (Ref.No. 2112FD)

### **Duties:**

Reporting directly to the Sub - Accountant, the incumbent will perform the following duties:

- Transporting of the meter readers
- Transporting of supervisors of the meter readers
- Doing connections and disconnections
- Doing error reports and cutoffs
- Assisting with collecting of store items
- Responsible for vehicle
- Perform any other reasonable task.

**Requirements:** Grade 12, be able to read, write and communicate clearly. Must have a code 8 driver's license.

**Salary Scale:** R 86 945, 00 – R 94 983, 00 per annum

**Closing date: 26 June 2015**

**Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.**

**NB: The language policy of the Council is English**

**Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.**

**Due to high crime rate/fraud enquiries should strictly be directed to:**

**Ms. K Bontsi – (015) 491 9634**

**Ms. S Baloyi – (015) 491 9794**

The compulsory Mogalakwena Municipality's application form (obtainable from [www.mogalakwena.gov.za](http://www.mogalakwena.gov.za) or from the Mogalakwena municipal offices) and certified copies of qualifications should be sent to The Acting Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. If there is insufficient space on the application form, a CV could be attached for additional information.

**ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL BE CONSIDERED DURING SHORT LISTING.**

**PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.**

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.

54 Retief Street  
Box 34  
**MOKOPANE**



0600

Notice number: 105/2015  
June 2015