



# T SWA I N G LOCAL MUNICIPALITY



## EXTERNAL VACANCY ADVERT

**T SWA I N G LOCAL MUNICIPALITY is inviting applications from suitably qualified persons for the following positions:**

### **DEPUTY DIRECTOR: CORPORATE SERVICES**

**SALARY: R342 018.00 Per Annum (Post Level 02)**

### **REQUIREMENTS**

Grade 12 and a Bachelors' Degree or equivalent qualification in Human Resource Management, Public Administration or Law. Minimum of 5 years' experience in corporate services management, 3 years at managerial level. Knowledge of policies, procedures and legislation governing Local Government in South Africa. Knowledge of policy development and implementation as well as administration processes. People and diversity management. Computer literacy. A valid driver's license.

### **DUTIES AND CORE FUNCTIONS:**

- Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also, accountable for the effective delivery of services in each of these areas.
- Coordinates and drives the preparation for the annual reviews of the municipality's Strategic Plan.
- Provide administrative support and contract management services in the office of the Corporate Services Director.
- Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance.
- Responsible for IT and information management solutions to meet the specific needs of the municipality.
- Knowledge of Performance Management Systems and its regulations.
- Manage the financial resources of the component.
- Ensure the implementation and maintenance of correct Corporate Governance structure in the Corporate Services and line functions. Application of procedures and policies to enable effective people management.
- Management of HR projects in the municipality. Ensure accuracy of HR information, record keeping, appointment and termination procedures. Ensure the effectiveness of talent management (policies, bursaries, ABET, Employee Wellness and PMDS)
- Ensure the implementation of organizational development programmes (gender mainstream, employee equity plan, women empowerment, charter and Batho Pele)
- Ensure the sound management of employee relations.
- Ensure the proper implementation of OHS policies (risk management, incident reports and investigations).
- Ensure an effective information technology support service. Ensure legal support (legal actions and contracts).
- Manage internal and external communication (media monitoring, event management, media release, etc).

**SKILLS DEVELOPMENT FACILITATOR****SALARY: R213 696 P/A (Post level 6)****REQUIREMENTS:**

Diploma / Degree in Human Resources Management or equivalent qualification

SDF Qualification

Extensive knowledge of South African labour law

Proficiency in MS Office including MS Excel and MS Project

Proven experience as Skills Development Facilitator

**KEY RESPONSIBILITIES:**

Coordinate Induction and Orientation activities

Custodian of Job Descriptions for all employees

Process all new start documentation and changes in employee information

Coordinate Talent Management System

Coordinate skills development including drafting of the WSP and ATR

Coordinate all intern and apprenticeship programmes

Coordinate learnerships and skills programmes

Facilitate training programmes and ensure adherence to all policies and procedures

Complete and distribute relevant weekly, monthly, quarterly and annual reports

Assist in the preparation of Employment Equity information including reports and other administrative duties related to Employment Equity

Drive initiatives contributing to positive employee relations

Coordinate all tasks related to labour relations

**KEY COMPETENCIES:**

Stress tolerance and ability to work under pressure

Good judgement and problem solving skills coupled with the ability to take initiative

Attention to detail

Quality oriented, meeting high standards

Honesty and integrity

Good planning and organising skills

Excellent oral and written communication skills

Must be performance driven and results orientated

**SUPERVISOR: AUXILIARY SERVICE SUPPORT****SALARY: R138 360 P/A (Level 09)****REQUIREMENTS:**

- Grade 12 - Matric ( Minimum)
- Hospitality Diploma / Degree – added advantage
- At least 2- 3 years in Houskeeping / Supervisory management added advantage.

**RESPONSIBILITIES:**

- The supervision of all cleaning staff focusing on their performance in terms of standards of cleanliness and their behaviour whilst on duty
- Ensuring that a first-class cleaning service is delivered to all areas of the building
- Reviewing work schedules
- Ordering of cleaning materials
- Monitoring of all cleaning activities
- Ensuring all staff are aware of and adhere to the Health and Safety policies and procedures
- To maintain high levels of personal
- To care for all available resources including equipment, materials and supplies as directed
- Report any near miss occurrences, accidents or faulty equipment to management immediately
- Monitor and report absenteeism to the Manager.
- Maintain and control use of stock, equipment & consumables.
- Timeously request purchase of consumables, equipment and materials.
- Assist the Supply Chan Manager to maintain the asset register

