



VHEMBE DISTRICT MUNICIPALITY

Invites applications from suitably qualified individuals to fill the following positions:

INTERNAL AND EXTERNAL ADVERTISEMENT

OFFICE OF THE MUNICIPAL MANAGER

Position : Monitoring and Evaluation Officer

Post Level : 04

Salary Scale: R417 501.29

Requirements:

National Diploma in Project Planning and Management, Development Studies, Economics or Public Administration. Three (3) years relevant working experience.

Skills and competencies

- At least 3 years of experience in the design and implementation of M&E in development projects
- Experience in designing tools and strategies for data collection, analysis, collation, storage and production of reports
- Expertise in analysing data using statistical software
- Strong training & facilitation skills
- Fluency in spoken and written English
- Ability to work well with others.
- Computer knowledge (Microsoft Office).
- Good report writing and documentation skills
- Good working knowledge of computer packages including word processing and database packages
- Ability to work independently and make good decisions with minimum supervision
- Must be a good team player and sensitive to diversity
- Good planning, negotiation, organization and time management skills with ability to prioritize tasks

Key Performance Areas

- Develop and strengthen monitoring and evaluation (M&E) procedures
- Monitor project/Programme activities, expenditures and progress towards achieving the project output and outcomes
- Surprise visits to project/programme sites using the M&E tools and report findings with recommendations
- Planned visits to project/programme site for verification of reported information

- Investigate service delivery complaints
- Monitor and evaluate inputs, activities, outputs, outcomes and impacts on interventions made on service delivery challenges
- Develop monitoring and impact indicator for the project success
- Monitor the sustainability of the project's results
- Provide feedback to the management on project strategies and activities
- Report monthly, quarterly, half-yearly and annual progress on programme/project activities to management
- Conduct capacity assessment on existing monitoring and evaluation systems
- Provide inputs, information and statistics for quarterly, half-yearly, annual and other reports
- Participate in quarterly and annual project/programme reviews and planning workshops and assist the management in preparations.
- Development of Monitoring & Evaluation tools and support management in their use

DEPARTMENT COMMUNITY SERVICES

Position : Divisional Officer: Mutale Fire Station
Post Level : 06
Salary Scale: R325 879.18PA plus basic salary with additional benefits.

Requirements:

- Diploma in Fire Technology or equivalent
- BAC
- A valid Driver's License with PDP
- Computer Literacy
- At least 2- 3 years relevant experience

Skills required

- Ability to interact at both strategic and operational level
- Thorough knowledge of Fire Brigade Services Act of 1987 as well as other applicable local government legislations
- Good interpersonal, mediation and negotiation skills
- Excellent communication skills, both written and verbal
- Leadership skills and decision making abilities
- Computer literacy

Key Performance Areas:

- Overall Management of the fire station
- Enforcement of Municipal Emergency Services by-laws
- Compile requisitions for purchasing commodities and items for station
- Implement operational and administrative policies including relevant legislations
- Compile fire reports and conduct fire investigations
- Make inputs towards the needs of the fire fighting, rescue and special services vehicles
- Organize resources to ensure readiness of the fire station for response

- Take responsibility of all HR matters in the station by supervision of all employees to ensure good performance and ensure smooth and effective and efficacious response
- Training of personnel and conduction of public awareness campaigns
- Perform operational duties when situations dictate
- Resume incident management responsibilities in all major incidents
- Compile monthly, quarterly and yearly statistical reports resources
- Conducts fire safety as well as operational group inspections and compile reports thereof.
- Conduct regular audit of development in the area to assess capacity to respond to emergencies
- Compile yearly leave rooster and training schedule for all personnel
- Undergo prescribed training from time to time
- Handle queries from the public in connection with calls reported and attended
- Handle petty cash
- Provide reports for injuries on duty and property loss or damage within 24 hours
- Perform any other duty as delegated by Chief Fire Officer
- Assist the chief with the compilation of the sectional budget operational plans.

