



# 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: 24 MARCH 2017**

## OFFICE OF THE MUNICIPAL MANAGER

### **IDP/PMS COORDINATOR**

**DEPARTMENT:** OFFICE OF THE MUNICIPAL MANAGER

**POST LEVEL:** 04

**SALARY SCALE:** R369 135/ R378 372 p.a.

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

**REQUIREMENTS:** B-Degree (NQF Level 7) in Public Management and Administration / Human Resources Management/ Business Management. Experience in Development Planning and Performance Management. Sound knowledge of Local Government and its operations. Exposure in Local Government auditing process would be an added advantage. Must be Computer Literate with strong and accurate typing skills. Must be able to work in a fast changing environment. Valid code B drive's license.

**KEY PERFORMANCE AREAS:** Effectively administering the Performance Management System and the Integrated Development Plan of the Municipality to ensure compliance with legislative requirements. Coordinate PMS and IDP related activities. Liaise with departments and other stakeholders. Compilation of reports. Coordinate the consolidation of municipal annual report. General administrative related duties.

**REF: 0019**

## DIRECTORATE: CORPORATE SERVICES

### **CHIEF PERSONNEL OFFICER: ORGANISATIONAL DEVELOPMENT**

**DEPARTMENT:** HUMAN CAPITAL MANAGEMENT

**POST LEVEL:** 4

**SALARY SCALE:** R369 135/ R378 372 p.a.

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

**REQUIREMENTS:** B-Degree in Human Resources Management/ Behavioral Science (NQF 7) Plus 4 years' experience in HR environment. Training on TASK Job Evaluation or other relevant Job Evaluation course and exposure in the Organisational design field would be an added advantage. Computer Literacy (MS Office) especially Advanced Excel. Good verbal and written communication skills. A good understanding of HR related procedures/ policies/ systems and tools. Experience in recruitment and selection. Valid Code B Driver's License.

**KEY PERFORMANCE AREAS:** Design, maintain and update Steve Tshwete Local Municipality's Organisational Development structure. Compilation, updating and reviewing of Job Descriptions. Submit Job Descriptions for Job Evaluation and moderation as per prescribed procedure. Participation in the Nkangala DM Job Evaluation Committee to finalize the level placement of all positions of municipalities within the jurisdiction of the NDM. Compilation and submission of monthly, quarterly and annual statistical reports in terms of vacancies, appointments, promotions, resignations, retirements and death. Compilation and

updating of job descriptions. Provide Support with the recruitment and selection process. Developing and reviewing the Human Capital Management policies. Supervise subordinates.  
**REF: 0105**

## **DIRECTORATE: COMMUNITY SERVICES**

### **SUPERITENDENT**

**DEPARTMENT:** PUBLIC SAFETY: TRAFFIC LAW ENFORCEMENT & SECURITY

**POST LEVEL:** 7

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

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing, Travelling Allowance of 550 km/pm

**REQUIREMENTS:** Grade 12. Traffic Officer's Diploma PLUS ITO 3/ National Diploma (NQF Level 6) in Road Traffic and Municipal Police Management. Computer Literacy. 6 years working experience as a Traffic Officer, 2 years' in a supervisory position. Registered as a Traffic Officer and currently practicing. Valid code B or EB driver's license. No criminal record.

**KEY PERFORMANCE AREAS:** Responsible for the execution of all law enforcement duties as contemplated in the National Road Traffic Act of 93 of 1996, Mpumalanga Business Act & Municipal by-laws. Supervision of staff, monitor productivity and law enforcement.

**REF: 3085**

### **TRAFFIC WARDEN**

**DEPARTMENT:** PUBLIC SAFETY: TRAFFIC LAW ENFORCEMENT & SECURITY

**POST LEVEL:** 13

**SALARY SCALE:** R118 230/ R119 706/ R123 495/ R127 500/ R131 700 p.a.

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

**REQUIREMENTS:** Grade 12 PLUS valid code B or EB driver's license. Peace Officer's certificate would be an advantage. No criminal record.

**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: 3267**

### **INSPECTOR OF LICENSES (RE-ADVERTISEMENT)**

**DEPARTMENT:** LICENSING AND TESTING SERVICES

**POST LEVEL:** 8

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

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

**REQUIREMENTS:** Grade 12 Plus Diploma as Examiner of Vehicles and Driver's Licenses. Computer Literacy (MS Office). A Registered E-Natis user. Valid Code B or EB driver's licenses. Must be Bilingual, have negotiation and communications skills.

**KEY PERFORMANCE AREAS:** Responsible for inspections of Business premises for Business licenses. Responsible for advertisements according to Council by-laws. Perform licensing law enforcement. Responsible for manufacturer of number plates.

**REF: 3106**

### **LICENSING OFFICER (RE-ADVERTISEMENT)**

**DEPARTMENT:** LICENSING AND TESTING SERVICES

**POST LEVEL:** 9

**SALARY:** R200 547/ R210 060/ R220 161/ R230 793 p.a.

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

**REQUIREMENTS:** Grade 12 Plus Computer Literacy (MS Office). A registered E-Natis user. Must be Bilingual, have negotiation and communications skills. ILO 2 would be an added advantage.

