

METSIMAHOLO

Local Municipality/ Plaaslike Munisipaliteit

Metsimaholo Local Municipality is an employment equity employer, looking for suitably qualified persons to fill the under-mentioned posts:

Tourism and Heritage Officer

Salary: R182 224.92 – R201 237.97

(Post level 07 – subject to job evaluation)

Requirements: • A relevant tertiary qualification in Tourism or equivalent (NQF Level 5) • Computer literacy • 2 or more years' relevant experience • A valid driver's licence is recommended.

Key responsibilities: • Coordinate the execution of critical key performance areas of the functionality and provide input into specific Tourism initiatives by: • Identifying with the key deliverables and immediate goals detailed in Sector Plans and Council's Integrated Development Plan in respect of promoting the tourism potential of the region • Participating in meetings/discussions and presenting information and opinions on Tourism opportunities and the capability of current marketing initiatives to support strategies as well as develop and strengthen relationships within and outside the organisation • Coordinate applications and processes associated with the promotion and positioning of the Region as a preferred Tourist destination by: • Communicating and disseminating information on the region's attractions and events through various media • Providing advice based on analysis to tourism operators, product owners, associations and emerging businesses on specific strategies for adoption and business growth opportunities • Coordinate specific projects' requirements with respect to tourism projects/events by communicating with the immediate superior with a view to establishing and confirming plans and interventions and providing recommendations on specific concepts and arrangements • Attend to administrative recording, reporting and recordkeeping requirements/procedures.

Administrative Officers: SMME/Cooperative Promotion (2 Posts)

Salary: R182 224.92 – R201 237.97

(Post level 07 – subject to job evaluation)

Requirements: • A diploma or equivalent qualification in Commerce/Business • Computer literacy • 2 or more years' relevant experience • The ability to travel for business as and when required • Readiness to work long hours.

Key responsibilities: • Effectively provide business development support to SMMEs and Cooperatives to ensure sustainability • Coordinate communications between SMME representatives (eg chamber associates) and Government administration (eg local and district municipalities) through capacity building on both sides • Provide SMME promotion and support to make service of economic promotion more transparent and more accessible to the enterprises through enterprise visits, round tables, newsletters and intensification of public relations • Intensify SMME cooperation with local spheres of Government by strengthening its promotional capacity enhancement programmes for economic promotion and organisation of working groups • Ensure improvement of framework conditions and the creation of an enabling environment • Provide cooperative governance by providing the structure through which the objections of the cooperative are set and the means of attaining those objectives and the monitoring of performance thereof.

Building Control Officer (Urban Planning)

Salary: R264 345.90 – R277 796.51

(Post level 04 – subject to job evaluation)

Requirements: • A National Diploma, BTech degree or equivalent in Building Studies or Civil Engineering or a degree in a relevant subject • 4 years' building construction experience • Good communication and negotiation skills • A valid driver's licence.

Key responsibilities: • Coordinate tasks/activities associated with the implementation procedures and monitor compliance with standards and specifications with regard to new building, additions and renovations to existing structures by: • Visiting specific worksites and conducting inspections to establish materials and construction of works and procedures are in accordance with approved design drawings, specification, statutory regulations (National Building Regulations) and the Town Planning Scheme • Undertaking specific tests at various stages of construction to check tolerances, compaction, etc. and comparing findings with stipulation specifications/requirements • Measuring and determining conformity to specifications of screen walls, openings and interior angles and arches and checking the use of protective materials and layers to prevent water penetration, cracks, etc • Evaluating and commenting on the adequacy of supporting structures, ventilation and waste water drainage systems • Informing owner of issues of non-conformity/problems onsite and forwarding details of observations and findings to facilitate problem-solving sequences prior to approval • Check and verify design details and construction specifications detailed on building plans conform with regulations prior to approval, by: • Calculating fees in accordance with laid down tariffs, receipting payments received and forwarding documentations for further processing • Giving written approval for the erection of any building in respect of which, plans and specifications are to be drawn and submitted in terms of the Act • Perusing through the submitted plan and identifying with deviations in specifications, estimation, calculations and positioning of proposed construction onsite, taking into account access to services, elevation, etc. and referring to specific building codes • Perform specific administrative tasks/activities associated with the updating and maintaining of records/information of work in progress and completed works, by: • Completing details on statutory forms and notices, verifying and approving content and submitting for verification prior to circulation • Collecting information from field reports, inspections and contractual documentation for inclusion into Management reports • Completing investigative reports, recording details of findings from inspections/observations and forwarding to Management for perusal and guidance on unresolved/pending outcomes • Develop the technical know-how and understanding of emerging contractors on specific applications, procedures and sequences applicable to building, contracting and maintenance work, by: • Explaining statutory and mandatory requirements stipulated in maintenance contracts and providing frameworks/guidelines outlining suitable approaches to best practices • Providing support and guidance on specific procedural requirements (recordkeeping, measurements, work organisation/coordination) with a view to capacitating individuals through skill transfer.

