



MSUKALIGWA LOCAL MUNICIPALITY
"IS AN AFFIRMATIVE ACTION EMPLOYER"

Msukaligwa Local Municipality is inviting applications from suitably qualified and competent persons for appointment to the under mentioned positions. 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.

FINANCE DEPARTMENT

POSITION: SENIOR CLERK - CREDIT CONTROL AND CASH MANAGEMENT ERMELO X1
REF. NO.: 94/19
POST LEVEL: 7
SALARY SCALE : R236 904.00 – R275 110.08pa

QUALIFICATIONS AND REQUIREMENTS:

- NQF level 5 - Diploma in Accounting
- Computer literacy

EXPERIENCE: Relevant creditor administration experience 24- 30 months

DUTIES: Seeking clarity from the immediate superior and, explaining procedures and providing guidance with specific Credit Control applications. Analysing system information and extracting reports summarizing the activities of the Division and, forwarding to the immediate superior for perusal and comment. Accessing systems records to establish the status of overdue accounts and the need to implement recovery procedures. Checking Debtor age analysis statement against bank statement, identifying with outstanding payments for reporting purposes. Preparing the Debtor age analysis, detailing outstanding payments and forwarding to the relevant sections for perusal and comment. Receiving and interpreting the nature of the enquiry/query and accessing system records.

POSITION: SENIOR CASHIER - ERMELO X1
REF. NO.: 95/19
POST LEVEL: 7
SALARY SCALE: R236 904.00 – R275 110.08pa

QUALIFICATIONS AND REQUIREMENTS:

- Grade 12 equivalent Accounting Diploma and Computer Literacy

EXPERIENCE: 2 years' experience as cashier

DUTIES:

Assisting and establishing capabilities of personnel and providing guidance with specific cash receiving and receipting applications. Monitoring outcomes and implements corrective measures to address deviations. Analyzing system information and extracting reports summarizing the activities of the Division relating to cash receipting and depositing and, forwarding to the immediate superior for perusal and comment. Assessing the adequacy of current systems and procedures to address workflow requirements and information needs and, submitting continuous improvement recommendations to the immediate superior for consideration and approval prior to implementation.

RE-ADVERTISEMENT

POSITION: SENIOR CLERK - CREDIT CONTROL ERMELO X1
REF. NO.: 25/19
POST LEVEL: 7
SALARY SCALE: R236 904.00 – R275 110.08pa

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 + National Diploma in Accounting and Computer literacy or equivalent qualification

EXPERIENCE:

2 years relevant working experience in credit control administration

DUTIES:

Assessing system records to establish the status of overdue accounts and the need to implement recovery procedures. Activating system controls to extracts overdue accounts information and consolidating details of outstanding accounts into schedules for approval prior forwarding for recovery. Preparing debtors age analysis, detailing outstanding payments forwarding to the relevant section for perusal and comment. Maintaining and updating records, inserting correspondence, instructional memorandums on changes and related information into files in sequential order and, extracting relevant information to support the resolution of queries or audit verification procedures. Receiving and interpreting the nature of enquiries and accessing system control.

POSITION: MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME X4
REF NO : 83/19
SALARY SCALE: R60 000,00pa 1st year
R100 000,00pa 2nd year

Requirements: The candidate should hold as a minimum, a three-year Bachelors Degree or National Diploma with majors in Accounting, or Finance including either Risk Management and/or Auditing, among other. The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the program which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technicon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

PLANNING AND ECONOMIC DEVELOPMENT

POSITION: HOUSING OFFICER X1
REF. NO.: 99/19
POST LEVEL: 7
SALARY SCALE: R236 904.00 – R275 110.08pa

QUALIFICATIONS AND REQUIREMENTS

- Grade 12
- NQF level 6 in Human Settlement Management or Public Admin or equivalent qualification in NQF level 6
- Computer literacy

EXPERIENCE: Relevant experience 18-24 months

DUTIES: Providing guidelines to support personnel, clarifying requirements and/or processing applications sequences with respect to the updating and maintenance of housing information. Verifying recorded on procedural forms (registration, application, status change, etc). Attending specific meetings to elicit information or record decisions on changes to allocations, site availability, cancellations of bonds, etc. and updating housing records and databases. Checking and verifying the accuracy of data. Accessing specific dialog/menu capabilities on the system and moving or merging data from fields to create reports based on information requirements. Establishing and recording the nature and/or urgency of the query/.complaint. Reverting to the enquirer/complainant and providing details to support specific outcomes or commencing on the status and/or attention afforded to the query/complainant.