Position : Junior Fire Fighters X3
Post level : 11
Salary Scale: R165 563, 56 per annum

Requirements:

- Grade 12 plus Fire Fighter 1 or Basic Fire Fighter
- Code EC Drivers Licence with PrDP,
- Public Life support
- 0-2 years' experience
- Applicants must be medical and fitness compliant according to the relevant NFPA standards

Key Performance Areas:

- Rendering Fire Fighting services
- Render emergency and rescue services
- Perform control room duties
- Daily maintenance & cleaning of Fire Stations buildings, vehicles and equipment
- Rendering standby and overtime duty.

Position : Environmental Health Services District Coordinator X2
Post level : 04
Salary Scale: R412 501.29 per annum

Requirements

A Matric (Grade 12) or equivalent. A National Diploma in Environmental Health or/ B-Tech in Environmental Health. Registered as an Environmental Health Practitioner with HPCSA. A valid driver's licence. Computer Literacy. At least 3 years' experience as Environmental Health Practitioner.

Key Performance Areas

- Budget and financial management
- Policy development and policy review.
- Involved with performance management of Environmental Health Practitioner.
- Planning of environmental health services programs
- Liaise with relevant role – players, community structures, government departments and other non-governmental organizations on environmental health aspects.
- Conduct routine inspections to all food and non-food premises to ensure compliance with health legislations and taking action to improve conditions.

Position : EHS Satellite Coordinator X2
Post level : 5
Salary Scale: R368 825.47 per annum

Requirements:

A Matric (Grade 12) or equivalent. A national Diploma in Environmental Health or/ B-Tech In Environmental Health. Registered as an Environmental Health Practitioner with HPCSA. A valid driver's licence. Computer Literacy. Three (03) experience as environmental health practitioner

Key performance Areas

- Conduct routine inspections to all food and non-food premises to ensure compliance with health legislations and taking action to improve conditions.
- Investigate outbreak of (notifiable) infectious diseases and take measure to contain it, working together with the outbreak response team.
- Render (land, air, water and noise) pollution control and waste management services.
- Render food hygiene and safety monitoring.
- Monitoring of informal street food traders.
- Investigate complaints of any nuisance or health hazard from the public.
- Give public health advice on planning and licenses applications.
- Conduct health education and other environmental health awareness campaign.
- Monitor and evaluate environmental health issues in circumcision schools.
- Monitor safe handling and utilization of pesticides.
- To supervise the Satellite

Position : Environmental Health Practitioner X2
Post level : 7
Salary Scale: R287 933.66 per annum

Requirements:

A Matric (Grade 12) A National Diploma Environmental Health or/ B-Tech In Environmental Health, Registered as an Environmental Health Practitioner with HPCSA. A valid driver's licence. Computer Literacy. At least 1 year experience in Community Services training.

Key Performance Areas

- Renders pollution control and waste management services
- Renders food hygiene and safety monitoring
- Monitors and evaluate the circumcision schools
- Monitor the safe handling and utilization of pesticides
- Participates in the disease outbreak response teams for effective communicable disease control.
- Render intersectional collaboration on participation in the housing projects
- Participates in the Environmental Impact Assessment of all Environmental projects
- Participates on Disease outbreak response
- Monitor water supply and sanitation
- Implement all health legislation and policies
- Make inputs for budget
- Promotes health and hygiene education

OFFICE OF THE SPEAKER

Position : Secretary: Office of the Speaker
Post Level : 08
Salary Scale: R 254 310.40 – R 280 847.14 per annum

Requirements:

- Grade 12 plus a Secretarial /Management Assistant Diploma
- Minimum 2 years relevant experience
- Computer literate in Ms. Word, Outlook, PowerPoint, and Excel
- Good communication(verbal and written) skills
- Excellent interpersonal skills and etiquette
- Ability to work unsupervised and under pressure

Key Performance Areas:

- Carry general Office Management tasks
- Typing all letters, memos, reports and related correspondences
- Filing and records management
- Make travel and accommodation arrangements
- Handle telephones and messages
- Receive visitors and diarize appointments for the Speaker
- Perform any other duties that may be delegated

OFFICE OF THE EXECUTIVE MAYOR

Position : Secretary: Office of the Executive Mayor

Post Level : 08

Salary Scale: R 254 310.40 – R 280 847.14 per annum

Requirements:

- Grade 12 plus a Secretarial /Management Assistant Diploma
- Minimum 2 years relevant experience
- Computer literate in Ms. Word, Outlook, PowerPoint, and Excel
- Good communication(verbal and written) skills
- Excellent interpersonal skills and etiquette
- Ability to work unsupervised and under pressure

Key Performance Areas:

- Carry general Office Management tasks
- Typing all letters, memos, reports and related correspondences
- Filing and records management
- Make travel and accommodation arrangements
- Handle telephones and messages
- Receive visitors and diarize appointments for the Executive Mayor
- Perform any other duties that may be delegated.