Directorate: Economic Development and Planning

Division: Housing and Properties

Town Planner (Urban Planning)

Salary: R264 345.90 – R277 796.51

(Post level 04 – subject to job evaluation)

Requirements: • A Bachelor's degree in Town Planning • Computer literacy • 2 or more years' relevant experience • A valid driver's licence.

Key responsibilities: • Assist with compiling/review of the Land Use Management Plan by conducting surveys on latest standards and trends in planning • Ensure sound Land Use Management practices by conducting inspections upon a complaint being received • Deal with applications on rezoning, subdivision, consolidation, special consent etc. by: • Inspecting the site of the application • Conducting research on the application and applicable standards • Checking whether all supporting documents are submitted • Drafting a report if all is in order or requesting additional information from the applicant • Implementing the resolutions after approval • Assist with business licence applications in terms of the Business Act by: • Checking the applications for correctness • Inspecting the site of the application • Checking if the stand is zoned properly • Signing the certificate or investigating if there are further issues • Deal with public enquiries regarding development control.

Directorate: Technical and Infrastructural Services

Division: Civil Engineering Services

Water Technician

Salary: R264 345.90 – R277 796.51 per annum

(Post level 04 – subject to job evaluation)

Requirements: • A relevant Civil Engineering diploma/degree (M+4) • 3 years' relevant experience • Extensive knowledge of engineering and contracts • Computer literacy • A valid driver's licence.

Key responsibilities: • Manage the water and sewer section of the Metsimaholo Local Municipality • Enforce set norms on performance and policy for section • Review all design of consulting engineers as to all civil engineering services on MIG-funded and other projects • Analyse informative letters and prepare reports • Check financial systems and expenditure profiles and consult with the section as to better the expenditure curves set by the Manager • Ensure effectiveness and efficiency within the section and optimise work output • Control the operation and maintenance of the water and sewer networks and the distribution of water consumption, as well as the collection of sewerage by pipeline • Ensure that a continuous delivery of purified water is possible to prevent water losses • Control and coordinate the procurement of Council's property • Ensure that Council gets value for money and that Council's procurement policies are adhered to • Control and supervise the maintenance and construction of Council's assets • Perform contract administration • Ensure that contracts are administered according to legal prescriptions.

Technician: Blue Drop/Green Drop (2 Posts)

Salary: R264 345.90 – R277 796.51 per annum

(Post level 04 – subject to job evaluation)

Requirements: • A relevant tertiary qualification such as a Civil Engineering National Diploma/degree or a National Diploma/degree in either Microbiology, Biotechnology or Analytic Chemistry • 3 years' relevant experience • A valid Code 08 driver's licence.

