

MANTSOPA LOCAL MUNICIPALITY



MANTSOPA LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF THE EMPLOYMENT EQUITY ACT, AND NEED TO APPOINT SUITABLY QUALIFIED AND EXPERIENCED PEOPLE IN THE UNDERMENTIONED POSITIONS. PEOPLE WITH THE SKILL AND EXPERTISE TO DISCHARGE THE DUTIES OF THE UNDERMENTIONED POSITIONS ARE INVITED TO APPLY

ADMINISTRATIVE OFFICER PMU(Re-Advertised)

Salary: R230 057.98 pa (Post Level 4/1) Permanent Post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS FOR THE JOB

National Diploma in Administration/ Secretarial qualification
At least 5 year experience in the related field as administrator/secretary
Computer literacy on MS Word and advanced Excel
Driver's licence

KEY PERFORMANCE AREAS

Liaise with Supervisors in the PMU department
Assist with the personnel administration procedures to ensure an effective administration
Assist with the handling of all personnel enquiries, by answering enquiries regarding leave credits and general personnel administrative matters in the PMU department
Monitoring clock system, attendance registers, overtime registers by using a computer
Liaise with the Skills development Facilitator on all matters of training for the department
Keeping of accurate records pertaining to all PMU department
Perform any other functions as required within the department

COMMITTEE OFFICER

Salary: R198 468.45 per annum (Post Level 4/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave

REQUIREMENTS:

Relevant tertiary qualification with extensive experience in local Government with the understanding of council functions
Good communication skills, leadership and supervision qualities.
Computer literate and fluent in South Sotho and English.

Ability to perform individually and under pressure.
Extensive experience in local government administration and interaction with the community an advantage
A valid driver's licence.

KEY PERFORMANCE AREAS:

Compiling of agendas and minutes for the standing committees and other forum meeting
Taking minutes during departmental, LLF and Subcommittee meetings
Distribution of minutes and agendas
Receive and check items for section 79 meetings
Retrieve committee resolutions, minutes and correspondence.
Ensure that minutes are signed for filing
Refer items of standing and ward committees to EXCO meeting
Assist Councillors with enquiries and provide information
Ensure that section 79 committees meetings convene

MECHANIC

Salary: R198 468.45 per annum Post level 4/4 Contract post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS

NQF level 5 or Completed relevant artisan apprenticeship in Mechanical Engineering
A heavy vehicle drivers license
Bilingual
Sound human relations; and
Aware of health and safety precautions

KEY PERFORMANCE AREAS

Safe- keeping and/ or authorized access to information
Compiling reports, registers and records
Use of equipment/ plant /vehicles
Act as a workshop foreman and subordinate
Ensure that vehicles are received and problems/ breakdowns/ malfunctions are reported / noted
Vehicles are allocated from repairs / service; and
Vehicles are tested
Repairs vehicles, machinery and equipment
Rebuild vehicles and equipment
Perform preventative maintenance on vehicles and equipment
Test all vehicles / equipment after repairs
Any other related duties as requested by supervisor

SUPERINTENDENT COMMUNITY SERVICES

Salary: R198 468.45 per annum (Post Level 4/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIRMENTS

Matric/Grade 12

Post matric education an advantage

A valid driver's licence.

Good communication skills

Practical / technical skills

Initiative

Able to work independently

Able to read technical plans from the construction of structures

DUTIES

Act as supervisor for the maintenance team

Transport workers

Motivate workers

Attend to problems

Leave applications; and

Disciplinary actions

Overtime arrangements and sheet

Performance register

Oversee brick layer duties

Build structures

Oversee the maintenance of parks, properties and cemeteries

Supervise the cleaning of parks, the cutting of grass etc.

Control the maintenance of vehicles and equipment

Control all inventory items

Any other duty as requested by the Manager

Compile reports, register and records regarding materials, personnel and vehicles

Use the equipment/ plant / vehicle: incumbent is responsible for all machinery, equipment and tools that are allocated to the section.

Incumbent liaises on continuous basis with the officials from his own department as well as other departments.