## **MUNICIPAL PUBLIC ACCOUNTS COMMITTEE DIVISION**

### **ASSISTANT DIRECTOR: MUNICIPAL PUBLIC ACCOUNTS COMMITTEE**

**SALARY: R302 094 per annum (P/A) (Post Level 03)**

**REQUIREMENTS:** Matric plus appropriate Tertiary Qualification. Drivers License. Computer Literacy. Knowledge of Local Government Legislation, processes, and procedures. Good Communication, Coordination, People Management, People Management, and Facilitation Skills

**KEY PERFORMANCE:** Manage the key performance areas and result indicators associated with the provision of an effective administrative and advisory service

**DUTIES:** Conducting research with regard to political policy and topical issues that impact on the municipality, and implementing best practices associated with the Office and determining the appropriateness of specific policies/ procedures for implementation

- Advising the office on strategic and political matters, institutional operations, and brief on economic developments, internal and external relations and communications.
- Coordinating and convening the Party Caucus and political office bearers.
- Providing administrative support to the whipper and multi-party whipper.
- Providing support to the programmes of the Constituent Offices.
- Providing research support for the Office and Councillors.
- Drafting motions and speeches.
- Attending public meetings hearings related to the work of the Office
- Compiling monthly, quarterly, mid-year, and annual performance reports for the Office of the Speaker in line with the Service Delivery and Budget Implementation Plans
- Managing projects of various Constituency Offices and Caucus
- Responding to community concerns and issues raised in line with customer care guidelines and targets.

### **CHIEF LEGAL OFFICER**

**SALARY : R287 532 P/A (Post Level 04)**

**REQUIREMENTS :** The applicants must have a minimum qualification of an LLB degree or equivalent qualification in Law. The following are essential requirements: Knowledge and understanding of the role and functions of Local Government imperatives. People management skills. Strong organizational and supervisory skills. Knowledge and competence in managing human, physical and financial resources. Knowledge of and experience in drafting, legal editing and interpretation of contracts and legislation and the furnishing of well-researched and legally sound opinions and advice. General knowledge of all legal matters. Knowledge and understanding of the legislative framework governing the Local Government. Excellent communication skills (both verbal and written). Legal drafting skills and ability. Sound legal research and analytical skills. Excellent human relations and interpersonal skills. Negotiation skills.

**DUTIES :** The incumbent will be responsible for the following: Drafting and editing of legal documents such as contracts, letters, memoranda and related documents. Provide legal opinions and advisory notes on matters of statutory interpretation, the common law and various other matters. Provide general legal assistance to the Department to enable it to fulfil its mandate. Make input on law reform and legislation affecting the Department. Drafting and editing of departmental legislation. Provide advice and managing the departmental litigation matters. Liaison with the SALGA, private lawyers, relevant Government departments and other stakeholders. Maintain linkages and networks with the State Attorney, Private Attorneys and all public sector lawyers. Undertake legal research and analysis on law and ascertain new developments affecting the Department. Conduct legal awareness and education including workshops and information sessions. Send out circulars and advisory notes on legal compliance. Assist with the management of the Legal Services Directorate and/or deputising for the Director on all managerial matters. Assist with the management and supervision of a team of Legal Administration Officers and Legal Interns within the Legal Services Directorate. Attend to Promotion of Access to Information Act (PAIA) requests.

## OFFICE OF THE MAYOR

**ALL ADVERTISED POSTS IN THE OFFICE OF THE SPEAKER ARE OF A CONTRACT FIXED PERIOD ATTACHED TO THE TERM OF THE CURRENT COUNCIL (UNTIL 31 MARCH 2021)**

### **ASSISTANT DIRECTOR: OFFICE OF THE MAYOR**

**SALARY: 281 382- 310 698 P/A (Post Level 03)**

**REQUIREMENTS:** Matric plus appropriate Tertiary Qualification. Drivers License. Computer Literacy. In depth knowledge and understanding of local government legislation. Good planning, organising and coordination skills. Financial management and people management skills. 5-6 years experience in local government environment in a political office.

### **DUTIES AND CORE FUNCTIONS**

Identifies and defines the immediate, short and long-term objectives/ plans associated with the provision of an effective planning and implementation of professional, secretarial and administrative support to the Mayor, by:

- Conducting research with regard to political policy and topical issues that impact on the municipality, and implementing best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation.
- Managing, organising and ensuring effective implementation of Mayoral Special Projects by analysing and aligning the needs of special groups with the operational capacity and capability of the Office.
- Developing and managing the annual plans relating to the oversight programmes of the budgeting and IDP in line with the Municipal Systems Act and the MFMA guidelines.
- Obtaining Mayoral Committees Reports and consolidate them before being sent to Council.
- Managing the interface of the political arm of the Mayor, EXCO, Office of the Speaker, Office of the Whip, as well as with the Office of the Municipal Manager on municipal governance issues.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the Departmental Business and Strategic Plans.
- Validating the Mayor's speech and conducting research on current trends and developments for the effective operation of the Mayor's Office.