TECHNICAL SERVICES

RE-ADVERTISE

POSITION: SUPERINTENDENT (CHRISSIESMEER UNIT) X1
REF. NO: 30/2019
POST LEVEL: 5
SALARY SCALE: R319 148, 16 – R352 414,68pa
DRIVER'S LICENSE: Code B

QUALIFICATIONS :

- National Certificate in water and Waste water Process (NQF Level 4)
- Accredited with Department of Water and Sanitation for
- Classification as a class 1V Operator and Plumbing Certificate

EXPERIENCE: Relevant Plumbing and Plant Operating Experience (2 - 3 year)

DUTIES: Planning the work accordance with the job priorities, calculating and checking. Materials/equipment and / or the availability of resources to execute actions. Scheduling, prioritizing and allocating personnel resources, communicating. Specific priorities, workload and resource availability to the immediate Superior and / or seeking guidelines on alternative actions and measures for Execution. Provide information to operational personnel on the work schedule and Resources arrangement and/or indicating priorities and deadlines.

RE - ADVERTISE

POSITION: GENERAL ASSISTANTS X26
REF. NO.: 10/19
POST LEVEL: 17
SALARY SCALE : R107 614,25PA

QUALIFICATIONS AND REQUIREMENTS

- ABET Qualifications, physically fit and healthy

RE-ADVERTISEMENT

POSITION: ARTISAN PLUMBER X1
REF. NO: 35/19
POST LEVEL: 07
SALARY SCALE: R236 904.00 – R275 110.08pa
QUALIFICATIONS :

- Grade 12 plus Plumbing Certificate
- 2 years' plumbing experience

DUTIES FOR THE POST OF ARTISAN - PLUMBER

DUTIES: Checking the conditions of installations, fixtures and fittings and/or inspecting and establishing reasons for blockages, leakages, etc. Completing inspection schedules detailing condition and/or repair requirements and forwarding to the immediate superior. Measuring and marking surfaces for preparatory activities (chasing walls, marking trenches, etc) Removing defective fixtures and corrections, cutting to size and replacing defective sections of flow pipes and, preparing ends (threading and sealing) and connecting inlet/outlet sections to standard settings (angle, tonque, etc). Cleaning blocked drainage and waste water systems using high ongoing pressure cleaning systems to remove debris/trapped waste. Cleans worksites, stores equipment and tools and loads materials prior to departure to/from work sites. Repairing leaks and flushing units in Municipal Buildings. Replacing washers, gaskets and/or components and testing functionality. Placing and stacking tools/equipment in the vehicle, observing sequences and procedures supporting safe transit.

POSITION: ADMINISTRATION CLERK X1
REF. NO.: 82/19
POST LEVEL: 8
SALARY SCALE: R200 755.56 – R227 366.16pa

QUALIFICATION AND REQUIREMENTS

- Grade 12 Computer literate or Certificate in Office administration
- 1 Year experience as administrator

Duties: Using specific computer applications to create, format, edited documents and spreadsheets. Receiving reports and information from electricians, for updating, capturing/ recording to submit to relevant department for filing. Designing a computerized or manual registers for meter installations, new agreements and cancellations. Capturing data receive on faulty meters and new installations prior to forwarding to relevant department. Receiving documents/files relevant to electrical administration and keeping record of such

POSITION: TRACTOR DRIVER X2
REF. NO.: 115/19
POST LEVEL: 13
SALARY SCALE: R117 249, 60 - R128 399,52pa

QUALIFICATIONS AND REQUIREMENTS

- NQF LEVEL 1

DRIVERS LICENCE: CODE EB DRIVING LICENCE PRDP
EXPERIENCE: RELEVANT EXPERIENCE 3 – 6 MONTHS
DUTIES: Receiving instructions and/or details of tasks / requirements from the immediate superior. Observing and/or participating with personnel in the loading/offloading sequences of items and tools (material, spades, and broom), checking requirements prior to departure from site or locations and/or correcting deviations from safety procedures. Inserting the relevant information (quantitative/qualitative on job cards, log sheets, time and attendance) and/or details of activities. Forwarding to the relevant personnel for processing. Transporting personnel, materials and tools to specific work areas, attending to the offloading/loading of materials prior to and on completion of activities. Verbally communicating with the responsible personnel on site and collecting and transporting items/materials to/from depot/worksite.