Key responsibilities: • Be responsible for the management and control of all administrative functions to ensure effectiveness and efficiency within the Blue Drop section and to optimise work output • Control the operation and maintenance within the treatment plants and laboratory to ensure that a continuous delivery of purified water is possible and to prevent water contamination • Control and coordinate all activities to ensure that the water quality is in accordance with legal requirements set within SANS241 to ensure corrective measures are performed and monitoring of safe drinking water quality is conducted • Participate in all legal programmes and questionnaires to ensure full participation within the legal Blue Drop Assessment programme for monitoring of water quality and management of the water section • Represent the Civil Department at various relevant meetings and committees to ensure that the Department's interests are represented and that decisions made are implemented appropriately in terms of Council's policies • Plan and control labour, plant, materials as well as projects to enable the Department to render the necessary services • Perform contract administration to ensure that contracts are administered according to legal prescriptions.

Senior Engineering Assistant: General Maintenance (Deneyville and Oranjeville)

Salary: R264 345.90 – R277 796.51 per annum

(Post level 04 – subject to job evaluation)

Requirements: • A relevant Civil Engineering diploma/degree (M+4) • 3 years' relevant experience • Extensive knowledge of engineering/building construction and contracts • A valid driver's licence.

Key responsibilities: • Manage and control all administrative functions • Control the operation and maintenance of the water and sewer purification plants in Deneyville and Oranjeville and the distribution of water for consumption, as well as the collection of sewerage by pipeline, buckets or vehicles • Ensure that a continuous delivery of purified water is possible to prevent water losses as well as prevent pollution of the Vaal Dam in the case of sewerage • Control and supervise the maintenance of roads and buildings in Deneyville, Refengkgotso, Metsimaholo and Oranjeville • Control and coordinate the procurement of Council property • Control and supervise the maintenance and construction of Council's assets • Represent the Civil Department at various relevant meetings and committees • Design and plan services • Perform contract administration • Control, supervise and coordinate the construction and maintenance of Council's internally-funded projects • Ensure that Council gets value for money.

Senior Engineering Assistant: Roads and Building

Salary: R264 345.90 – R277 796.51 per annum

(Post level 04 – subject to job evaluation)

Requirements: • A Civil Engineering Diploma/degree (M+4) • 3 years' relevant experience • Extensive knowledge of engineering/building construction and contracts • A valid driver's licence.

Key responsibilities: • Manage the Roads and Buildings section of the Metsimaholo Local Municipality • Implement set systems (standard forms for auditing) within the section to ensure that work is executed and statistical evidence is kept • Write informative letters to the Manager: Civil Engineering Services, which could be used to formulate Council policy such as by-laws on roads and buildings • Write letters on labour growth needed, applications for medical unfitness, acting in higher positions, job promotions, etc. • Process all verbal and written queries related to CES from developers, consulting engineers and the public • Review all designs of consulting engineers as to all civil engineering • Control and supervise the maintenance of roads and buildings in Sasolburg and Zamdela • Control and coordinate the procurement of Council's property • Control and supervise the maintenance and construction of Council's assets • Represent the Civil Department at various relevant meetings and committees • Perform contract administration • Control, supervise and coordinate the construction and maintenance of Council's internally-funded projects.

Plumber: Maintenance (Deneyville)

Salary: R153 368.93 – R177 780.14 per annum

(Post level 08 – subject to job evaluation)

Requirements: • A qualified Plumber • 3 years' relevant experience • A valid Code 08 driver's licence.

Key responsibilities: • Control and supervise the loading and offloading of equipment, tools, and materials onsite • Prepare construction sites and setting out (measuring) pipes and fittings to be installed • Ensure maintenance of Council's buildings and water and sewer networks • Be responsible for erecting and dismantling scaffolding • Ensure work can be done safely at heights and depths • Enforce the health and safety regulations • Ensure that workers assigned to the section sign the attendance register on arrival and at the end of the day • Liaise with the the Superintendent on any problems encountered due to labour, plant and materials used, such as: • Furnishing facts for any discrepancies from work orders received • Completing work orders in full as to labour hours, plant and materials used to execute the work, complete with cost references to requisitions used.

Division: Electrical and Mechanical Services

Electricians (4 Posts)

Salary: R153 368.93 – R177 780.14 per annum

(Post level 08 – subject to job evaluation)

Requirements: • A recognised tertiary qualification N2/3 – Electrical Engineering • Must have completed the apprenticeship or trade test certificate for Electrician • 3 years' relevant experience in the service of a local authority • The ability to interpret instructions and work independently • The ability to take informed decisions • A valid Heavy Duty driver's licence.

