



TSWAING LOCAL MUNICIPALITY



TSWAING LOCAL MUNICIPALITY is committed to the achievement and maintenance of Employment Equity Plan especially in respect of race, gender and people with disabilities.

TSWAING LOCAL MUNICIPALITY is inviting applications from suitably qualified persons for the following positions:

DIRECTORATE: CORPORATE SERVICES

POSITION : Assistant Director: Human Resource Management

REMUNERATION : R281 382.00 – R310 698.00 P/A (Post level 03)

REFENCE NO : TSW/382/HRM/001

REQUIREMENTS

- Bachelor's degree in Human Resource Management or equivalent relevant qualification.
- A minimum of three (3) years' experience in administration
- Two (2) years at management level, specifically in a municipal environment,
- Computer literacy
- Valid drivers' license
- No criminal record.

KNOWLEDGE

- Knowledge of human resource management.
- Computer literacy with sound and verbal communication and interpersonal skills.
- Excellent written and verbal communication. Proactive and decisive under pressure. Solution orientated. Solid analytic and technical skills. Excellent presentation skills. The ability to interact professionally with a diverse group, including executives, managers and subject matter experts.
- The ability to organize, coordinate and direct users and teams. Strong leadership and professional skills.

RESPONSIBILITIES

- Overall management of the management of the Human Resource Administration section
- Manage the recruitment and selection process
- Benefits management
- Manage the job evaluation process and compilation of job description
- Payroll administration
- Health and safety
- Training and skills development.

POSITION : **Driver to Mayor**
REF NO : **TLM/MO/004**
REMUNERATION PACKAGE : **R107 058.00 – R117 840.00 P/A**
Excluding applicable Service Benefits

Duration: The term of contract for this this position is fixed period attached to the term of Council.

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

DIRECTORATE: TECHNICAL SERVICES

POSITION : **Electrical Engineering Technician X 2:**
REF NO : **TLM/382/TSD/E&ME/002**
REMUNERATION : **R199 044.00-R230 748.00 P/A (Post Level 6)**

Requirements:

- N6 in Electrical Engineering
- Wireman's License (3 Phase)
- Code C Driver License (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 Areas:

- 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 equipment's and network.
- Ensuring quality and safety working procedures are applied.
- Performing spot inspections on plant and equipment.
- Attend to electrical projects site meetings.

RE-ADVERT:

PROJECT MANAGEMENT UNIT

POSITION : **Project Management Technician**
RENUMERATION : **R307 487.57 (All inclusive remuneration package)**
REF NO : **TLM/PMU/002**

Duration: This is a 3-year fixed term performance based contract, subject to signing of a performance agreement and employment contract.

Requirements:

- National Diploma in Civil, Electrical and Mechanical Engineering or Project Management.
- Knowledge of Local Government System.
- 3-5 years' experience in Project Management.
- Driver's License
- Computer

Key Performance Areas:

- Technical support and evaluation of proposed projects in alignment with respective municipal IDPs and the regional and provincial growth and development plans.
- Manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular project progress meetings.
- Ensure compliance of all legal aspects and conditions, required from the different spheres of government.
- Conduct site visits/ meetings to ensure compliance to business plan conditions. Manage cash flows and committed project expenditure.
- Verify payment certificates and preparations of monthly payment schedule documentation.
- Maintain project performance data on national database.
- Prepare tenders and tender adjudications.
- Assist with other related municipal infrastructure programmes.

The Tswaing Local Municipality offers the following benefits: Medical Aid, Pension Fund, Group Life Insurance, UIF, 13th Cheque and housing allowance.

Applications should be accompanied with a covering letter clearly stating the name of the post applied for as well as the reference number, together with certified copies of your academic qualifications, driver's license and your green ID book. Previous applicants for the re-advertised post must re-apply.

Short listed candidates will be required to produce original copies of academic qualifications on the day of the interview. Applications can be hand delivered at the Department: Corporate Services (Human Resource Management), Cnr. General De la Rey and Government Street, Delareyville or posted on time, to: The Acting Municipal Manager, PO Box 24, Delareyville 2770.

If you do not receive notifications regarding your application within one month of the closing date, kindly assume that your application was unsuccessful. The municipality reserves the right not to make any appointment. No faxed or emailed applications will be accepted.

All enquiries must be directed to the Acting Corporate Services Director Ms N O Monaheng @ 0539489400 during office hours (07:30-16:00).

Closing date: 30th June 2017 at 16:00