

# MANTSOPA LOCAL MUNICIPALITY



## **EXTERNAL VACANCIES**

**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:**

### **OFFICE OF THE MUNICIPAL MANAGER**

#### **RISK OFFICER**

Salary: R153 368.93 per annum (Post Level 4/4) Permanent post plus

#### **Benefits of the position**

Pension / Provident fund

Group fund

Medical aid

13<sup>th</sup> Cheque

Annual leave

#### **Requirements of the job**

- A BCom degree in Accounting, Auditing or Risk Management
- A minimum of three (3) years risk management experience including the ability to identify new risks facing the institution with significant management responsibilities.
- Experience in strategic and business planning
- Experience in tools and techniques for the evaluation and presentation and maintenance of strategic and operational risks workshops and interviews
- Sound knowledge, understanding and interpretation of Municipal Finance Management Act MFMA of 2003 as amended, other applicable legislation and formulation and interpretation of internal municipality's policies and procedures.

#### **Key Performance Area:**

- Manage and organize the administration of the Risk Management Unit.
- Conduct research to ensure that the staff is kept up with modern trends in the possession
- Promote and market the Risk management unit, creating awareness of the risk management service provide.

- Prepare and monitor and control the annual budget, including the capital budget of the Risk Management unit
- Control and manage assets and inventory under the management of the Risk Management Unit/
- Ensuring compliance with the Municipal Finance Management Act (MFMA) and other applicable legislation.
- Working with senior management to develop the municipality's vision for vision management.
- Communicating the municipality's risk management framework to all stakeholders in the municipality and monitoring implementation
- Continuously driving risk management with risk identification, assessment and development of response strategies.
- Report risk intelligence to the Accounting Officer / Authority, management and the Risk management committee
- Provide monthly and quarterly report to the Municipal Manager .detailing the unit's performance against the plan to allow effective monitoring and possible intervention by the Municipal Manager.
- Excellent verbal, written and facilitation skills along with well developed presentation skills.
- Good computer skills and ability to use risk management software.
- Strong managerial skills to effectively run a risk management unit.
- Results / output / deadline driven, leadership skills, team oriented, change orientation, decision maker, assertive and self-confident, professional of confident, independent and objective, negotiation and interview techniques, good interpersonal skills, good communicator, integrity.

**SENIOR MANAGER (DEVELOPMENT AND STRATEGIC SUPPORT) ATTACHED TO THE TERM OF OFFICE OF THE MUNICIPAL MANAGER**

Salary: **Negotiable**

**Benefits of the position:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheese,  
Annual leave.

**Requirements of the job:**

- Applicable B. Degree / Public Administration
- At least three (3) years relevant experience will serve as a recommendation

**Key Performance Area:**

- To manage and direct an integrated approach of PMS, IDP and LED processes within the municipality
- To ensure the key responsibility areas are identified, objectives aligned and appropriate procedures developed and implemented on approval to guide and direct the PMS, IDP and LED to ensure compliance
- Compile and monitor the Branch's annual budget process to ensure that expenditures are in line with the budgetary requirements
- Report on a regular basis and in accordance with reporting processes to monitor and evaluate progress against set criterion.
- Develop, coordinate and supervise personnel to promote productivity, to achieve the goals of the division and to prevent conflict in the division.

## **CORPORATE SERVICES**

### **COMMITTEE CLERK**

Salary: R105 802, 62 per annum (Post Level 6/4) Permanent Post plus:

**Benefits of the position:**

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Annual leave

**Requirements:**

- National Diploma or relevant tertiary qualification with extensive experience. Good communication skills, leadership and supervision qualities. Computer literate and fluent in South Sotho and English. Ability to perform individually and under pressure. 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

## **DEPARTMENT OF FINANCE**

### **DATA CAPTURE CLERK (X2)**

Salary: R97 743.45 (Post level 7/4) Permanent post plus

**Benefits of the position:**

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

**Requirements of the post**

- Grade 12 / relevant qualification to the position
- 2-3 years relevant experience
- At least two language proficiency within the municipality

**Key Performance Area:**

- Electronically capture and manage all data regarding debtors management
- Capture data in Municipal database information
- Liaise with debtors clerks for all receipted invoice information,
- Provide weekly, monthly, quarterly and annual reports of captured data
- Produce monthly customer billing invoices

- Ensure that customers receive statements on time

## **DEBTORS CLERKS (X3)**

Salary: R105 802, 62 (Post level 6/4) Permanent post plus

**Benefits of the position:**

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

**Requirements of the post**

- Grade 12 / relevant qualification to the position
- 2-3 years relevant experience
- At least two language proficiency within the municipality

**Key Performance Area:**

- Receives payment against services rendered from the Public,
- Performs tasks/ activities associated with the receiving and receipting payments for services/ products from the public
- providing information and explanation on charges and penalties,
- reconciling total collections against receipts
- Preparing schedules for verification prior to forwarding cash and cheques for depositing.
- Ensure the accuracy of the contracts loaded on the accounting systems