DEPARTMENT: CORPORATE SERVICES

Post : Assistant Organisational Development Officer (Re-advert)

Post Level : 06

Salary : R325 879, 18 per annum

Requirements:

- National Diploma in Management Services or Industrial Psychology.
- Must have at least 1-2 years relevant experience working in the Organisational Development environment.
- Knowledge on relevant Municipal Legislations and regulations
- Sound understanding of the Orgplus Software and MS packages (MS Word, MS excel, MS PowerPoint) will serve as an added advantage

Key Performance Areas:

- Develop, review and monitor the Organogram in line with the IDP using the Orgplus software.
- Coordinate the alignment of the Organisational Structure in conjunction with the staff establishment.
- Coordinate and facilitate job evaluation and job description processes
- Draw workflow charts and design procedures and process.
- Identify and investigate defects relating to the existing Work processes, procedures, and methods used in the Municipality.
- Implement productivity improvement program and monitor the impact thereof
- Advice the organisation in staff utilization and post creation assessments

Position : Payroll Officer (Re-advert)
Post Level : 04
Salary Scale: R417 501, 29 per annum

Requirements:

- Bcom in Accounting or equivalent
- Payday Payroll Software Certificate will be an added advantage
- 3 Years Payday experience
- Strong Payday report-writing ability
- MS Excel Advanced

Key Performance Areas:

- Prepare salaries, wages and allowances for councilors and staff
- Run salaries, wages and allowances
- Handle salary queries from councilors and staff
- Prepare IRP5 for councilors and staff
- Check data so that all information for councilors and staff can be kept up to date
- Analyse payroll data
- Payday reporting
- Payroll data integrity
- Backup to payroll supervisor
- Audit payroll input data
- Provide training and support to payroll administrator

Post : Fleet Management Officer (Re-advert)
Post Level : 04
Salary scale : R417 501.29 per annum

Requirements:

- ✓ Degree/Diploma or equivalent certificate in Transport Management

Key Performance Areas:

- ✓ Supervise the safe keeping and issue logbooks and keys for pool vehicles
- ✓ Supervise and issue pool vehicles per operational needs of departments
- ✓ Scrutinizes log books and first auto reports on a weekly and monthly basis and report any discrepancies detected and performance of pool vehicles to the supervisor
- ✓ Implements programme of preventative maintenance for vehicle
- ✓ To follow instructions as determined by the line manager and manager auxiliary services or his or her nominee
- ✓ Drafting of tender specification for vehicles
- ✓ Information Management (Processing/update)
- ✓ Maintain preventive maintenance according to service intervals
- ✓ Supervise the licensing administration of VDM fleet
- ✓ Supervise, monitor, analyze and control the utilization of fuel of all municipal vehicles
- ✓ Arrange for testing of drivers

- ✓ Controlling and safe keeping of all original registration certificates of vehicle and logbooks, keys, fuel cards
- ✓ Establish and maintain policies and procedures for use of vehicles

Position : Network Administrator
Post Level : 04
Salary Scale: R417 501, 29 per annum

Requirements:

- B.Degree/National Diploma in Computer Science/ Computing /Information Systems (Technology)
- At least 3 years in managing servers and LAN,WAN,VPN,MPLS
- Communication presentation skills.
- Good Interpersonal skills.

Key Performance Areas

- Support, configure, maintain and upgrade corporate networks and servers
- Install and integrate new server hardware and applications
- Keep an eye out for needed updates
- Support and administer third-party applications
- Ensure network security and connectivity
- Monitor network performance and test for weaknesses
- Set up user accounts, permissions and passwords
- Resolve problems reported by end user
- Define network policies and procedures
- Specify system requirements and design solutions
- Research and make recommendations on server system administration
- Report writing.

