



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality with 229 831 citizens, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 02 JUNE 2017

DIRECTORATE: FINANCIAL SERVICES

CHIEF CLERK: MOVABLE ASSETS

DEPARTMENT: FINANCIAL SERVICES – FINANCIAL STATEMENTS AND ASSETS

POST LEVEL: 8

SALARY SCALE: R236 481/ R248 502/ R261 153 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Diploma in Accounting/ Financial Management or a 2 year relevant Financial/ Public Administration qualification (NQF 5). At least 3 years relevant experience in asset management. Computer literacy in MS Office especially Advanced Excel.

KEY PERFORMANCE AREAS: Responsible for gathering information to be used to update the fixed asset register. Regularly update the moveable assets system and perform moveable verification. Ensure that all obsolete and redundant moveable assets are disposed of. General asset management and reporting.

REF: 2010

CLERK GRADE 1/ SECRETARY (RE-ADVERTISEMENT)

DEPARTMENT: FINANCIAL SERVICES

POST LEVEL: 10

SALARY SCALE: R168 729/ R175 809/ R183 378/ R191 766

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Diploma in Secretarial Administration/ Office Administration (NQF 5). 2 years relevant experience as a secretary, personal assistant and/or receptionist. Extensive computer literacy (MS Office). Must be able to type accurately (35w/p/m would be an advantage). Ability to work under pressure. Good interpersonal skills. Excellent verbal and written communication skills. Good organizing skills.

KEY PERFORMANCE AREAS: Perform secretarial duties to the Executive Director Financial Services and departmental personnel. Diary management of the Executive Director Financial Services. Travel and accommodation arrangements. Meetings and catering arrangements. Typing and filing. General administrative duties. Administrative support to the Administrative unit.

REF: 2022

CASHIER/ CLERK (HENDRINA)

DEPARTMENT: FINANCIAL SERVICES – TREASURY OFFICE

POST LEVEL: 13/12

SALARY SCALE: R118 230/ R119 706/ R123 495/ R127 500/ R131 700/ R133 890/
R138 474/ R143 301/ R148 362 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Grade 12 Plus at least one (1) year relevant cashier experience. Computer Literacy (MS Office). Code B driver's license. Must be willing to work a six (6) day week and

alternative office hours per work schedule at any of the municipal pay points within municipal boundaries.

KEY PERFORMANCE AREAS: Responsible for the daily receiving and receipting of all revenues due to municipality for services rendered. Allocating of monies on the financial system to the correct votes or municipal accounts numbers. Balancing of receipts and preparing of the cashier daily statements.

REF: 2079

DIRECTORATE: CORPORATE SERVICES

MARKETING AND COMMUNICATIONS OFFICER (RE-ADVERTISEMENT)

DEPARTMENT: COMMUNICATIONS

POST LEVEL: 6

SALARY SCALE: R295 641/ R310 680/ R326 460 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: National Diploma in Communication, Marketing/ Journalism/ Public Relations (NQF 6). Three (3) years relevant experience. Valid code B driver's license. Relevant experience in local government would be an added advantage.

KEY PERFORMANCE AREAS: Assist in compilation of articles and information pieces for various Media Market programmes and activities nationally. Responsible for Media releases, capturing of Council events, internal newsletter, communications activities, assist Assistant Director Communications with all Communication and Marketing related activities. Responsible for branding, corporate identity, responsible for internal and external communication stakeholders.

REF: 1027

CLERICAL ASSISTANT/ RECRUITMENT ASSISTANT

DEPARTMENT: HUMAN CAPITAL MANAGEMENT DEPARTMENT

POST LEVEL: 15/13

SALARY SCALE: R97 731/ R98 523 /R101 250/ R104 109/ R107 106/ R109 146/
R112 362/ R115 752/ R118 230/ R119 706/R123 495/
R127 500/ R131 700

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Grade 12 Plus Diploma in Human Resources Management (NQF 5). Two (2) year's relevant experience within a Recruitment & Selection environment. Computer literacy (MS Office Programmes). Good Interpersonal and Communication skills. Municipal experience would be an added advantage. Valid code B driver's license.

KEY PERFORMANCE AREAS: Assist with Recruitment & Selection by ensuring proper and professional work flow. Handling and typing of confidential HR related information. Inviting shortlisted candidates for interviews and conducting interviews. Ensure that appointment and recruitment related documents are filed. Keep record of documents, correspondence and information regarding personnel and recruitment files. Handle HR related enquiries from employees and the public in a professional manner. Ordering of application forms. Adhere to Municipal and HR related policies and procedures.

REF: 0500

DIRECTORATE: COMMUNITY SERVICES

SENIOR LICENSING OFFICER (HENDRINA)

DEPARTMENT: LICENSING AND TESTING SERVICES

POST LEVEL: 7

SALARY: R267 732/ R281 367/ R295 641 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Grade 12 Plus ILO 3 or a 3 year relevant Licensing/ Public Administration qualification (NQF 6). 2-3 years relevant work experience. 1-2 years supervisory experience. Must be registered as an e-Natis user. Valid code B or EB driver's license. No criminal record. Computer Literacy (MS Office).

KEY PERFORMANCE AREAS: Supervise the registration and licensing of vehicles and drivers licenses for the purpose of maintaining order and legality and to promote road and safety in general. Ensure compliance of relevant legislation. Perform departmental administrative duties and supervision thereof. Supervise personnel.

REF: 3128

TRAFFIC OFFICER GRADE 3

DEPARTMENT: PUBLIC SAFETY: TRAFFIC LAW ENFORCEMENT & SECURITY

POST LEVEL: 12/11

SALARY SCALE: R131 700/ R133 890/ R138 474/R143 301/ R148 362/ R153 717/
R159 312/ R165 507 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Grade 12 Plus Basic Traffic Officer's Diploma. Valid code B or EB driver's license. Be registered or register as Traffic Officer. No criminal record. Must be physically fit. Code A driving license would be an added advantage.