## **DEPARTMENT OF TECHNICAL SERVICES**

### **BUILDING AND TOWN PLANNING OFFICER**

Salary: R153 368.93per annum (Post Level 4/4) Permanent Post plus:

**Benefits of the position:**

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

**Requirements of the job:**

- Degree or Diploma or post matriculation qualification in the relevant field at NQF level 5 or equivalent qualification.
- The following will be an added advantage: Project Management, Asset and Risk Management, experience in relevant fields and supervisory skills
- Ability to work independently
- Good communication report writing skills
- Must be resourceful and innovative
- Valid Driver's Licence

### **Key performance Areas:**

- Planning – Spatial Development Framework
- Monitoring of the implementation of town planning schemes and SDF
- Building Control, building inspections
- Compliance with relevant legislation
- Budgeting and reporting
- Council Land and Buildings

### **TOWN PLANNER**

Salary: R245 225.46 per annum (Post level 1) Permanent post plus

#### **Benefits of the position:**

Pension / Provident fund,

Group fund,

Medical aid,

13<sup>th</sup> cheque,

Car Allowance

Annual leave

#### Requirements of the post

- B degree in Town and Regional Planning
- Registration as a professional planner in accordance with the Planning Professions Act 32 of 2002
- Code EB Driving licence
- Relevant Developmental Planning experience of 3-4 years

#### Key Performance Area

- Keeping abreast with changes in socio-economic trends, environmental demands and legislation impacting and influencing Developmental Planning.
- Manages key processes, applications and requirements related to Developmental Plans, Integrated development frameworks and spatial frameworks by executing appropriate applications or assessing, analyzing and synthesizing relevant information to support detailed physical planning
- Identifying and establishing potential project teams and consultants and formulating the project brief.
- Conceptualizing the content, process and methodology in respect of executing the plan and interacting with key stakeholders / role-players to elicit information on specific constraints and concerns.
- Manage developmental project management processes associated with the scope, resourcing, implementation, monitoring and communication by formulating the project budget and developing and setting mission critical interventions with regards to implementation, communication strategies and project programmes.
- Establishing and implementing control mechanisms to monitor measure interim and final project spend against budget.
- Evaluates and comments on statutory developmental applications by assessing compliance with specific town planning regulations and related legislation and / or input from internal / external commentators.
- Disseminates strategic, functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints by participating in various meetings (council, internal and external forums) and provides comments / opinions on matters affecting or concerning the functionality.

## **Division: Engineering projects, Roads and Stormwater Services**

### **TECHNICIAN**

Salary Package: R206 302.98 per annum (Post Level 3) Permanent Post plus

Benefits of the position:

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> cheque,  
Car Allowance  
Annual leave

Requirements of the post

- B-Tech/Diploma in Civil Engineering or equivalent qualification (NQF level 6)
- Two(2) years relevant experience in the Civil Engineering field
- Computer literacy (Ms Excel, Word, PowerPoint)
- Financial Management Skills
- Project management skills
- Report writing skills

Key Performance Areas:

- Monitor construction, upgrading and maintenance of municipal infrastructure.
- Provide inputs to the planning processes regarding municipal infrastructure and budget programmes.
- Participate in the procurement of goods and services processes by forming part of the bid specifications and/or bid evaluation committees.
- Investigate civil defects on municipal infrastructure, undertake design work and implement corrective measures.
- Compile weekly/monthly plan of work and provide guidance to support staff.
- Compile weekly/monthly/quarterly and medium term budget and implementation performance reports.

## **DIVISION: ELECTRICAL AND MECHANICAL SERVICES**

### **ELECTRICIAN:**

**TWEESPRUIT X1**

**LADYBRAND X2**

Salary: R153 368.93 per annum (Post Level 4/4) Permanent Post plus

Benefits of the position:

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> 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.
- At least a valid code B driver' license.
- Ability to work long hours including being on standby.

Key Performance Area:

- Repair and maintain municipal electricity infrastructure, equipment 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.

**ASSISTANT ARTISAN ELECTRICITY**

Salary: R75 059.31 (Post Level 10/4) Permanent post plus

Benefits of the position:

Pension / Provident fund,  
Group fund,  
Medical aid,  
13<sup>th</sup> 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

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

Department of Human Resources  
Mantsopa Local Municipality,  
P O Box 64,  
Ladybrand,  
9745 or hand deliver  
38 Joubert Street, Ladybrand, 9745.

Fax and E-mail applications will not be considered. Telephone: (051) 924 0654 / 5

Fraudulent qualifications, documentation or driver's license from applicants will immediately be disqualified. A candidate/applicant who canvasses any Councillor for preference will also be disqualified from the selection process or from appointment.

**CLOSING DATE: 22 March 2013**

**SM SELEPE  
MUNICIPAL MANAGER**