POSITION: ARTISAN ASSISTANT X5
REF. NO: 104/19
POST LEVEL: 12
SALARY SCALE: R128 399, 52 - R142 958,40pa

QUALIFICATION AND REQUIREMENTS

- An appropriate level of Education (NQF level 2)

EXPERIENCE: Relevant plumbing experience 3 - 6 months

DUTIES: Receiving instructions on the layout and specific preparatory work sequences, materials and equipment requirements. Laying pipes and preparing sections (filling, threading) for the installation of valves, flow meters, etc. Holding sections during alignment and/or tightening couplings and elbows. Checking seals and joints and reporting defects for attention and rectification. Cutting to size and replacing damaged fixtures (facia boards, door and window frames, etc). 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

POSITION: TEAM LEADER X5
REF. NO.: 105/19
POST LEVEL: 12
SALARY SCALE: R128 399, 52 - R142 958,40pa

QUALIFICATION AND REQUIREMENTS

- An acceptable level of education NQF level 1

EXPERIENCE: Relevant supervisory experience 3 – 6 months

DUTIES: Receiving instructions / work orders from the immediate superior and/or establishing details of tasks (materials and personnel). Conducting roll call, checking personnel in attention and issuing working tools. Attending to the loading/offloading of materials/tools and checking adherence to safety procedures. Inserting the relevant information (quantitative / qualitative) and/or details of activities. Forwarding completed documentation/forms to the relevant personnel for processing. Allocating operational personnel to locations in accordance with operational schedules. Checking the application of instructions, verbally communicating with personnel on specific deviations with respect to plant cleaning activities and/or debris collection/disposal procedures at specific locations. Verbal communicating to the immediate superior (two-way radio) and constraints/problems encountered with the application of work procedure.

POSITION: ARTISAN PLUMBER WATER AND SANITATION X1
REF. NO: 106/19
POST LEVEL: 7
SALARY SCALE: R236 904.00 – R275 110.08pa

QUALIFICATION AND REQUIREMENTS

- Grande 12 plus plumbing certificate

EXPERIENCE: 2 years plumbing experience

DUTIES: Receiving instructions/guidance from the Artisan Foreman and attend to the preparation of work site (e.g. Placing road signage, loading/off – loading equipment, tools, etc) and/or fastening of slings/ropes and guiding/holding materials/equipments during loading/off - loading sequences. Providing support to the Plumbing Assistant and Artisans during making off of work areas/site holding measuring tapes and inserting level indicators. Excavating and backfilling of trenches to a defined level using hand held tools (e.g. spades. Picks etc). Preparing requisite of materials (e.g. concrete, mortar, etc) and proceed with the mixing sequences. Laying pipes and/or laying and compacting cement mixes and soil to reinforce structures using hand held tools (e.g. Hand-stumper, spades, etc). Cleaning and removing blockages, Debris and alien vegetation from drainage.

POSITION: ARTISAN - ELECTRICITY X3
REF. NO.: 107/19
POST LEVEL: 7
SALARY SCALE: R236 904.00 – R275 110.08pa

QUALIFICATION AND REQUIREMENTS

- Grade 12 plus N6 certificate and electricity trade test

DUTIES: Receiving instructions on the layout and specific preparatory work sequences, materials and equipment requirements. Placing and stacking tools / equipment in the vehicle, observing sequences and procedures supporting safe transit. Conducting vehicle inspection, transporting personnel to work site and operating mechanisms to control mounted cranes during offloading, hoisting, overhead repairs, etc. Reading and interpreting drawing/works orders detailing layout and inspections. Terminating cables wires etc. To joint boxes, connecting blocks and/or terminate including soldering, fitting of lugs and harnessing wires. Isolating, removing and replacing defective components and/or attending to stripping, cleaning and joining of overhead and underground cables and lines with due consideration given to safety procedures in live environments. Testing circuits and the functionality of new components using testing and fault detection equipment and communicating readiness to activate operations. Referring to work schedules and registers to correct deviations/discrepancies in entries raised during processing.