SUPERINTENDED WATER & SANITATION

Salary: R198 468.45 per annum (Post Level 4/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,

Medical aid,

13th cheque,

Annual leave.

REQUIREMENTS

Civil Engineering qualification (National Diploma)

Knowledge of civil infrastructure (Water, sewage and sanitation)

Minimum 6 years experience in the above discipline

Strong written and verbal communication skills

Good Client liaison experience

Experience in Project Management

Good Microsoft Word and Excel experience

Experience in a local authority will be an added advantage

A valid driver's licence.

KEY PERFORMANCE AREAS

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

Supervise staff in the division

Manage the water and sanitation division to ensure the provision of an efficient and effective water and sanitation

Provide supervision, training, capacity building, technical support and guidance to staff

Perform administrative functions by submitting reports and statistics

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.

ELECTRICIAN: TWEESTRUIT

Salary : R198 468.45 per annum (Post Level 4/4) Permanent Post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,

Medical aid,

13th cheque,

Annual leave

REQUIREMENTS OF THE POST

Diploma in electrical engineering or equivalent qualification (NQF level 6).

Electrical Trade Test.

Competency to do switching.

Certificate of Compliance (CoC).

Competency to work on medium voltage. (High Tension will be an added advantage).

At least two (2) years electricity work experience in municipal field.

A valid driver's licence.

Ability to work long hours including being on standby.

KEY PERFORMANCE AREA:

Repair and maintain municipal electricity infrastructure, equipments and machinery.

Perform switching and lighting.

Attends to faulty connections at municipal properties and electrical devices.

Do households and non- residential units connections.

Taking monthly bulk meter reading.

Weekly/Monthly planning of work.

Compile monthly and quarterly reports.

IDP COORDINATOR

Salary: R165265.11 (Post Level 5/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,

Group fund,

Medical aid,

13th cheque,

Annual leave.

REQUIREMENTS OF THE JOB:

A relevant secondary qualification
Computer skills (MS Office and MS Project)
2 years relevant experience
Driver's license Code B

KEY PERFORMANCE AREAS

To assist with the development and implementing of the IDP to enhance service delivery by:
Liaising with stakeholders/forums for interaction; Attending their IDP meetings;
Assist with monitoring of implementation against implementation plans.
Report on a regular basis on issues of concern as well as problems and possible solutions which are encountered whilst executing the laid down duties. Liaising and engaging with domestic and external stakeholders and/or role players. Assist with facilitating of IDP related technical committee meetings.

SENIOR CLERK BUDGET AND TREASURY:

Salary: R165265.11 (Post Level 5/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB:

Relevant B Degree or Diploma in Accounting
Grade 12 Mathematics and Accounting
2-3 years relevant budget and treasury experience with computer literacy
Good management and interpersonal skills.

KEY PERFORMANCE AREAS:

Co-ordinates and controls the application of accounting procedures by attending to the processing, verification and monitoring of expenditure accounts, generating and interpreting expenditure reports with a view to proving explanations on specific deviations and proceeding with adjustments and guiding and developing personnel on expenditure information processing sequences in order to ensure transactional records are accurate and up to date

HUMAN RESOURCE OFFICER

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave

REQUIREMENTS OF THE JOB:

Tertiary qualification in Human Resources plus three years relevant generalist experience in a Human Resource Environment.

Computer literate MS Word/ Excel, and Power Point.

Knowledge of Sebata System (preferably Human Resource Related Modules).

Valid driver's license (light vehicle)

Must be knowledgeable in administration of staff recruitment, selection, employee records and employee benefits. Throughout knowledge of HR practices, legislation, and policies applicable to Human Resource

Good interpersonal and communication skills. Ability to interpret HR Policies and legislations. Ability to deal with confidential information. Ability to write submissions, reports, and HR correspondences. Good computer skills. Be able to work independently, long hours and under pressure when necessary to meet deadlines.

KEY PERFORMANCE AREAS

Executes the internal and external recruitment and selection of personnel, organizational structure and job descriptions.

Draft job advertisement and obtain approval, before publishing adverts internally and or externally.

