

# MSUKALIGWA LOCAL MUNICIPALITY



**"IS AN AFFIRMATIVE ACTION EMPLOYER"**

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions. No application will be accepted without certified copies of qualifications as set out below.

## PLANNING AND ECONOMIC DEVELOPMENT

### MANAGER TOWN PLANNING

REF. NO.: 09/2019 • POST LEVEL: 3

SALARY SCALE: R 383 979,96 pa

DRIVER'S LICENSE: Code B

**QUALIFICATIONS:** B-Tech, B Degree or Honors Degree in Town and Regional Planning Register as a Professional Planner with the SA Council for Town and Regional Planners, Computer Literacy.

**EXPERIENCE:** 4-5 years in Municipal Planning

**DUTIES:** Communicating with the immediate superior on specific key performance areas (Town Planning, Geographic Information, Building Inspectorate, etc with a view to aligning functions and objectives • Keeping abreast of legislative changes with respect to Planning and Development and formulating methodologies/Policies dictating procedural applications for consideration and approval • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings counselling and/or other approved methods designated to improve and motivate personnel • Executing appropriate applications and/or assessing, analyzing and synthesizing relevant information to support detailed physical planning.

## TECHNICAL SERVICES DEPARTMENT

### MANAGER - SERVICE DELIVERY UNIT - BREYTEN (X1)

REF. NO.: 02/19 • POST LEVEL: 3

SALARY SCALE: R383 979,96 pa

DRIVERS LICENCE: Code EB Driving Licence

**QUALIFICATIONS:** Bachelor Degree in Public Administration • Computer literacy

**EXPERIENCE:** 3-4 years' experience in Local Government management position and proven successful management experience in administration.

**DUTIES:** Provide strategic direction and leadership • Maintain the general asset register by conducting inspections and investigations on asset status in supporting the centralized records reconciliation • Keep adequate personnel data related to leave and absenteeism • Ensure effective and efficient day to day management of the Service Delivery Unit • Promote healthy working environment through proper human resource administration and management • Checking details of transactional documentation (work orders, requisitions, applications, time and attendance schedules, etc.) prior to submission for further processing.

## TECHNICAL SERVICES DEPARTMENT

### PROJECT TECHNICIAN PMU - CIVIL (X1)

REF. NO.: 16/2019 • POST LEVEL: 4

SALARY SCALE: R 347 734,08 – 374 574,84 pa

DRIVER'S LICENSE: Code EB

**QUALIFICATIONS:** NQF Level 6 (National Higher Diploma in Civil Engineering / B. Tech Civil or equivalent) Registration with the Engineering Council of SA as a Professional Technician.

**EXPERIENCE:** Relevant Project Management experience in the Civil Engineering field (2 – 3 years)

**DUTIES:** Assessing outcomes contained in reports and studies reflecting community needs • Check geographical information system based backlogs study and key developmental needs identified in the integrated development plan • Make reports of assessments available to the immediate supervisor and identify specific projects service backlogs within the MIG and Expanded Public Works Programme framework • Prepare preliminary design proposals applying Computer Aided Design to geographically represent proposed interventions • Seek information and compile schedules, bills of quantities, tender documents and advertisement notices.

## TECHNICAL SERVICES DEPARTMENT

### ENGINEERING TECHNICIAN – ELECTRICAL (X1)

REF. NO.: 15/2019 • POST LEVEL: 4

SALARY SCALE: R 347 734,08 – 374 574,84 pa

DRIVER'S LICENSE: Code B

**QUALIFICATIONS:** National Diploma T4/S4, NQF Level 6 or equivalent, Computer Literacy

**EXPERIENCE:** 12 - 18 months relevant experience

**DUTIES:** Meter installations and reporting • Meter audits and reporting • Operational maintenance planning and monitoring on electrical infrastructure • Operational maintenance planning and monitoring of public lighting programs • Eskom's farm dweller houses electrification project assessing, data capturing, monitoring and reporting.

## COMMUNITY AND SOCIAL SERVICES DEPARTMENT

### EXAMINER OF MOTOR VEHICLES X2 (EMV)

REF. NO.: 01/19 • POST LEVEL: 7 (ENTRY NOTCH)

SALARY SCALE: R222 445,05 - R258 319,32 pa

**QUALIFICATIONS:** Vehicle license Examiner's diploma Grade B Examiner or Grade A • Computer Literacy and Code EC driving License • Traffic Diploma will be an advantage

**EXPERIENCE:** Considerable and relevant experience (18-24 months)

**DUTIES:** Test and Certification of roadworthiness of all motor Vehicles • Control the entire function of VTS and ensuring the complies thereof W.R.T. NRTA as well as SANS • Keep records and do administrative duties pertaining to the VTS, and any other delegated function • Ensuring compliance to the Road Traffic Management Act.

## DEPARTMENT OF TECHNICAL

### TECHNICIAN (ANALYTICAL CHEMIST) (X1)

REF. NO.: 21/19 • POST LEVEL: 4

SALARY SCALE: R347 734,-8 - R374 574,84pa

DRIVERS LICENCE: Code B Drivers Licence

**QUALIFICATIONS:** National Diploma Analytical Chemistry or similar + Computer Literacy

**EXPERIENCE:** 3 year practical experience in chemical/microbiological analysis utilizing modern analytic instrumentation.

**DUTIES:** Placing orders for all laboratory chemicals, apparatus and equipment • Maintain chemical, apparatus and consumable inventory • Maintain proper occupational Health and Safety in the laboratory • Perform analysis on all samples for specific variables and reporting any non conformances • Compile daily and weekly reports: logsheets, incident reports.

ALL APPLICATIONS MUST BE IN THE PRESCRIBED APPLICATION FORM AVAILABLE ON THE MSUKALIGWA LOCAL MUNICIPALITY WEBISTE ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)) / HR OFFICE MUST BE COMPLETED AND MUST BE ACCOMPANIED WITH A COVERING LETTER, COMPREHENSIVE CV, ORIGINAL CERTIFIED COPIES OF QUALIFICATIONS AND ID DOCUMENT AND DRIVER'S LICENSE AND THE NAMES OF THREE CONTACTABLE REFERENCES FROM CURRENT AND PREVIOUS EMPLOYERS MUST BE PROVIDED.

APPLICATION MUST BE POSTED / COURIERED TO: MSUKALIGWA LOCAL MUNICIPALITY, P O BOX 48, ERMELO 2350 OR HAND DELIVERED TO: THE CORPORATE SERVICES, CNR KERK AND TAUTE STREET, ERMELO.

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS. L. MNISI ON 017 801 3580 DURING OFFICE HOURS

CLOSING DATE – 22 FEBRUARY 2019 (12 NOON)

• NB: THE SUCCESSFUL CANDIDATE/S WILL UNDERGO VETTING.

**"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL"**

MS. G.J. MAJOLA - MUNICIPAL MANAGER