POSITION: ARTISAN - FITTER X2
REF. NO.: 106/19
POST LEVEL: 7
SALARY SCALE: R236 904.00 – R275 110.08pa

QUALIFICATION AND REQUIREMENTS

- Grade 12 plus n6 certificate and fitting and turning trade test

DUTIES: Receiving instructions on the layout and specific preparatory work sequences, materials and equipment requirements. Placing and stacking tools / equipment in the vehicle, observing sequences and procedures supporting safe transit. Fit and assemble parts and sub-assemblies made from metal and materials to make production machinery and other equipment. Weekly submit the inspection to Blue and Green Drop Audit. Inspect machinery and make repairs. Carry out all mechanical duties being done on any municipal property specifically water and wastewater plants. Remove pumps, motors and replace bearings. Compile and present incident investigation reports on sewer spillages. Erect machinery and equipment on site.

COMMUNITY AND SOCIAL SERVICES

Re-advert

POSITION: NATIS OFFICER
REF. NO.: 37/19
POST LEVEL: 9
SALARY SCALE : R177 217, 68 – R196 980,12pa

QUALIFICATION AND REQUIREMENTS

- Grade 12 plus Computer literacy
- Natis experience will be an advantage.
- 1 Years working experience in administration.

EXPERIENCE: 2 years working experience in administration

DUTIES: Deals with all enquiries / queries in relation to learners. Capture all documentations as required per transition. Do filling and any administrative duties as may be required from time to time. Do any delegated function from time to time as may be required. Capture all documents as required per transition's-ordinates activities/sequences associated with trouble shooting/ fault finding and repairing mechanical breakdown.

POSITION: JUNIOR FIRE FIGHTER X1 BREYTEN
REF. NO.: 108/2019
POST LEVEL: 10
SALARY SCALE: R155 132, 16 - R174 231,96pa

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 + Fire Fighter 1 course Hazmat Awareness
- First aid level 3, physically and mentally fit. Medical test. NFPA 1582.
- NO CRIMINAL RECORD

DRIVERS LICENCE: Code C1 drivers licence
EXPERIENCE: 1 year municipal fire service operational experience

DUTIES: Following instructions demonstrations and performs physical experiences and practical emergency applications in simulated situations. Testing the functionality of emergency apparatus equipment and vehicles applying standard procedure and communicating the condition/status in verbal written form to the immediate superior Directing water and/or specific fire extinguishing mediums using the hose and/or adjusting spray nozzle to increase /decrease flow and spread Comprehending instructions and entering confined spaces or premises to inspect and verbally communicating arrangements deviating from fire safety regulations to the immediate supervisor

POSITION: LEADING FIRE OFFICER X1 BREYTEN
REF. NO.: 109//2019
POST LEVEL: 7
SALARY SCALE: R236 904, 00 – R275 110,08pa

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 + Fire Fighter 1 course,
- Fire fighter 2 course on Fire & Rescue NQF level 4/
- Fire fighter qualification / higher certificate in fire technology (fire services) Hazmat
- Awareness Hazmat Operational First Aid level 3, Pump operator Appliance qualification,
- Fire prevention course.
- Fire investigation fire service instructor 1 high angle rescue 1,
- Peace officer course, Fire officer 1. Physically and mentally fit.
- Medical test NFPA 1582.
- NO CRIMINAL RECORD

DRIVERS LICENCE: Code EC drivers licence

EXPERIENCE:

- Five (5) years municipal fire service operational experience of which two (2) years must be at Senior Firefighter level

DUTIES:

Responding to the fire alarm or communication from Control Room transporting personnel and communicating with the Control Centre to confirm location and expected time of arrival. Providing guidelines to the fire fighting team in respect of Revenue Rescue, evaluation and firefighting procedures. Conducting inspections of the crew, fleet and firefighting equipment, observing appearance of personnel, status and fleet and equipment. Demonstrating fire equipment, techniques, distributing, flyers and other Informative material and/or communicating Information on fire safety. Applications during public Education and awareness campaign and events