SPECIAL CONDITION: During the 6 months probation period, the appointed incumbent should obtain a valid code A (motorbike) driving license or the incumbent will be restricted to the first notch of the salary scale until that time that the incumbent has obtained the required license.

KEY PERFORMANCE AREAS: Perform traffic law enforcement. Enforce by-laws. Promoting road safety and performing traffic control related duties. Perform any other duties as stipulated in the National Road Traffic Act of 93 of 1996.

REF: 3021

DIRECTORATE: INFRASTRUCTURE SERVICES

ASSISTANT DIRECTOR: PLANNING AND BULK CONNECTIONS (RE-ADVERTISEMENT)

DEPARTMENT: ELECTRICAL ENGINEERING SERVICES

POST LEVEL: 3

SALARY SCALE: R407 568 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing, Travel Allowance of 850 km/pm, cell phone allowance plus scarcity allowance.

REQUIREMENTS: B-Degree in Electrical Engineering (Heavy Current). Six (6) years relevant experience in Electrical Engineering environment of which at least three (3) years must be in a supervisory/management capacity. Must have three (3) years of experience in electrical network planning, performing of designs and project management. Ability to work independently. Computer Literacy in MS Office. A valid code B driver's license. Experience on MV/HV network operation as well as the ability to use AutoCAD, CART V8, Powa master and Retic master programmes would be an added advantage. Professional Registration with ECSA would be an added advantage.

KEY PERFORMANCE AREAS: Budget management, performing designs, planning and project management of power distribution network. Manage and control the expenditure on capital budget. Prepare monthly progress reports on capital projects. Update asset registers. Management of bulk consumers and calculating bulk service contributions. Management of distance control system. Managing and testing of grading study protection system. Management of bulk connection, Quality of Supply, Network drawings, planning and designs of new developments. Perform standby and/or overtime duties. Supervising and managing personnel.

REF: 7002

Please note: Previous applicants will be considered and do not need to re-apply.

SPECIAL WORKSMAN: WATER & SEWER NETWORKS

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 10

SALARY SCALE: R168 729/ R175 809/ R183 378/ R191 766

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Grade 12 Plus relevant plumbing qualification and/ or 2 years plumbing experience. One (1) year supervisory experience would be an added advantage. Valid code C1 driver's license and PDP. Must be physically fit. Must be willing to work overtime as and when required.

KEY PERFORMANCE AREAS: Construction of new sewer and water network. Supervise Maintenance team on repairing of pipe bursts and unblocking sewer blockage, installation of new water and sewer connections and all plumbing related services. Cleaning of spoils after sewer blockages. Scour water lines and reservoirs. Maintenance of vehicle, all needed equipment and attending to general plumbing related complains. Comply with all Occupational Health and Safety regulations.

REF: 5059

GENERAL WORKSMAN: ROADS AND STORMWATER

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 12/11

**SALARY SCALE: R131 700/ R133 890/R138 474/ R143 301/ R148 362/ R153 717/
R159 312/R165 507 p.a.**

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Grade 12 Plus 5 years experience in Roads Maintenance. Valid code C1 driver's license and PDP. A relevant plumbing qualification and supervisory experience would be an added advantage. Must be physically fit. Must be willing to work overtime as and when required.

KEY PERFORMANCE AREAS: Supervision of personnel, Transporting of workers, equipment and tools to work site. Operate compacting equipment. Maintenance of vehicle, all needed equipment and attending to complains. Comply with all Occupational Health and Safety regulations.

REF: 5311

**GENERAL WORKSMAN: WATER AND SEWER NETWORKS X2: HENDRINA/
MIDDELBURG**

(RE-ADVERTISEMENT)

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 12/11

**SALARY SCALE: R131 700/ R133 890/ R138 474/ R143 301/ R148 362/ R153 717/
R159 312/ R165 507 p.a.**

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Grade 12 Plus 5 years experience in water and sewer networks. A relevant plumbing qualification and supervisory experience would be an added advantage. Must be physically fit. Must be physically fit. Must be willing to work overtime as and when required.

KEY PERFORMANCE AREAS: Supervision of personnel, Transporting of workers, equipment and tools to work site. Installation of sewer connection and water meters. Repairing of water bursts and sewer blockages. Cleaning of spoils after sewer blockages. Scour water lines and reservoirs. Maintenance of vehicle, all needed equipment and attending to complains. Comply with all Occupational Health and Safety regulations.

REF (Hendrina): 5047, REF (Middelburg): 5101

CLERK GRADE 1/ SECRETARY

DEPARTMENT: MUNICIPAL BUILDING SERVICES

POST LEVEL: 10

SALARY SCALE: R168 729/ R175 809/ R183 378/ R191 766

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing.

REQUIREMENTS: Diploma in Secretarial Administration/ Office Administration (NQF 5). 2 years relevant experience as a secretary, personal assistant and/or receptionist. Extensive computer literacy (MS Office). Must be able to type accurately (35w/p/m would be an advantage). Ability to work under pressure. Good interpersonal skills. Excellent verbal and written communication skills. Good organizing skills.

KEY PERFORMANCE AREAS: Perform secretarial duties to the Assistant Director Financial Services and departmental personnel. Diary management of Assistant Director Financial Services. Travel and accommodation arrangements. Meetings and catering arrangements. Typing and filing. General administrative duties.

REF: 5079

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document to:
Human Capital Management, P O Box 14, Middelburg, 1050.
Courier Address: Human Capital Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg
Further Enquiries: Tel: (013) 249 7335/7021.
Contact Person: Nsovo Lordie Mateteswa
6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant
7. **Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date**