**KEY PERFORMANCE AREAS:** Supervising the registering and licensing of vehicles and drivers. Responsible for the administrative control of the driver's license. Cashing up of cashiers on a daily basis and ensuring that the money is correctly banked. Assisting the public with information with regard to motor vehicle and driver's licenses.

**REF: 3058**

**LEARNER FIRE FIGHTER**

**DEPARTMENT:** EMERGENCY SERVICES

**POST LEVEL:** 13

**SALARY SCALE:** R118 230/ R119 706/ R123 495/ R127 500/ R131 700 p.a.

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

**REQUIREMENTS:** Grade 12 Plus a valid Code C1 driver's license Plus a valid PDP. Basic Ambulance Assistant Registered with the HPCSA and Fire Fighter I would be an added advantage.

**KEY PERFORMANCE AREAS:** Report to Leading Fighters, assist with operational duties, maintenance, cleaning of station, fire & rescue vehicles and equipment. Perform daily inspections of fire & rescue vehicles and equipment. Attend occupational health and safety programs. Participate in fire prevention to ensure and maintain the safety of the community. Assist with complaints from members of the public. Perform ad-hoc tasks as and when required by the department.

**REF: 3255**

**DEPARTMENT:** ENVIRONMENTAL AND SOLID WASTE MANAGEMENT

**OPERATOR GRADE 1 (HENDRINA)**

**POST LEVEL:** 12

**SALARY SCALE:** R131 700/ R133 890/ R138 474/ R143 301/R148 362 p.a.

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

**REQUIREMENTS:** Grade 10 plus 5 years relevant experience and a valid Front End Loader Operator Certificate. Valid code EC1 driver's license and valid PDP. Must be physically fit.

**KEY PERFORMANCE AREAS:** Clearing of illegal dumping on streets and open spaces. Removal of bulk waste by loading the waste onto a tipper truck for disposal at land fill site. Ensuring that all the complaints pertaining to dumped refuse are attended to expediently and efficiently. Completion of log sheets and the prescribed vehicle inspection list on a daily basis every morning before departure from the Service Centre and report immediately to supervisor.

**REF: 5113**

**VEHICLE DRIVER GRADE 2**

**DEPARTMENT:** ENVIRONMENTAL AND SOLID WASTE MANAGEMENT

**POST LEVEL:** 14

**SALARY:** R107 106/ R109 146/ R112 362/ R115 752/ R118 230 p.a.

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

**REQUIREMENTS:** Grade 10 Plus valid Code EC driver's license and valid PDP. Experience in driving heavy vehicles is essential. 2-3 years relevant experience. Must be physically fit.

**KEY PERFORMANCE AREAS:** Refuse removal in the MP313 area. Drive refuse removal compactor vehicle and supervise vehicle crew. Ensure that crew performs as expected in designated area. Repair punctures on vehicle and assist foreman with minor vehicle repairs.

**REF: 5066**

## DIRECTORATE: INFRASTRUCTURE SERVICES

### LAND DEVELOPMENT MANAGEMENT ADMINISTRATOR

**DEPARTMENT:** TOWN PLANNING AND HUMAN SETTLEMENT

**POST LEVEL:** 8

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

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

**REQUIREMENTS:** National Diploma (NQF Level 6) in Public Administration/ Management Assistant. Minimum of 4 years' experience. The incumbent must have knowledge of Town Planning processes and overview of Spatial Planning and Land Use Management Act No. 16 of 2013 and Steve Tshwete SPLUMA By-law. Good communication and interpersonal skills would be an added advantage. Computer Literacy.

**KEY PERFORMANCE AREAS:** Handling of public enquiries on land use and land development applications, administration of land use and development applications, archive files, provide secretariat function to MPT and Planning Sub-committee, report writing and performing additional related administrative.

**REF:** 5065

### OPERATOR GRADE 3 (ARBOR TEAM)

**DEPARTMENT:** PHYSICAL AND ENVIRONMENTAL DEVELOPMENT

**POST LEVEL:** 13

**SALARY SCALE:** R118 230/ R119 706/ R123 495/ R127 500/ R131 700 p.a.

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

**REQUIREMENTS:** Grade 10 PLUS valid Back Actor/ Front Loader Operator Certificate. 5 years relevant work experience. Valid code C1 driver's license. Valid PDP would be an added advantage. Ability to work long hours. Must be physically fit.

**KEY PERFORMANCE AREAS:** General maintenance work with back actor. Trenching and digging around trees roots and site preparation within parks. Pruning and maintenance of trees.

**REF:** 4825

**Applicants who previously applied for re-advertised posts are encouraged to re-apply.**

#### 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.  
Further Enquiries: Tel: (013) 249 7335/7021.  
Contact Person: Nsovo 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**

Closing 24 March 2017