POSITION: OPERATOR/COMPACTOR DRIVER X1
REF NO.: 110/19
POST LEVEL: 10-9
SALARY SCALE: R155 132, 16 - R196 980,12pa

QUALIFICATIONS AND REQUIREMENTS

- NQF level 1

DRIVERS LICENCE: Code EC driving licence with PrDP

EXPERIENCE:

- Relevant experience - 6 months

DUTIES:

Receiving instructions and/or communicating with the immediate superior to establish details of tasks (vehicle, tools, materials and personnel). Inspecting safety devices, control, lubricant levels, etc. on vehicles and reporting defects. Interacting and providing materials to support personnel to facilitate the cleaning of vehicles, containers and/or tools and, checking and correcting specific deviations. Referring to work schedules and registers to correct deviations in entries, raised during processing. Transporting personnel to locations, monitoring the collection activities and/or communicating with personnel with regard to the cleaning of spillages. Attending to queries from personnel with regards to specific waste items assessing and providing information on the need for separation or continuation with collection sequences. Driving to waste disposal sites, monitoring the offloading of waste from the vehicle, informing personnel of specific guidelines with respect to waste separation where necessary.

POSITION: GENERAL ASSISTANT X 4
REF. NO.: 112/2019
POST LEVEL: 17
SALARY SCALE: R107 614.25pa
REQUIREMENT:

- ABET Qualification, physically fit and healthy

POSITION: MUNICIPAL LAW ENFORCEMENT OFFICER X3 ERMELO
X1 BREYTEN

REF. NO.: 114/19
POST LEVEL: 12
SALARY SCALE: R128 399, 52 - R142 958,40pa

QUALIFICATIONS AND REQUIREMENTS

- Grade 10
- Must be fluent in English and at least one other African official language

EXPERIENCE: Experience in the SA Police, military and/or para-military
DRIVERS LICENCE: CODE EB driver's licence

DUTIES: Issuing of notices, warnings and spot fines Effect arrests for municipal by-law violations and other legislative prescripts. Assist in combating and preventing land invasions. Assist stakeholders during land invations. Maintaining all records and registers applicable to violations and actions. Compiling of accurate reports and or statements of incidents. Collaboration with the SA Police Services, municipal departments and stakeholders

CORPORATE SERVICES

POSITION: HUMAN RESOURCE OFFICER X1
REF. NO.: 111/19
POST LEVEL: 7
SALARY SCALE: R236 904.00 – R275 110.08pa

QUALIFICATION AND REQUIREMENTS

- Grade 12 Computer literate or Certificate in Office administration
- 1 Year experience as administrator

Duties: Typing HR related correspondences and submit to HR Manager. Copying Sending faxes and emails. Capturing of data for vacancies recruitment and selection. Compiling summaries of applicants profiles. Arrange venues for shortlisting and interviews. Dispatching advertisement to be placed in strategic positions. Updating personal files upon submissions of qualification and adding of beneficiaries

OFFICE OF THE MUNICIPAL MANAGER

POSITION: CALL CENTRE AGENTS X6
REF. NO.: 113/19
POST LEVEL: 10
SALARY SCALE: R155 132, 16 - R174 231,96pa

QUALIFICATION AND REQUIREMENTS

- Appropriate level of secondary education NQF level 2-3 (120 credits)
- Computer literacy

EXPERIENCE:

- A minimum of 2 years customer care-customer management processes in contact centre

DUTIES:

Processes incoming telephone complaints/queries affecting consumers and deciding on the necessary action to be taken to initiate remedial response. Conducting follow-ups on all complaints and compiles a follow-up summary of outstanding work. Issues complainants with a reference number. Treat customers with respect and dignity at all times. Attending to specific correspondence/telephonic enquiries, communicating and providing routine information and/or referring queries for attention. Priorities each call based on its importance. Tracks the cycle of incidents and logged calls. Draft daily reports on complaints received.

PLEASE NOTE

VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING

CLOSING DATE: 20 SEPTEMBER 2019 12 NOON

Applications forms and full detailed information about the advertised positions are available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office must be completed and must be accompanied with a:

- covering letter,
- comprehensive CV,
- original certified copies of qualifications,
- ID document and driver's license,
- 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 (Records Section),
Cnr Kerk and Taute Street,
Ermelo, for the attention of Director Corporate Services.