



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: 06 OCTOBER 2017

DIRECTORATE: FINANCIAL SERVICES

SUB-ACCOUNTANT EXPENDITURE

DEPARTMENT: Financial Services
POST LEVEL: 07
SALARY SCALE: R287 436 / R302 076 / R317 400 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: Relevant Diploma in Accounting or Financial/ Local Government Finance /Public Finance Management and Administration/ relevant equivalent NQF level 5 qualification. 2-3 years relevant accounting experience. Municipal Finance Management Programme (CPMD) will serve as an advantage. Proficiency in MS Office applications. Valid code B Drivers' license.
KEY PERFORMANCE AREAS: Preparing Council bank reconciliation. Printing and obtain bank statements from bank. Filing and safeguarding of bank statements. Following up of unreconciled items and those not reflected on bank account. Journalizing of bank charges, services fees, cash deposit fees and debit entry duties. Preparing, balancing, journalizing and reconciliation of VAT 201 documentation. Calculation of TAS 9 (licensing) return. Depositing of cheques including petty cash bin replenishment.
REF: 2044

SUB-ACCOUNTANT: PROCUREMENT

DEPARTMENT: Financial Services
POST LEVEL: 07
SALARY SCALE: R287 436 / R302 076 / R317 400 per annum
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: Relevant Diploma in Accounting/ Financial Management/ Public Finance Management & Administration/ Local Government Finance/ Procurement/ Supply Chain management or relevant equivalent NQF level 5 qualification. Municipal Finance Management Programme (CPMD) will be an advantageous. 2-3 years relevant supply chain management experience, Supervisory experience. Computer literacy in MS Office applications. Valid Code B Driver's license
KEY PERFORMANCE AREAS: Managing and controlling of suppliers database and overseeing and regulating the requisitioning for quotes, screen regularity on quotes accepted and issue orders. Managing of risk within the supply chain process. Tender administration
Supply chain management compliance verification of orders/quotations before issuing
REF: 2209

CHIEF CLERK PROPERTY RATES

DEPARTMENT: Financial Services
POST LEVEL: 08
SALARY SCALE: R253 887 / R266 790 / R280 374 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: Relevant Diploma in Accounting/ Local Government Finance/ Public Finance Management & Administration or relevant equivalent NQF level 5 qualification. 2-3 years relevant experience. Computer literacy in MS Office.
KEY PERFORMANCE AREAS: Responsible for Levying of assessment rates. Approving applications for pension rebates and indigent subsidies and updating register. Reconciling assessment rates accounts. Monthly balancing of votes. Opening of new accounts after proclomation of townships, consolidations and subdivisions. Updating of registered properties on financial system.
REF: 2019

SENIOR CLERICAL ASSISTANT: EXPENDITURE

DEPARTMENT: Financial Services
POST LEVEL: 11
SALARY SCALE: R159 282 / R165 030 / R171 036 / R177 687 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: Relevant Accounting/ Local Government Finance/ Public Finance Management Administration qualification or relevant equivalent NQF level 4 qualification. 1-2 years relevant experience. Proficiency in MS Office will be an added advantage.
KEY PERFORMANCE AREAS: Processing of cheque and electronic payments, journals and electronic funds transfers in the financial system. Calculating discount and capturing of orders in the financial system. Importing and printing cheques and attaching them to the supporting documents. Capturing electronic payments and processing electronic runs. Posting and keeping register of all cheques to beneficiaries. Distributing cheques and electronic payments for signatures. Filing of cheques, journals and electronic funds transfers in designated files in number sequence.
REF: 2033

DIRECTORATE: CORPORATE SERVICES

ASSISTANT DIRECTOR: PROPERTY VALUATIONS

DEPARTMENT: PROPERTY VALUATION SERVICES
POST LEVEL: 03
SALARY SCALE: R437 565 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance Plus Travel allowance of 850 km/pm and Cellphone allowance.
REQUIREMENTS: National Diploma in Real Estate / Property Valuations or relevant equivalent NQF level 6 qualification. Registration as a Professional Valuer or Professional Associated Valuer. 6 years relevant experience. 3 years' experience in a management/ supervisory position. Knowledge and experience in local government systems, Deeds Web inquiry program and geographic information systems would be an added advantage. Computer Literacy (MS Office) is essential. Good Communication and report writing skills. Valid code B driver's license. The applicant will be required to work overtime as and when required.
KEY PERFORMANCE AREAS: Assist the Municipal Valuer to manage the whole process of compiling general and supplementary valuation rolls in terms of the MPRA. Conduct inspections and do valuations on a daily basis for the above purposes. Liaise with property owners. Plan and co-ordinate the programs to value properties for rating purposes. Manage and monitor valuers and data collectors in terms of data collection, valuations and administration. Handle objections as prescribed. Attend and present evidence at appeal board hearings. Ensure that all legal requirements as prescribed by the Professional Valuers Profession Act 47 of 2000 and the Municipal Property Rates Act 6 of 2004 are complied with. Assist in the continuous development of computer assisted mass appraisal model. Conduct ad-hoc valuations as and when required for different purposes i.e. leasing, donations, selling, buying, insurance etc. Assist with the compilation and management of departmental budgets. General administration.
REF: 1607
Please note that previous applicants do not need to re-apply.

