



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, 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: 22 FEBRUARY 2019

DIRECTORATE: CORPORATE SERVICES

SENIOR ADMINISTRATIVE OFFICER: RECORDS

DEPARTMENT: LEGAL AND ADMINISTRATION

POST LEVEL: 05

SALARY SCALE: R394 089; R403 989; R414 135 p.a. (excluding Benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund, Housing allowance and 550km/pm travelling allowance

REQUIREMENTS: Grade 12 plus relevant National Diploma or Bachelor's Degree in Records Management plus Certificate by National Archives on Records Management. Computer Literate. A minimum of 5 years relevant experience of which 2-3 should be in a supervisory position/capacity. A valid Code B driver's license.

KEY PERFORMANCE AREAS: Records management of electronic and paper based records according to the required standard by arranging, describing and retrieving of records. Provide information, consultation and research and other services pertaining to records management. Ensure that all correspondence is dealt in accordance to departmental policies and procedures. Ensure that legal obligations are met for the creation and retention of both paper and electronic records. To supervise and train registry staff on archival techniques and management of records. Perform functions and duties as prescribed by relevant legislation.

REF: 1073

PMS COORDINATOR (RE-ADVERTISEMENT)

DEPARTMENT: HUMAN RESOURCE MANAGEMENT

POST LEVEL: 07

SALARY SCALE: R307 557; R323 223; R339 618 p.a. (excluding Benefits)

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

REQUIREMENTS: Grade 12 plus relevant National Diploma in Human Resources Management or relevant equivalent qualification (NQF Level 6). 2-3 years relevant experience within the performance management responsibilities. Good understanding of local government prescripts and regulations on performance management is required. Computer literacy (MS Office Packages). Ability to work under pressure. Good organizing skills.

KEY PERFORMANCE AREAS: To provide support to departments in relation to PMS and other HR related issues. Provide guidance to line management on the performance planning and assessment processes. Responsible for the PMS administration and the coordination of the process. Ensure compliance to deadlines. Drafting of performance plans. Compiling of reports. Implement and comply with relevant legislation.

REF: 1014

Closing 22 February 2019

DIRECTORATE: INFRASTRUCTURE SERVICES

DEPUTY DIRECTOR: ROADS & STORM WATER

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 02

SALARY SCALE: R516 807 p.a. (excluding benefits)

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

REQUIREMENTS: Grade 12 plus B-Tech Degree in Civil Engineering/Transportation. Registered with a Professional Body (ECOSA) as a Professional Engineering Technologist OR as a Candidate Engineering Technologist with the required 3 years post-qualification training and experience as stipulated by ECOSA to be registerable as a Professional Engineering Technologist. A minimum of 6-8 years relevant work experience of which 3 years should be in a managerial / supervisory capacity. A valid Code B driver's license.

KEY PERFORMANCE AREAS: Manage and supervise the activities of the personnel in the Roads and Storm Water section. Monitor the execution of Capital Projects. Perform all roles and responsibilities as per the job description assigned to the post, amongst others, to participate in the IDP process and to plan future projects and services accordingly. Compilation, submission and implementation of CAPEX and OPEX budgets as well as the SDBIP. Financial control, performance management, OHS responsibilities, contract management, operational management, relationship management etc.

REF: 5002

ASSISTANT DIRECTOR: WATER & WASTEWATER WORKS (RE-ADVERTISEMENT)

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 03

SALARY SCALE: R468 195 p.a. (excluding benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Plus 850 km/pm Travel allowance and Cellphone allowance and Scarcity allowance.

REQUIREMENTS: Grade 12 and ND/B Degree in Civil Engineering or relevant equivalent qualifications (NQF 6). A minimum of 5-8 years relevant work experience of which 3 years should be in project management and responsible for supervising subordinates. Experience in a municipal environment will be an advantage. Computer literacy (MS Office). A valid code B driver's license.

KEY PERFORMANCE AREAS: Develop contracts for the service providers and manage the contracts in order to comply with relevant legislation and account for all transactions. Drafts monthly reports on the expenditure of budgets. Draft monthly operations and maintenance report. Responsible for the overseeing of the design for the bulk distribution network and water and waste water plant. Responsible for programme and project management. Participate in risk assessments, planning and risk mitigating initiatives. Water quality management of seven drinking water supply systems, four wastewater treatment works and various borehole water supply systems. Manage municipal water services laboratory. Oversee operation and maintenance of water and wastewater treatment works in line with Blue and Green Drop Certification requirements, license conditions of the Works and municipal services standards. Develop and maintain compliance monitoring systems for all

water works. Manage assets within the Water Works. Participate in catchment management activities, BDS, GDS and other forums on behalf of the Municipality. Prepare, submit, manage and monthly reporting on the SDBIP of water quality unit. Perform personnel administration activities within Water Quality Section including compliance with OHS. Develop procurement specifications for capital infrastructure projects and project management.

REF: 5016

ENGINEERING TECHNICIAN

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 05

SALARY SCALE: R394 089; R403 989; R414 135 p.a. (excluding Benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund, Housing allowance and 550km/pm travelling allowance plus scarcity allowance

REQUIREMENTS: Grade 12 plus National Diploma in Civil Engineering or equivalent NQF level 6 qualification. 5 years relevant experience within the construction and project management of roads and storm water. Valid code C1 driver's license. Supervisory experience would be an added advantage.

KEY PERFORMANCE AREAS: Project management and site supervision for road and stormwater projects. Site visits, inspections and investigations. Planning and designing of small construction projects. Survey related projects. Compile weekly and monthly progress reports of roads, storm water and traffic projects. Monitor and ensure that health and safety procedures are adhered to contractors and internal projects.

REF: 5011

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 Resources Management, P O Box 14, Middelburg, 1050.
Courier Address: Human Resources Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg
Further Enquiries: Human Resources Management: Tel: (013) 249 7000.

6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant.

7. People living with disability are particularly encouraged to apply 

8. Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date.