Administer and prepare for short listing, interviews, appointment, induction, probation and terminations of employment contracts.

Administer proper filing system and procedures for employee, Councillors and HR records.

Responsible for the administration of employee and Councillors benefits: leave, pension, medical aid, funerals, injury on duty and housing loans.

Provide training and advisory in the application of employee benefits.

Prepare and provide relevant Human Resource reports to the Departmental Head.

Arranging and interpreting information to formulate summaries and conclusions on specific dimensions of human resources within the municipality.

Prepare reports to relevant committees regarding trends and market related challenges in order to improve benefits of employee.

Take part in developing, training and implementation of HR Policies.

MARKETING AND TOURISM OFFICER

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,

Medical aid,

13th cheque,

Annual leave

REQUIREMENTS OF THE JOB:

A relevant tertiary qualification or equivalent (NQF Level 5) – Diploma in Tourism.

A valid driver's licence.

Computer Literacy (MS Word/Excel/Powerpoint)

Specific co-ordinative and communication dimensions necessitates the post demonstrates a good understanding and knowledge of the principles and practices associated with the functionality.

2-3 years in Tourism in a local government environment.

DUTIES

Co-ordinates the execution of critical key performance areas of the functionality and provides input into specific Tourism initiatives
Co-ordinates applications and processes associated with the promotion and positioning of the Municipality as a preferred Tourist destination
Co-ordinates specific project requirements with respect to tourism projects/ events, by information update, reports and correspondence
Attends to the administrative recording, reporting and recordkeeping requirements/ procedures

LAB ASSISTANT

Salary: R 165 265.11 per annum (Post level 5/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave

REQUIREMENTS

Applications must have Grade 12 with Maths and Physics. Practical Experience in a chemical, physical and microbiologic laboratory will be an added advantage. Knowledge of ISO 17025.
Drivers license.

KEY FUNCTIONS

Conduct routine bacteriological analyses on water samples.
Very, calibrate and maintain laboratory equipment. Receive and register samples.
Handle and maintain bacteriological culture.
Prepare media reports results.
Assist with implementation of internal quality system according to ISO 17025.
Collect water samples. Ensures adherence to health and safety standard.

SENIOR CREDITORS CLERK

Salary: R165 265.11 per annum (Post level 5/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE POST

Degree/diploma in Accounting, Commerce, or equivalent qualification
MFMP certificate will be added advantage
2-3 years relevant experience
At least two language proficiency within the municipality
A valid driver's license

KEY PERFORMANCE AREA:

Analysing and verifying transactional recordings, expenditure reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms

Reconciling creditor accounts and claims (insurance claims, fuel, salaries) and proceeding with the posting and balancing of ledger accounts
Calculating, using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information.
Activating electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts upon approval of expenditure schedules
Maintaining and/ or updating records in registers (Assets, Capital Contribution Development Fund, etc.) applying accounting formulae and procedures to capture sequences, verify and/ or adjust and reconcile information. In order to ensure the processing of expenditure transactions are completed accurately in accordance with laid down accounting procedures and practices.

PMS CORDINATOR

Salary: R146 543.38 per annum (Post Level 6/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS:

A relevant tertiary qualification or equivalent (Matric and Diploma or N6 Public Administration/Business Management/ Project Management or equivalent)
Computer skills (MS Office and MS Project)
Communication skills
A Valid Drivers Licence

DUTIES

Presenting information on the Performance Management System capabilities, measures and outcomes;
Explaining qualitative and quantitative outcomes, elaborating on reasoning and/ or the need for alignment with respect to specific objectives and measures;
Maintaining procedures to facilitate the monitoring of performance;
Updating and maintaining PMS related Policies to ensure conformity with legislation or regulations;
Evaluating the adequacy of current administrative systems and re-defining registry and archiving sequences (Department Portfolios of Evidence POEs) with a view to correcting deviations from laid down guidelines and statutory and/ or audit requirements;
Daily capturing of data on electronic PMS system and generate monthly reports;
Daily capturing of data on LGMIM and generate monthly reports;
Provide feedback to inform the Manager on the general status of service delivery
Deal with the day to day administration to promote sound office management in the Division by:
Preparing letters, memo's and requisitions
Dealing with correspondence
Dealing with telephonic enquiries
Assist the Manager in ensuring execution of Council resolutions