### **VIP PROTECTOR/DRIVER: MAYOR SUPPORT**

**SALARY: R157 962.00 (Post Level 8)**

### **REQUIREMENTS**

- Grade 12
- Driver's license and advance I defensive driving course
- VIP protection qualification plus 2 years' experience in the same field of operation
- Ability to work under pressure and long hours
- Always present sober habits

### **DUTIES AND CORE FUNCTIONS**

- Responsible for the protection services to the Mayor
- Transporting the Mayor by use of official vehicles to ensure safe trips
- Ensuring that the surroundings are safe before the Mayor exits the vehicle upon arrival and departure
- Ensuring safety of mayoral vehicle by conducting regular checks on the vehicle
- Verifying the weekly schedules for collection and delivery of the Mayor regarding various engagements to ensure the Mayor arrives on time
- Attending regular trainings to be familiar with the use of weapon and other safety compliances

## OFFICE OF THE SPEAKER

ALL ADVERTISED POSTS IN THE OFFICE OF THE SPEAKER ARE OF A CONTRACT FIXED PERIOD ATTACHED TO THE TERM OF THE CURRENT COUNCIL. (UNTIL 31 MARCH 2021)

### COMMUNITY LIAISON OFFICER

**SALARY: R213 696 (Post Level 06)**

**REQUIREMENTS** : Standard 10/ Grade 12. Qualification in Department of Social Development added advantage

Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture.

**Skills:** Proficiency in computers and inventories would be an added advantage. Planning and organising skills.

**DUTIES** : Perform community and household profiling. Assist communities in accessing services offered by Municipal Departments. Attend community meetings and Imbizo to collect information on community needs and provide the required support in integrated planning. Assist with maintenance and support to funded community projects.

### DRIVER TO THE SPEAKER

**SALARY: R114 942.00 P/A (Post level 11)**

**Requirements:**

- Matric
- Code 08 Driver's license
- Advance driving
- Ability to work under pressure and overtime
- Experience working with cars: servicing and maintenance

**Key Performance Areas:**

- Transporting the Speaker to and from public scheduled events and functions
- Update Speaker's car logbook
- Adhere to maintenance schedule
- Inspect Speaker's vehicle daily to determine defaults

## TECHNICAL SERVICES DIRECTORATE

### SENIOR ADMINISTRATOR: ROADS AND STORMWATER

**SALARY: R253 938.00 (PL 4)**

**Qualifications and experience:** National Diploma, BSc or Btech in Civil Engineering or related field with extensive management experience. A postgraduate qualifications and registration with recognised by ECSA. Minimum five (5) years supervisory / management experience in roads and storm water services. Extensive knowledge in operations management of roads and storm water services. Extensive experience in safety management (OHS Act). Knowledge and understanding of government policies, programmes and legislation applicable to local government. Strategic planning ability, computer literacy and valid driver's license

**Key responsibilities:** Ensuring sustainable provision of roads and storm water services, including infrastructure and maintenance. Develop and implement an asset operations and maintenance plan for plant and equipment. Develop and implement roads and roads furniture standards/specifications including roads and storm water master plan. Managing plant, personnel and resources on internal construction and maintenance projects. Advise in the planning, prioritization, implementation and maintenance of roads and storm water. Evaluating roads & storm water management system within the Municipal area in order to ensure that municipal roads and storm water are in good condition. Identify, monitor and report on roads and storm water related issues

### SENIOR ENGINEERING TECHNICIAN: WATER AND SANITATION

**SALARY: R287 532.00 (PL 4)**

**Qualifications and experience:** National Diploma, BSc or Btech in Civil Engineering or acceptable NQF level 5 qualification with registration recognized by ECSA. Minimum five (5) years supervisory / management experience in water and sanitation services. Extensive knowledge in operations management of water and sanitation services. Extensive experience in safety management (OHS Act). Knowledge and understanding of government policies, programmes and legislation applicable to local government. Strategic planning ability, computer literacy, CAD and GIS experience will be an advantage and valid driver's license

**Key responsibilities:** To strategically direct the operation of Tswaing local Municipality in order to ensure the supply and maintenance of water and sanitation services to all consumers is of acceptable quality and quantity, in sustainable manner, within statutory framework laid down. Develop divisional vision and strategy to ensure implementation. Develop and monitor systems, policies and processes to ensure correct working operations. To ensure that strategic planning from operational perspective is under taken and revised as necessary to allow for long-term sustainability and viability. Coordinates specific administrative and reporting requirements associated with key performance and results indicators of the functionality. To ensure that the unit is fully resourced and operational