Key responsibilities: • Be responsible for the overall utilisation and maintenance of all vehicles, equipment and supplies in the division • Be responsible for the construction of new electrical networks and all work related to such • Be responsible for the maintenance of existing networks • Exercise control of the issuing of material and supplies to artisans and general workers • Adhere to all requirements of the Occupational Health and Safety Act • Ensure repair and general maintenance of the high voltage distribution network • Be responsible for: • High mast lights in Metsimaholo and at Council's premises • Single and three phase connections • Emergency supplies and cable stock • High voltage and low voltage cable joints and terminations • Trace erf boundaries according to land surveyor chart • Perform pressure test on high voltage cables (faults) • Test and repair electrical meters • Check that subordinates execute the jobs to acceptable standards • Ensure bookkeeping and recording of cables stock, equipment and supplies (high and low voltage cables, mini sobs, transformers, switch gear and street light packs).

Network Administrator (ICT)

Salary: R264 345.90 – R277 796.51 per annum

(Post level 04 – subject to job evaluation)

Requirements: • An IT-related diploma/degree • Any of the following certifications: A+, N+, Server+ and Microsoft Certifications, ie MCSE (2003+), MCTS, MCITP, MCP will be advantageous • 2-3 years' network administration experience • An understanding of HP switching, Routing, VLAN • Sound knowledge of Microsoft technology stack • 1-2 years' experience in Active Directory and Microsoft Exchange technologies • Conversant with technologies such as DHCP, DNS, FTP, SSL, WSUS • Basic knowledge of firewall and anti-virus technologies • A valid driver's licence • A team player with good problem-solving skills • Excellent communication and interpersonal skills • Proactive, resilient and enthusiastic with good analytical skills • The ability to deal with pressure.

Key responsibilities: • Maintain server volumes and hardware • Install and configure PCs, servers, printers, radio links, applications and other peripherals that integrate with the LAN • Be responsible for installing, maintaining and optimising the Municipality network, and as several types of computer systems and configurations exist, be expected to install, configure and maintain all systems used • Provide IT staff/users with support regarding the use of applications and the network functionality • Maintain a Windows Server (2003/2008) environment and supporting infrastructure • Administer Exchange 2010, Active Directory, DNS, DHCP • Sound general knowledge of the Microsoft technology stack • Provide upkeep of the Disaster Recovery plan and maintain backup routines (Data Centre Operations) • Support end users and liaise with service providers and suppliers • Ensure incident/problem resolution and troubleshooting from start to finish or escalate problems to appropriate external vendors • Install Configure, Troubleshoot, Operate Microsoft server platforms on Windows 2003, 2008/2008 R2.

Financial Systems Administrator (ICT)

Salary: R182 224.92 – R201 237.97

(Post level 07 – subject to job evaluation)

Requirements: • A diploma/degree, preferably in an IT-related discipline • Microsoft certifications, ie MCSD will be advantageous • A minimum of 2 years' related, technical experience, preferably in Venus, e-Venus Financial system and Payday • Experience in troubleshooting, diagnosis and resolution of complex technical issues as well as escalation for complex web-based applications • Knowledge of Windows and Natural Adabas administration • General knowledge of SQL • Excellent communications skills and the ability to translate technical concepts • Excellent interpersonal, analytical, business and technical judgement, negotiation, problem-solving, verbal and written communication skills • Critical thinking skills and a mature approach to troubleshooting • Web applications experience.

Key responsibilities: • General Financial System administration and maintenance • Assist in support and maintenance of Venus, e-Venus, Cash Drawer, Payday and electricity vending systems • Work with business owners to evaluate and test impact of bug fixes, new function and version releases • Act as a primary point of contact for the Municipality with the service providers of the financial systems being used for planning, forecasting processes and support • Assist in the development and delivery of an end-user training program for the supported applications and processes • Primary liaison between the Finance and IT functions • Develop and maintain procedures and documentation for administrative support of the systems • Monitor and implement changes to improve system performance and ensure data integrity • Ensure upkeep of the Disaster Recovery plan and maintain backup routines • Support end users and liaise with service providers and suppliers • Ensure incident/problem resolution and troubleshooting from start to finish or escalate problems to appropriate external vendors.