HOUSING CLERK

Salary: R146 543.38 per annum (Post Level 6/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,

Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS:

Post Matriculation qualification with relevant experience in housing and related matters,
Conversant with housing legislation eg. Housing act, rental housing act and national housing code

Communication skills
Ability to work with the community
Computer Literate
A valid Driver's Licence

REQUIRED SKILLS

Handling of Housing Demand Database and Register
Building Inspection
Computer Skills in Word and Excel

RESPONSIBILITIES

Managing and monitoring the Housing Demand Database Register
Assist in Housing Project Building Inspection and handle invoices
Handle Housing Tribunal enquiries and queries

HUMAN RESOURCE CLERK

Salary: R126 485.80 per annum post level 7/4 Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS

NQF Level 6/ equivalent qualification in HR Management
Knowledge of all HR functions performed in a Municipal environment
Good communication skills, leadership and supervision qualities.
Computer literate and fluent in South Sotho, English and knowledge of Afrikaans
Ability to perform individually and under pressure.
A valid driver's license.

KEY PERFORMANCE AREA:

To provide support on the implementation of employment equity policy
To compile and prepare the draft advertisement and placing as per instruction
Filling of correspondence / official documents, to upkeep the personnel files and ensure compliance with the human resource policy
Administration of employee benefits and compensation

DEBTORS CLERK

Salary: R126 485.80 per annum (Post Level 7/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,

Annual leave.

REQUIREMENTS

Grade 12 or equivalent qualification and computer literacy i.e. office applications
A tertiary qualification will be an added benefit
Strong financial capability
Comprehensive exposure to the financial administration of a local authority
Creative to initiate financial policies
Ability to communicate both verbally and in writing in two of the following languages:
Sesotho, English or Afrikaans
Valid Driver's License will be an added advantage.

KEY PERFORMANCE AREAS:

Registration and deregistration of consumers
Assessment of consumers
Face value register
Debit instructions
Control over cashier's shortages
Control over revenue in other towns
Refer to drawer cheques
Repayment of consumer deposits
Credit balances on accounts
Interim valuation of other towns and farms
General administration.

BUDGET CLERK

Salary: R126 485.80 per annum (Post Level 7/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS

Grade 12 or equivalent qualification and computer literacy i.e. office applications
A post matric qualification in the field of Commerce will serve as an added advantage.
Strong financial capability
Comprehensive exposure to the financial administration of a local authority
Creative to initiate financial policies
Ability to communicate both verbally and in writing in two of the following languages:
Sesotho, English or Afrikaans
Valid Drivers License will be an added advantage.

KEY PERFORMANCE AREAS

Data capturing of all Budget information and bank statements in the financial system;
Ensure accurate data input for preparation of financial reports,
Prepares financial reports for the review by the Accountant;
Maintenance of Budget and Financial records of the municipality

TRANSPORT CLERK: FLEET MANAGEMENT

Salary: R126 485.80 per annum (post level 7/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB:

Diploma/ certificate in transport management
Qualification with SAQA accredited institutions an added advantage
Any other training in Road Traffic Act Legislations (AARTO) etc. and Transport Management would be an added advantage.
A valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Computer skills
Communication, planning and negotiation skills
Valid and unendorsed driver's license, (PrDP an added advantage)
Ability to learn and practice used in maintenance, repairs and operations of motor vehicles
Ability to organize/schedule/prioritize request of vehicle or jobs
Ability to maintain records of vehicle operations
Appropriate mathematical skills to prepare basic statistical reports

KEY PERFORMANCE AREAS:

Plan, organize and control activities related to transportation
Maintain contact with relevant authorities of roads and suppliers
Make reservation of transport
Issuing of Logbooks, vehicle check list books, trip authorities
Performs vehicle inspections on all council vehicles on a regular basis
All other functions related to transport as per job description and any other duties as may be prescribed within the division