## **SNR TECHNICIAN X 1: ELECTRICAL**

**RENUMERATION: R287 532 (PL 4)**

### **REQUIREMENTS**

- N6 in Electrical Engineering
- Wireman's Licence (3 Phase)
- Code C Driver Licence (PrDP)
- Computer Literate.
- At least five years' work experience after qualifying as Electrician with Trade Test.
- Authorized to perform High Voltage Operating with a valid ORHVS certificate.
- Good in reading and interpretation of electrical plans for premises and network.

### **KEY PERFORMANCE AREARS**

- Receive supervision and instructions from Manager Electrical and Mechanical.
- Doing Stand – by duties for electricity as an essential service.
- Ensure the availability of reliable electrical power services by maintenance and repairs of existing new and old electrical infrastructure.
- Formulate maintenance plans for network, municipal premises and Public Lighting.
- Identifying future faults before emergency.
- Performing switching procedures for switchgears and mini-substations.
- Give supervision and instructions to Junior Electricians, and General Workers in aspects of any electrical tasks on daily basis.
- Analyzing tasks and instructions and allocating work to subordinates, by providing job cards.
- Allocation and distribution of resources.
- Supervise workers when working on High Voltage equipments and network.
- Ensuring quality and safety working procedures are applied.
- Performing spot inspections on plant and equipment.
- Attend to electrical projects site meetings.

## **ELECTRICAL TECHNICIAN X 2: TECHNICAL SERVICES**

**RENUMERATION : R213 696 (PL 6)**

### **REQUIREMENTS**

- Electrician with Trade Test
- At least three years work experience after qualifying as Electrician with Trade Test.
- Grade 12
- N 3 Electrical Engineering
- C1 Driving Licence (PrDP).
- Computer Literate

### **KEY PERFORMANCE AREAS**

- Doing Stand-by duties for electricity as an essential service.
- Construction and maintenance of low and high voltage reticulation.
- Repairs and maintenance on electrical installations.
- Supervising sub-ordinates in carrying out duties in accordance with approved procedures and standing instructions for the safe and uninterrupted continuous power supply.
- Maintenance of High-mast and streetlights
- Attend to electrical projects site meetings.

## COMMUNITY SERVICES DIRECTORATE

### EXAMINERS (06 POSTS)

**SALARY: R213 696 – Level 6**

**Requirements:**

Grade 12 Certificate and examiner of traffic licenses diploma at least grade B. A minimum of three year's experience with no previous conviction. A valid code EC driver's license. Ability to communicate in English and at least one African language used in the locality. Computer literate. The successful candidate will be subjected to vetting.

Duties and responsibilities: •Testing and issuing of professional driving permits.

•Conducting tests for learners and driver's licenses. •Conducting eye tests. •Examination and testing of applicants for learners and driver's licenses. •Completion of ISS.

•Authorizing and issuing of driving licenses and PRDP'S. •Compilation of weekly and monthly reports for management representative to submit statistical returns to the Office of the Premier. •Evaluation of drivers to drive municipal vehicles. •Ensuring compliance with NRTA 93/96 and its regulations as prescribed and the K53 manuals of the department of Transport as per prescribed test. • Test and issue drivers licenses and complete the required documents

Applicants are advised that Each application must be accompanied by an application letter for the specified vacancy together with detailed Curriculum Vitae, certified copies of qualifications, certificates of service from previous employers, and any other relevant documentation to support the candidate's application. All candidates must disclose financial interest in ownership/directorship of companies

Shortlisted candidates will be subjected to suitable checks (security vetting) including qualifications, employment records, criminal records, company ownership/directorship, reference checks and must be prepared to undergo a psychometric test. Applications not accompanied by the required documentation will not be considered.

Council reserves the right not to continue with the recruitment process for any valid reason. Females and people with disabilities are encouraged to apply. Faxed or emailed applications will not be accepted. Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciate the interest shown by applicants.

Enquiries must be directed to Ms V. Ndongeni (053) 948 9400

**Applications should be hand delivered to:**

Human Resource Office,  
Tswaing Local Municipality  
Cnr Government and General De La Rey Streets  
Delareyville

**Postal application should be mailed to:**

Human Resource Office  
Tswaing Local Municipality  
P.O. Box 24  
Delareyville  
2770

**Closing date: 22<sup>th</sup> June 2018 at 12:00**