

MANTSOPA LOCAL MUNICIPALITY



MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, ENCOURAGE SUITABLY QUALIFIED AND EXPERIENCED INDIVIDUALS IN THE UNDERMENTIONED POSITIONS TO APPLY. AUTOMATICALLY GIVE CONSENT TO THE MUNICIPALITY TO CONDUCT

INTERNAL VACANCIES

DEPARTMENT OF TECHNICAL SERVICES

SENIOR PROCESS CONTROLLER

Salary: R212 956.65, post level 4/4

Benefits of the position:

- Pension / Provident fund,
- Medical Aid,
- 13th Cheque and leave.

Requirements:

- Grade 12 or NTC plus Water Treatment Practice and 15 years' Experience OR National Technical Diploma / BTech / 3 years BSC appropriate field OR Professional Engineering Technologist in an appropriate field plus 3 years' experience
- Must be able to register as Class V process controller
- The incumbent must be analytical, be able to pay attention to detail, ability to work under pressure in order to meet deadlines, must have good communication skills (both verbal and written) and interpersonal skills.
- Knowledge to operate both Water and Waste Treatment plants
- Knowledge of basic chemistry and calculations
- Demonstrate knowledge and understanding of Water and Waste Treatment equipment
- Computer Literacy

Key Performance Areas:

- The incumbent will be conducting observations over treatment and ensures each process unit is optimal
- Take samples and do analysis and be able to interpret the results
- Ensures adherence to SHEQ rules and relevant regulations
- Prepares monthly reports on the plant

FOREMAN: REHABILITATION OF ROADS AND STORMWATER

Salary: R177 329.46 post level 5/4

Benefits of the position:

Pension / Provident fund,
Medical Aid,
13th Cheque and leave.

Requirements:

Grade 12 / NTC, with relevant Technical Qualification plus 5 years relevant experience
OR
At least 10 years Roads Construction or Built-Environment experience
Leadership qualities are essential

Key Performance Areas:

Oversee Roads and Stormwater works including workers, materials and plant regarding roads construction works
Responsible for layer works of roads
Responsible for site supervision on built-environment internal projects
Making sure safety precautions are followed
Managing of construction team, assessing job priorities and assigning employees to appropriate job sites

TLB OPERATOR

Salary: R104 221.76 post level 10/4

Benefits of the position:

Pension / Provident fund, Medical Aid, 13th Cheque and leave.

Requirements:

Competency Certificate for TLB OR Yellow Plant Operator
Valid Driver's Licence – Code EC
3 years relevant experience
Must have good communication skills and interpersonal skills

Key Performance Areas:

Roads and Stormwater construction and maintenance
Drive and operate the equipment
Collect construction materials and deliver them to work sites
Locate underground services such as water pipes, electrical wires/cables prior to beginning of work
Load and move dirt, rocks, equipment and materials
Monitor operations to ensure that health and safety standards are met
Take actions to avoid potential hazards and obstructions

ASSISTANT MECHANIC

Salary: R157 241.05, post level 6/4

Benefits of the position:

Pension / Provident fund, Medical Aid, 13th Cheque and leave.

Requirements:

N4 Diesel Mechanical Certificate

Trade Test Certificate: Diesel mechanic with 3 years' experience in diesel/petrol
Mechanic

Valid Driver's Licence: Code EC

Knowledge of principles of gasoline engine mechanics and preventative maintenance

Knowledge of usage of hand, power tools and equipment

Key Performance Areas:

Assist mechanics in the performance of mechanical repairs on municipal fleet and
equipment as needed

Respond to emergency road calls and repair vehicles as necessary

Perform routine preventative maintenance

Change oils, lubricate vehicles, check mechanical equipment, batteries, fan belts, air and
oil filters, wiper blades, headlights, lamps, tires and tubes

Maintain workshop and equipment in an orderly and clean condition

Assist in procurement of parts and supplies

OFFICE OF THE MUNICIPAL MANAGER

PMS ADMINISTRATION OFFICER

Salary: R177 329.46 post level 5/4

Benefits of the position:

Pension fund,

Medical aid,

13th Cheque, leave

Requirements:

Grade 12 and National Certificate Public Administration or Business Administration or
equivalent qualification.

Computer skills (MS Office and MS Project)

3 years' experience in Local Government or Municipal environment as well as
experience in Performance Management System (PMS) will be an added advantage.

Key Performance Areas:

The incumbent will be responsible for the provision overall administrative support to the
PMS division by performing the following activities amongst other things;

Facilitate the submission of monthly and quarterly performance reports

Deal with the day to day administration to promote sound office management, record keeping and prepare the PMS divisional Quarterly Performance Assessment Report for finalisation by the Manager;
Provide administrative support to ensure the Compilation, updating and recording of the Key Performance Indicators for predetermined objectives (SDBBIP) in line with the approved Technical Indicator Description Master Plan
Control and coordinate compilation, updating and finalization of the departmental Service Delivery and Budget Implementation Plan
Provide systematic administrative support in the drafting and finalization of mid-year budget and performance assessment report (MFMA sec 72 reports)
Daily capturing of data on electronic PMS system and generate monthly reports
Control, coordinate and safe keeping of the performance information for audit purpose

Please forward your CV and covering letter (including three contactable references) and certified copies of qualifications. To the following address:

**Human Resources Management
Mantsopa Local Municipality
P O Box 64,
Ladybrand
9745
Or
Hand delivery: 38 Joubert Street, Ladybrand, 9745**

Fax and / or E-mail applications will not be considered.

Enquiries can be directed to the HR Manager on telephone: 051 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applications will immediately be disqualified. A candidate / applicant who canvasses any Councillor for preferences will also be disqualified from the selection process or from appointment. The Municipality reserves the right to appoint or not to appoint.

The following people are encouraged to apply: Disabled, previously disadvantaged individuals, children from indigent families as well as child headed households

CLOSING DATE: 03 October 2017


**MR TP MASEJANE
MUNICIPAL MANAGER**