SUPPLY CHAIN CLERK

Salary: R126 485.80 per annum post level 7/4 Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENT:

Grade 12 with Accounting / Mathematics as passed subjects
Exposure to procurement processes an added advantage
At least 1 year experience in the related field
Computer literacy on MS Word and advanced Excel

KEY PERFORMANCE AREAS

Communicating/ interacting with personnel across various Departments in respect of specific requirements and priorities.
Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc), processing information onto the system and allocating order numbers.
Providing input into the drafting of tender notices and/ or formulation of contracts in respect of

procuring and appointing vendors/ service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.)
Communicating with the immediate superior on the status of specific orders and or possible steps necessary to avoid stock depletion based on supplier delivery lead times.\

Obtaining quotations in accordance with guidelines stipulated in the Procurement Policy.
Checking quoted prices and specifications against requisitions/ requirements of the Departments.
Interacting with supplier representatives and resolving aspects pertaining to quality, discounts and delivery lead times.
Obtaining samples of alternative/ substitute products and forwarding to departments for approval prior to confirmation.
Establishing the status of the order after approval through to delivery and communicating with the supplier on issues pertaining to short delivery, damage

CREDITORS CLERK

Salary: R126 485.80 per annum (Post level 7 /4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENT:

Grade 12 with Accounting / Mathematics as passed subjects
At least 1 year experience in the related field
Computer literacy on MS Word and advanced Excel

KEY PERFORMANCE AREAS:

Reconciliation of supplier accounts, processing of invoices and creating cheques.
Preparing and capturing of document for creditor account
Knowledge of various filling techniques
Co-ordinates and controls sequences associated with the verification and provision of information related expenditure transactions.
Co-ordinating the recording and processing procedures of expenditure transactions
Provides information on the status of payments and specific procedural applications.

ASSET CLERK: FINANCE DEPARTMENT

Salary: R126 485.80 per annum (post level 7/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS

Diploma in Finance from an accredited institution.
At least 1 year experience in the related field
Unendorsed and Valid Code B driver's license would be a pre-requisite.
Have the Language proficiency and mathematical skills
Ability to read, analyse, and interpret financial journals, GRAP Standards and governmental regulations MFMA 56 of 2003
Must be able to calculate figures and amounts for all accounting, budgets, statistical analysis and financial statements.

Reports directly to the Asset Officer and Divisional Head
Safeguard assets and assure accurate and timely recording of all transactions by implementing disciplines of internal controls and checks across all departments
Perform the day-to-day activities of fixed asset records and GRAP accounting,
Work closely with Asset Officer in the development and updating of a GRAP compliant Fixed Asset Register
Monitor and enforce adherence to Fixed Asset Policy by all employees
Carry out responsibilities in accordance with the Municipal policies and applicable laws.
Perform any other duties as may be prescribed within the department (FINANCE)
Must be willing to work abnormal hours when requested and under minimum supervision.
Ability to respond effectively to the most sensitive inquiries and complaints.

CASHIER x 3

Salary: R126 485.80 per annum post level 7/4 Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave

REQUIREMENTS OF THE POST:

Std 10 (Grade 12) with appropriate experience
Two of the following languages: English, Afrikaans , Sesotho
Computer skills (Office package)
Strong interpersonal and communication skills
Ability to function under pressure and with strict timelines
Maintain absolute confidentiality

KEY PERFORMANCE AREAS

Receives payment against services rendered from the Public, by
Communicating with the customer and attending to specific payment or sale enquiries and/ or providing information on tariffs for specific services.
Calculating balances and explaining transactional recordings and penalties applicable and/ or providing information on specific products/ services e.g. metered service cards, hall hiring tariffs
Collects and counts payment tendered verifying total against amount due and/ or seeking identification, checks recording and processes cheque payments.
Issuing receipt reflecting amount tendered and confirms recording with the customer.
In order to ensure customer enquiries and payment transactions are efficiently attended to and accurately processed in accordance with laid down departmental guidelines.
Reconciles cash received against receipts issued to customers, by
Separating denominations and commencing with control counting Sequences.
Attaching duplicate receipts and deposit slips to schedules and filing in chronological sequence.
Accessing// retrieving information and records to facilitate resolution of specific enquiries
Maintains documentation and records of transactions and procedures