Position : Assistant Salary Officer X1 (Re-advert)
Post Level : 05
Salary : R 368 825, 47 pa

Requirements

- Diploma/Degree in Public Administration, Human Resources or equivalent
- Payroll Administration Certificate
- 2-3 Years relevant experience
- Knowledge in MSA, BCEA, LRA, COID, EEA legislations
- Excellent written and oral communication skills
- Valid driver's license
- Computer literacy

Key Performance Areas

- Salary Administration
- Managing the accurate updating and maintenance of employee data
- Ensuring the accurate execution of HR transactional salary processes
- Resolving HR administration services related issues with staff salaries according to policies
- Coordinates remuneration for all employees

- Responsible for managing and administer service benefits i.e leave, pension, car allowance, housing subsidy.

Post : Messenger / Driver
Post Level : 10
Salary Scale: R180 630.75 per annum

Requirements

- Grade 12
- A valid Code 8 Driver 's license with PDP
- 1 year relevant experience

Key Performance Areas:

- Collect and deliver mail documents, control sheets and files from postal points in the directorate and at other directorates and ensure they are being signed-off
- Collect various articles or goods in accordance with the instructions by the manager using vehicle or walking to the appropriate destination
- Transport officials and Councillors to and from meetings, seminars and project visits
- Transport temps and coordinators to wards and to events
- Perform delivery duties in accordance with the instructions of the manager
- Bank monies on behalf of the municipality in accordance with Municipal procedures and policy
- Deliver invites to mining houses and government departments
- Take requisitions to stores for issue of stock of orders and delivery stock at offices where needed
- Purchase of day-to-day goods on behalf of the municipality as instructed
- Assist with photocopying of documents)
- Manage subordinate staff
- Execution of any other duties assigned to him/her

Position : General Worker x20 (Re-advert)
Post Level : 15
Salary Scale: R103 608, 87 per annum

Requirements:

- Grade 10 plus cleaning certificate
- Grade 12 will be an added advantage
- 1 year experience

Key Performance Areas

- Vacuuming carpeted floor areas, dusting and tidying desktops and shelves.
- Sweeping floors
- Cleaning windows
- Replacing water in jugs with fresh water using the water cooler machine

- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc and checking and reporting defective items to the immediate superior for attention
- Mixing and using chemical detergents to remove stains/ dirt from painted/ polished or carpeted surfaces.

Position : Gardener x1 (Re-advert)
Post Level : 15
Salary Scale: R103 608, 87 per annum

Requirements:

- Grade 10
- Garden certificate will be of more advantage
- 06 months experience and above
- Knowledge and sound performance on the job
- Should be able to speak at least two official languages

Key performance areas

- Soil cultivation, digging, and forking, mulching, watering, raking, weeding, edging, pruning, bed preparation, planting and cutting of trees.
- Lawn maintenance and cultivation.
- Use and maintenance of hand tools and basic light machinery.
- Use of cylinder and rotary mowers, trimmers, leaf blowers.
- Adjustments of mower height and quality of cut, etc. Oil level checks and checks for damage to any mower.
- Ensure all equipment, machinery and buildings are secure.
- Keep the tool shed/mess room clean and tidy.
- Keep the borders, thoroughfares and highway footpaths clear and free from litter at all times.
- Empty litter bins around the building.
- Prepare and plant rockeries, herbaceous borders and shrubberies.
- Report any faulty appliances, damaged equipment or any potential hazard.
- Promote safe working practices with the building.
- Perform other duties assigned by the supervisor

Position : Municipal Public Accounts Committee Coordinator (Re-advert)
Post Level : 06
Salary Scale: R325 879.18 per annum

Requirements:

- National Diploma in Public Administration / Human Resources
- Valid driving licence
- Computer literacy
- Excellent communication skills
- Report writing skills
- Facilitation skills

- Knowledge on MFMA and
- Experience in Local Government environment.