Chief Clerk: Human Resources

Salary: R182 224.92 – R201 237.97 per annum

(Post level 07 subject to job evaluation)

Requirements: • A B degree or equivalent qualification • Extensive computer literacy (Advanced knowledge of Microsoft Office suite) • Extensive knowledge of Pay/Day computer software • 5 years' experience in a Human Resources department/Payroll Administration • Good interpretation of SALGBC Collective Agreements • Meticulous, reliable and innovative • Strong administrative skills • A high level of confidentiality • The ability to work under pressure.

Key responsibilities: • Administer the leave of employees to comply with the Leave Regulations for the Metsimaholo Local Municipality • Maintain employees' leave records to ensure updated records and information • Apply and administer the following policies to ensure adherence thereto: • Conditions of Service • Leave Regulations • Develop the HRM System for use in the service • Be responsible for all leave audit queries • Review time sheets for completeness and accuracy on how many hours employees have worked • Calculate overtime, shift payments and pay increases • Prepare quarterly report on leave • Work closely with the Finance department (Payroll).

HIV/AIDS Coordinator (Executive Mayor's Office)

Salary: R227 810.18 – R257 867.22

(Post level 5 – subject to job evaluation)

Requirements: • A relevant degree and professional qualification related to HIV/AIDS work or equivalent • 3 years' working experience • Proven experience in project management of HIV/AIDS projects and expertise and experience in a clinical area of HIV/AIDS treatment and care or equivalent • Experience in working with local NGOs.

Key responsibilities: • Facilitate and support networking, joint working, information sharing between appropriate Government agencies and NGOs • Coordinate implementation of National HIV/AIDS strategic plan • Develop and manage HIV/AIDS capacity development initiatives as highlighted within the National HIV/AIDS strategic plan • Coordinate implementation of a framework for Integrated Local Government response to HIV/AIDS • Contribute and support Local Government response to HIV/AIDS • Provide assessment and implementation strategies throughout the project cycle by ensuring integration of good practice • Ensure the documentation, dissemination and integration of good practice in HIV/AIDS.

Communication Research Officers (2 Posts)

Salary: R227 810.18 – R257 867.22

(Post level 5 – subject to job evaluation)

Requirements: • A relevant tertiary qualification in Public Relations/Communications or equivalent • 3 years' experience • A valid driver's licence.

Key responsibilities: • Develop and implement a communication plan for the operation that is aligned with the Municipal communication strategy and process • Provide timely and accurate communication to both internal and external stakeholders of the Municipality • Proactively provide identification of opportunities for communicating, designing the communication tools and distributing the message using the correct medium, to reach all levels of the Municipality • Monitor, review and evaluate the communication plan in alignment with the communication strategy as well as assessment of the communication culture at the Municipality • Develop and build relationships with external suppliers for communications work • Act as advisor for the Municipality with regard to communication material, relevant audience and relevant messages • Oversee, write and develop content for all printed and electronic communication products of the Municipality • Oversee the production of the operations newsletter and other print material, including writing, distribution and monitoring of management briefs • Coordinate large-scale events for the Municipality such as photography and maintenance of a photographic library as well as write articles for Communication regarding the events.

Enquiries: Mary-Jane Mahlangu, tel. (016) 973-8392

Detailed CVs, with certified copies of qualifications and ID, should be forwarded to Mr SM Molala, Municipal Manager, Metsimaholo Local Municipality, PO Box 60, Sasolburg 1947. Faxed or e-mailed applications will not be considered.

Closing date: 6 March 2013

NB: If you have not been contacted within 60 days of the closing date, accept that your application was unsuccessful. Metsimaholo Local Municipality reserves the right not to make an appointment.

Notice Number: 3/2013