DATA CAPTURER

Salary: R114 159.70 per annum (Post Level 8/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave

REQUIREMENTS OF THE POST:

Std 10 (Grade 12) with appropriate experience
Two of the following languages: English, Afrikaans , Sesotho
Computer skills (Office package)
Strong interpersonal and communication skills
Ability to function under pressure and with strict timelines
Maintain absolute confidentiality

DUTIES

Performs specific tasks/ activities at the stores or work sites prior to and on completion of allocated maintenance assignments, by
Receiving instructions from the immediate superior and/ or communicating with the Transport Clerk to establish details of tasks (vehicle, materials and personnel).
Inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects to the immediate superior.
Observing and/ or participating in the loading/ offloading sequences of material and equipment and correcting deviations from safety procedures.
Transporting personnel, material and equipment to/ from specific locations.
In order to ensure instructions and departmental procedures are complied with and Occupational Health and Safety rules adhered to

FOREMAN:

Salary: R97 131.19 per annum (Post Level 10/4) Permanent Post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE POST:

Grade 12 qualification and experience relevant to the post or equivalent qualification
Supervisory skills will be an added advantage.
Knowledge of all Water networks
Thorough knowledge of the town infrastructure
A valid driver's licence
A PDP will be an added advantage

KEY PERFORMANCE AREA:

Supervision,
Planning (Action plan),
Maintenance,
Monitoring,
Evaluation and reporting

ASSISTANT ARTISAN ELECTRICITY

Salary: R97 131.19 (Post Level 10/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave
Requirements of the post
Grade 12
Code B drivers licence
Electrical experience of 12 – 18 months
Inherent requirement to be physically fit and able bodied.

KEY PERFORMANCE AREA:

Perform activities associated with the construction and installations of medium / low voltage electrical networks by receiving instruction from the immediate superior on the layout and the execution of specific work sequences
Operating hand held equipment (Jack-Hammer, etc) to cut through concrete / tarred surface.
Removing and replacing defective components and / or attending to the stripping, cleaning and jointing of overhead and underground cables and lines on isolated networks.
Removing and replacing burnt out bulbs and / or damaged or missing cover plates protecting inspection points
Testing circuits and the functionality of new components using testing and fault detection equipment and communicating outcomes to the immediate superior.
Removing and washing off debris from tools and equipment.
Placing and stacking tools / equipment in the vehicle, observing sequences and procedures supporting safe transit.
Physically loading materials and other products and / or holding and guiding plant / equipment during the hoisting and placement.
Removing debris / rubble, etc and cleaning worksites

ARTISAN: HANDYMAN X 2

Salary: R97 131.19 per annum (Post Level 10/4)

Permanent Post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave

REQUIREMENTS OF THE POST

Trade Test Certificate in Carpentry with 2-3 year's experience
Valid driver's licence (Code 08)
Problem solving and analysis
Team work
Customer focus and responsiveness
Computer literacy
Technical report writing

KEY PERFORMANCE AREAS:

Maintain, construct, manufacture and repair wooden structures
Carry out fitting and repairs of all types of ceilings

Construct all types of cabinets
Request and quantify material
Write material requests and perform needs analysis on the job to be carried out

GRADER & TLB OPERATOR: ROADS X 3

Salary: R97 131.19 (Post Level 10/4) Permanent post plus

BENEFITS OF THE POSITION

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB

Grade 12 and / grader driving skills with extensive experience.
Be able to work independently and flexible hours on request.

KEY PERFORMANCE AREA:

Grader driving licence / Code B drivers licence, TLB operating and duties of all divisions that resort under the post.