Key Performance Areas:

- Coordinate and support Local Municipalities Municipal Public Accounts Committees
- Coordinate MPAC activities (National/Provincial/District)
- Prepare oversight reports for Council
- Source and compile reports from and to key internal and external stakeholders
- Assists committee with making findings and draft recommendations
- Coordinate interviews and investigations
- Coordinate trainings/ Workshops and Strategic Planning Sessions
- Coordinate Public Hearings/ Closed Hearings/Public Participation and Projects site visit
- Coordinate and organise District Forums (District Chairpersons Forum/ District Technical Team Forum/ District Committee Members Forum)
- Liaison / Facilitate /Maintain internal and external stakeholders' relations.
- Respond to queries received from internal and external stakeholders
- Monitor committee budget
- High level of confidentiality

DEPARTMENT: BUDGET AND TREASURY

Post : Manager: Assets Management (Re-advert)
Post Level : 03
Salary Scale : R542 788.24 per annum

Requirements

- National Diploma / B-Degree in Accounting or equivalent (NQF Level 6)
- 3 years' experience in Assets Management
- Valid driver's licence
- Knowledge of Treasury regulations on Assets Management and the MFMA
- Communication skill
- Ability to work on accounting software
- Computer Literacy
- Planning and organizing skills
- Interpersonal relations

Key Performance Areas

- Manage the asset register
- Update asset register with new acquisitions ,disposals
- Transfer in/out and internal movement of assets
- Reporting
- Monitor asset life cycle and conduct asset verification
- Monthly reconciliations and policy formulation
- Management of staff

Position : Secretary : Chief Financial Officer (Re-advert)
Post Level : 08
Salary Scale: R 254 310.40 – R 280 847.14 per annum

Requirements:

- Grade 12 plus a Secretarial /Management Assistant Diploma or related qualifications
- Minimum 2 years relevant experience
- Computer literate in Ms. Word, Outlook, PowerPoint, and Excel
- Good communication(verbal and written) skills
- Excellent interpersonal skills and etiquette
- Ability to work unsupervised and under pressure

Key Performance Areas:

- Filing and records management
- Office management and administration at a high level
- Make travel and accommodation arrangements
- Consolidation of reports
- Follow up on outstanding correspondence
- Receive visitors and diarise appointments for the CFO
- Perform any other duties that may be delegated.

Post : Accountant: Asset Management (Re-advert)
Post Level : 04
Salary Scale: R 417 501, 29 per annum

Requirements:

- National Diploma/BCom in Accounting
- At least 2-3 years' experience in asset management
- Valid driver's licence
- Report writing skills
- Computer literate ability to plan, organise, lead and control

Key performance areas:

- Manage the compilation and monitoring of the asset life cycle
- Manage the compilation and monitoring of the assets operational and maintenance plans
- Manage the compilation and monitoring of the asset acquisition plan
- Manage the asset register to ensure related to input to the annual financial statement
- Assist with formulation and maintenance of policy and procedure with regard to assets

Post : Accountant Credit Control X 2
Post level : 4
Salary scale : R417 501.29 per annum

Requirements

- Grade 12
- National Diploma /Bcom Degree in Financial Management or equivalent
- Computer Literacy
- Code B driver's licence
- 2 – 3 Years experience
- CPMD/MFMP will be an added advantage
- Knowledge of local government environment will be an added advantage

Key Performance Areas

- Co-ordinates and controls the applications of accounting
- Plans, coordinates and manages activities of the debt collections and credit control sections
- Provide draft policy, strategic and operational direction to the credit management section by interpreting policies, legislation and trends and guiding the section in implementing updated policies and procedures
- Approve arrangement with debtors in terms of delegated authority as provide for in credit management policy
- Ensure that customers receive quality service and queries are dealt with satisfactory
- Compile programs and procedures for the collection of outstanding monies/payments
- Ensure that all prepared communication are accurately recorded/documents in a timely manner
- Liaise and communicate with internal department as required in order to maintain an accurate position on customer accounts
- Prioritise and manage a challenge workload whilst maintain high level of customer service & satisfaction
- Issuing of reminders and demand letters

Post : Assistant Accountant : Credit Control X 3
Post level : 5
Salary scale : R368 825.47 per annum

Requirements

- Grade 12
- National Diploma in Public Management / Financial Management / Customer Services Management
- Computer literacy
- Code b driver's licence
- 2 – 3 years experience
- Knowledge of local government environment will be an added advantage

Key Performance Areas

- Co-ordinates and controls the application of accounting
- Procedures by attending to verification
- Reporting
- Processing and reconciliation of account receivable transaction to support analysis

- Identification and recover of overdue accounts
- Guiding and developing personnel on the processing sequences to communicate information to promote understanding
- Corporation from consumers on payment for services
- Meeting with customers

Post : **Administrator: Credit Control X 2**
Post Level : **8**
Salary Scale: **R254 310.40 per annum**

Requirements

- Grade 12
- Customer Services Management Certificate
- Computer Literacy
- 1 – 2 Years Experience

Key Performance Areas

- Attend customer queries
- Preparation of files for debt collection
- Ensure that all queries are recorded
- Assist in ad-hoc duties as required

Post : **Assistant Accountant: Customer Service X 3**
Post Level : **5**
Salary Scale: **R368 825.47 per annum**

Requirements

- Grade 12
- National Diploma In Public Management/Financial Management/Customer Services Management
- Computer Literacy
- 2 – 3 year's experience
- Knowledge of local government environment will be an added advantage

Key Performance Areas

- Co-ordinates and controls the application of accounting
- Procedures by attending to the verification
- Reporting
- Processing and reconciliation of account receivable transaction to support analysis
- Identification and recover of overdue accounts
- Guiding and developing personnel on the processing sequences to communicate information to promote understanding
- Corporation from consumers on payment for services

Position : Administrator : Stores x 3

Post Level : 8

Salary Scale: R254 310.40 per annum

Requirements:

- ✓ National Diploma in Financial Management, Bcom Economics/ Accounting
- ✓ Good communications skills
- ✓ 1 to 2 years' experience related to stores management
- ✓ Computer Literacy

Key Performance Areas:

- ✓ Receiving of inventory ordered (Satellites, plants and VDM)
- ✓ Issuing of inventory needed
- ✓ Stacking of inventory
- ✓ Assist in preparing the monthly inventory journals (Satellites, plants and VDM)
- ✓ Assist in stocktake (Satellites, Plants and VDM) 34 stores
- ✓ Updating the stock registers (goods received and issued)
- ✓ Completing the inventory purchase requisitions
- ✓ Capturing inventory received and issued on inventory system
- ✓ Cleaning of storeroom
- ✓ Safeguarding of stock

DEPARTMENT: DEVELOPMENT PLANNING

Post : Land Use Management Officer (Re-advert)

Post Level : 04

Salary Scale: R417 501, 29 per annum

Requirements:

- ✓ Degree/Diploma in Environmental Planning or Urban & Regional Planning.
- ✓ Registered as Professional with the South African Council for Planners.
- ✓ 3-5 Year experience in Town and Regional Planning/ Land Use Management
- ✓ Have a valid driver's licence

Key performance areas

- ✓ Assessing and Evaluating land use applications;
- ✓ Prepare land use report for Municipal Planning Tribunal for consideration;
- ✓ Calculates services contributions for land development land use applications;
- ✓ Conduct land use inspections for land use and land development applications;
- ✓ Keep record of all land use and land development applications;
- ✓ Advice on land developments projects within the District
- ✓ Advise the Department on the identification of public and private land that can be used for infrastructure investment, residential and agricultural development.

Post : Public Transport Planning Officer (Re-advert)

Post Level : 04

Salary Scale: R 417 501, 29 per annum

Requirements:

- ✓ National Diploma/ Degree in Transport Planning or Diploma in Public Administration or equivalent qualification
- ✓ 2-3 years in relation to public transport planning infrastructure and regulations.

Key performance areas

- ✓ Develop, Review and implementation of Integrated Development Plans;
- ✓ Facilitate the development and maintenance of public transport system;
- ✓ Planning and implementation of road safety programme;
- ✓ Facilitate the execution of planning, implementation and operational projects;
- ✓ Capacitate Local Municipalities on matters relating to transport legislations and regulations;
- ✓ Assist and Support Local Municipalities with the development of Integrated Transport Plans; and
- ✓ Coordination of all transport related forums.