SUPERVISOR DRIVER: PARKS, SKIPS AND CLEANING SERVICES

Salary: R97 131.19 per annum (Post Level 10/4) Permanent Post plus:

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB:

Matric or post matriculation qualification in the relevant field.
Work experience in the relevant field as well as supervisory skills will be an added advantage.
At least two language proficiency within the municipal area
Valid Driver's licence

KEY PERFORMANCE AREAS:

Responsible for purification, waste water, oxidation ponds plants, pump stations, water and sewer network and water conservation demand management.
Ensure that sewerage and water complaints/ leakages are promptly attended
Maintain the smooth running of networks, pump stations and plants
Ensure that reservoirs are full at all times and sustainable supply of water is maintained
Must generate monthly report

DRIVER X 3

Salary: R97 131.19 per annum (Post Level 10/4) Permanent post plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Medical aid,
13th cheque,
Annual leave

REQUIREMENTS OF THE POST:

Std 8 (Grade 10) with appropriate experience
Two of the following languages: English, Afrikaans , Sesotho
Computer skills (Office package)
Strong interpersonal and communication skills
Maintain absolute confidentiality

KEY PERFORMANCE AREAS

Performs specific tasks/ activities at the stores or work sites prior to and on completion of allocated maintenance assignments, by
Receiving instructions from the immediate superior and/ or communicating with the Transport Clerk to establish details of tasks (vehicle, materials and personnel).
Inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects to the immediate superior.
Observing and/ or participating in the loading/ offloading sequences of material and equipment and correcting deviations from safety procedures.
Transporting personnel, material and equipment to/ from specific locations.
In order to ensure instructions and departmental procedures are complied with and Occupational Health and Safety rules adhered to

GENERAL WORKER: ROADS AND STORM WATER X 6

Salary: R79 785.01pa (Post Level 16/3) Permanent Post
plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB:

Grade 6 qualification. Proficiency in at least two (2) official language of Municipality.
Acceptable state of health in such a manner that inherent duties linked to the position can be performed.

KEY PERFORMANCE AREAS:

Appropriate physical labour experience will serve as a recommendation
The successful candidates will mainly be responsible for performing general work and should be prepared to work shifts.

GENERAL WORKER: PARK & CEMETERIES LADYBRAND X 7

Salary: R79 785.01pa (Post Level 16/3) Permanent Post
plus

Benefits of the position:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB:

Grade 6 qualification. Proficiency in at least two (2) official language of Municipality. Acceptable state of health in such a manner that inherent duties linked to the position can be performed.

KEY PERFORMANCE AREAS:

Appropriate physical labour experience will serve as a recommendation
The successful candidates will mainly be responsible for performing general work and should be prepared to work shifts.

GENERAL WORKER: WASTER WATER WORKS: LADYBRAND X 15

Salary: R79 785.01 pa (Post Level 16/3) Permanent Post
plus

Benefits of the position:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB:

Grade 6 qualification. Proficiency in at least two (2) official language of Municipality. Acceptable state of health in such a manner that inherent duties linked to the position can be performed.

KEY PERFORMANCE AREAS:

Appropriate physical labour experience will serve as a recommendation
The successful candidates will mainly be responsible for performing general work and should be prepared to work shifts.

GENERAL WORKER: REFUSE X 12

Salary: R79 785.01 pa (Post Level 16/3) Permanent Post
plus

BENEFITS OF THE POSITION:

Pension / Provident fund,
Group fund,
Medical aid,
13th cheque,
Annual leave.

REQUIREMENTS OF THE JOB:

Grade 6 qualification. Proficiency in at least two (2) official language of Municipality. Acceptable state of health in such a manner that inherent duties linked to the position can be performed.

KEY PERFORMANCE AREAS:

Appropriate physical labour experience will serve as a recommendation

The successful candidates will mainly be responsible for performing general work and should be prepared to work shifts.

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

Corporate Services Department
Mantsopa Local Municipality,
P O Box 64,
Ladybrand,
9745

or hand deliver to:

Office of the Director Corporate Services
38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered. For enquiries please contact Ms P Moloji
Telephone: (051) 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applicants will render the applicant immediately disqualified. A candidate/applicant who canvasses any Councillor/official of the Municipality for preference 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: Previously Disadvantaged Individuals, Children from indigent families as well as child headed households

CLOSING DATE: 02 December 2016

Approved / Not Approved

**SM SELEPE
MUNICIPAL MANAGER**