DEPARTMENT: TECHNICAL SERVICES

Position : Secretary : General Manager Technical Services

Post Level : 08

Salary Scale: R 254 310.40 – R 280 847.14 per annum

Requirements:

- Grade 12 plus a Secretarial /Management Assistant Diploma
- Minimum 2 years relevant experience
- Computer literate in Ms. Word, Outlook, PowerPoint, and Excel
- Good communication(verbal and written) skills
- Excellent interpersonal skills and etiquette
- Ability to work unsupervised and under pressure

Key Performance Areas:

- Carry general Office Management tasks
- Typing all letters, memos, reports and related correspondences
- Filing and records management
- Make travel and accommodation arrangements
- Handle telephones and messages
- Receive visitors and diarize appointments for the GM: Technical Services
- Perform any other duties that may be delegated.

Post : Waste Water Technician X3 (Re-advert)

Post Level : 06

Salary Scale: R325 879.18 per annum

Requirements:

- ✓ National Diploma in Water Care/Analytical chemistry/Chemical Engineering/Chemical Plant Operation or N6
- ✓ Knowledge on relevant Municipal Legislations and regulations used in the water sector.

- ✓ Appropriate laboratory experience.
- ✓ Computer Literacy.
- ✓ A valid Code 8 Driver's license.

Key Performance Areas:

- ✓ Collect wastewater (sewerage) samples from wastewater treatment works and other resources.
- ✓ Operate Laboratory equipments and perform routine chemical, physical and bacteriological tests as guided by the manuals.
- ✓ Monitoring accuracy of operational tests at wastewater treatment works..
- ✓ Capture data on Green Drop system for DWS on daily basis.
- ✓ Compile analytical results.
- ✓ Compile weekly and monthly reports.

Post : Deputy Manager: Waste Water (Re-advert)
Post Level : 04
Salary Scale: R417 501.29 per annum

Requirements

- ✓ An appropriate Grade 12,National Diploma(T/N-stream Chemical, Mechanical or Civil in Engineering
- ✓ Knowledge of National Water Act. Water Services Act.
- ✓ At least 5 years appropriate experience
- ✓ The ability to manage technical people and understand engineering concepts, systems and procedures.
- ✓ Knowledge of of the relevant Municipality Legislations, regulations, policies and procedures.
- ✓ Valid Driver's licence

Key Performance Areas:

- ✓ Management of waste-water services infrastructure in a given area.
- ✓ Co-ordinate preventative maintenance programmes of the waste-water services infrastructure
- ✓ Directive operations and maintenance teams on the day to day running of waste-water services infrastructure.
- ✓ Compiling of all reports of the running waste-water scheme.
- ✓ Planning and issuing out of daily tasks.
- ✓ Co-ordinate ordering of maintenance spares and materials.
- ✓ Maintain effective commitment register.
- ✓ Attending to community complains and queries.
- ✓ Supervise subordinate staff.

Position : Institutional and Social Development Officer X2
Post Level : 06
Salary Scale: R325 879.18 per annum

Requirements

- ✓ National Diploma in Development studies, Community/ Rural Development, Public Administration or any equivalent qualification;
- ✓ Knowledge and experience in Local Government;

- ✓ Knowledge in developmental work with exclusive reference to infrastructural development, planning management, implementation, monitoring and evaluation;
- ✓ Computer literacy (Intermediate to Advanced), must be competent in doing work on MS Excel or MS Word;
- ✓ Minimum three (3) working experience
- ✓ Driver's licence.

Key Performance Areas

- ✓ Use rural participatory approaches to develop Local Area Plans with community priorities feeding to the IDP;
- ✓ Create database of social consultants;
- ✓ Be part of District Appraisal Committees to ensure projects demonstrate community participation;
- ✓ Conduct backlog studies for water services infrastructure in consultation with community structures to assist municipal planning;
- ✓ Mobilize, set and establish community project –based structures to run project (Project Steering Committees (PSC), Village based communities where necessary, etc.
- ✓ Set labour desk;
- ✓ Conduct need analysis/ or skills audit in the communities and advise Contractors in order to maximise utilization of local resources;
- ✓ Handle and scrutinise Social Consultants payment certificates;
- ✓ Conduct Social impact assessment reports where necessary;
- ✓ Monitoring, Reporting and Evaluation of socio-economic impact of infrastructure development projects;
- ✓ Ensure that communities sign handover certificates or happy letter;
- ✓ Undertake a training need assessment and advise on training needs to be conducted as per the nature of project;
- ✓ Set and train community structures and conduct awareness for payment of water services

Post : EPWP Officer
Post Level : 06
Salary Scale: R325 879.18 per annum

Requirements

- Grade 12 (Matric Certificate) with Diploma in Human Resources Management or Public Administration;
- Computer literacy (Intermediate to Advanced), must be competent in doing work on MS Excel or MS Word;
- Basic understanding of EPWP Projects will be an added advantage;
- Good communication skills, ability to follow instructions;
- Minimum two (2) years' working experience.

Key Performance Areas

- Ensure that the laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions;
- Register the projects on the EPWP reporting system;

- Recording of the data at the project level using templates provided by the DPW (Department of Public Works);
- Preparation and consolidate Monthly Reports from (Social sector), (Infrastructure Sector) and (Environment and Culture Sector) and report to DPW Coordinator;
- Facilitation of hiring of EPWP Temporary workers on capital projects implemented through MIG, WSIG and RBIG;
- Capture the project data on the EPWP reporting system on a monthly basis;
- Correct all the non-compliance projects within a week after the Data dump and analysis report has been received;
- Ensure that project files are kept for auditing purposes

Post : Water Process Controller X25

Post Level : 12

Salary Scale: R 141 403, 62 per annum

Requirements:

- Grade 12 plus N3 certificate or NQF level 4 in Water treatment practices or N4 chemical Plant Operation

Key Performance Areas:

- Operate, monitor and control water treatment process.
- Back washing sand filters.
- Monitor and control chemical dosage.
- Take samples and analyse for quality control every two hour intervals.
- Operate electric- diesel motors, pumps and valves.
- Ensure adherence to OHS Act and/ SHE regulations.
- Compile daily, weekly and monthly reports.
- Maintain good housekeeping of the treatment plant, pump stations and reservoirs.
- Repairs minor equipments

Post : Waste Water Process Controller X15

Post Level : 12

Salary Scale: R141 403, 62 per annum

Requirements:

- Grade 12 plus N3 certificate or NQF level 4 in Wastewater treatment practices or N4 chemical plant Operation

Key Performance Areas:

- Operate, monitor and control Wastewater treatment process.
- Desludging of the sludge
- Monitor and control chemical dosage.
- Take samples and analyse for quality control every two hour intervals.
- Operate electric- diesel motors, pumps and valves.
- Ensure adherence to OHS Act and/ SHE regulations.
- Compile daily, weekly and monthly reports.
- Maintain good housekeeping of the treatment plant, pump stations.

- Repairs minor equipments

Post : Project Data Capturer x2 (PMU)
Post Level : N/A
Salary Scale: R 84 000 per annum (2-Years Contract)

Requirements:

- ✓ National Diploma in Financial Management
- ✓ N6 in Financial Management
- ✓ Microsoft Office computing with proficiency in Excel and PowerPoint

Key Performance Area:

- ✓ Capture all projects information
- ✓ Facilitate Payments of Services providers
- ✓ Prepare projects reports

Forward your applications to:

The Municipal Manager; Vhembe District Municipality; Private Bag X 5006; Thohoyandou; 0950 or Hand Delivered to the Registry Office, Vhembe District Municipality, Old Parliament Building, Government Complex next to Khoroni Hotel

Please Note:

1. Shortlisted candidates will be subjected to security vetting/screening, verification of qualifications and employment history/ reference check.
2. No late or faxed and e-mail applications will be considered.
3. Fraudulent qualifications or documentation will immediately disqualify an applicant.
4. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.

Application must be submitted on the signed VDM HR application form, obtainable on the website (www.vhembe.gov.za) accompanied by a comprehensive CV and certified copies of: identity document, driving license (where applicable) and qualifications. ***Applications without the above will not be considered.** Vhembe District Municipality reserves the right to / not to make appointments. If no response is received from Vhembe District Municipality 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

Enquiries on the above should be directed to ***Khosa F.S and Muthaphuli A.S at 015 960 2042 or 015 960 2232***

Closing Date: 29 September 2017

**MUNICIPAL MANAGER
RAMBADO M.R.**