SENIOR PERSONNEL OFFICER: RECRUITMENT AND SELECTION

DEPARTMENT: HUMAN RESOURCE MANAGEMENT
POST LEVEL: 05
SALARY SCALE: R368 307/ R377 559/ R387 042 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: B. Degree (NQF 7) in Human Resources Management/ Behavioural Science/ Industrial Psychology/ Social Science. 4 years relevant experience in Recruitment and Selection Environment. Supervisory experience would be an advantage. Knowledge of the procurement processes. Sound knowledge of S.A. Labour Legislation and other related legislation applicable to Local Municipalities, HR Software systems. Valid Code B driver's license. Registration as Psychometrist is strongly recommended as an advantage.
KEY PERFORMANCE AREAS: Recruitment and selection, compilation of schedules and shortlists, conduct interviews, prepare for interviews and make recommendations for appointments. Compilation and maintenance of statistical data and reports. Compiling

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.

assessments and administering of assessment sessions. Advice management on recruitment and selection needs and requirements. Verifying and compiling of adverts and the placement of adverts in the relevant media formats. Use of HR Software systems, personnel administration, verification service programs. Interpretation of S. A. Labour Law and Bargaining Council Agreements and other related functions. Liaise with service providers. Co-ordinate psychometric assessments. Provide feedback on results.
REF: 0110
Please note that previous applicants do not need to re-apply.

OCCUPATIONAL HEALTH AND SAFETY CO-ORDINATOR

DEPARTMENT: HUMAN RESOURCE MANAGEMENT DEPARTMENT
POST LEVEL: 07
SALARY SCALE: R287 436/ R302 076/ R317 400 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance. Travel allowance of 550km/pm.
REQUIREMENTS: Relevant National Diploma in Occupational Health and Safety Management or equivalent relevant NQF level 6 qualification. 3 years relevant experience. Municipal experience in the field of Occupational Health and Safety will be an advantage. Computer literacy. Valid code B vehicle driver's license
KEY PERFORMANCE AREAS: Conduct health and safety inspections/audits. Conduct accidents and incidents investigations. Review the effectiveness of health and safety measures. Conduct on-the-job observations. Ensure compliance with the OHS Act, COIDA and related legislation and regulations. Conducting health and safety awareness training workshops for internal staff and contractors. Identify and indicate hazards in the workplace by doing a hazard analysis. Evaluate the effectiveness of working procedures and processes. Monitoring the compliance to safe working procedures as well as advice to which type of PPE is needed in which environment. Co-ordinate medical examinations and ensure that employees are aware of the scheduled dates
REF: 1092

CLERICAL ASSISTANT/ RECRUITMENT ASSISTANT

DEPARTMENT: HUMAN RESOURCE MANAGEMENT DEPARTMENT
POST LEVEL: 15/13
SALARY SCALE: R104 925/ R105 774/ R108 702/ R111 771/ R114 990/ R117 180/ R120 630/ R124 272/ R126 930/ R128 517/ R132 585/ R136 884/ R141 393 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: Grade 12 Plus Diploma in Human Resources Management (NQF 5). 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

ADMINISTRATIVE OFFICER GRADE 2 (RE-ADVERTISEMENT)

DEPARTMENT: COMMUNICATION & STAKEHOLDER LIAISON
POST LEVEL: 8/7
SALARY SCALE: R253 887/ R266 790/ R280 374/ R287 436/ R302 076/ R317 400 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: Diploma in Public Administration/Public Management. Four (4) years relevant experience. Computer Literacy. A valid code B driver's license.
KEY PERFORMANCE AREAS: Render administrative duties to Stakeholder Liaison regarding Ward Committees and Mayoral Outreach meetings. Co-ordinate activities associated with implementation of Ward committees programme. Co-ordinate activities associated with development, implementation, monitoring, and review processes of the Municipality's participation policies. Co-ordinate programme relating to activities of public participation and ensure safe keeping of all ward committee records. Perform all public participation related duties, monitoring and implementing Ward Committees and Mayoral Outreach resolutions.
REF: 1087

DIRECTORATE: COMMUNITY SERVICES

SENIOR LICENSING OFFICER (HENDRINA) (RE-ADVERTISEMENT)

DEPARTMENT: LICENSING AND TESTING SERVICES
POST LEVEL: 07
SALARY: R287 436/ R302 076/ R317 400 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance
REQUIREMENTS: Grade 12 plus studying towards a relevant Licensing / Public Administration National Diploma. ILO 3 would serve as an advantage. 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

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

ENGINEERING TECHNICIAN — PROTECTION

DEPARTMENT: ELECTRICAL ENGINEERING SERVICES
POST LEVEL: 05
SALARY SCALE: R368 307/ R377 559/ R387 042 p.a.
BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance. Travel allowance of 550 km/pm and scarcity allowance as determined by council policy
REQUIREMENTS: National Diploma in Electrical Engineering (heavy current) or Government Certificate of Competency (Factories). Valid Code 08 Driver's license. 3 years' experience in electrical high and medium voltage protection. Professional registration with ECSA will be an added advantage. Experience in MV/HV network operation will serve as added advantage Ability to use AutoCAD, CART V8, Powa master and Retc master programs will be an advantage. Required to work standby and overtime as and when requested. (Please note: Attach an academic record with your application)
KEY PERFORMANCE AREAS: Performing and approving of electrical designs. Perform electrical protection work functions, the grading, testing, verification and implementation of 132kV/11kV protection schemes. Manage, maintain and implement Telemetry and Perform quality of supply work functions. Planning and design as well as control work functions.
REF: 7003

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



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

CLOSING DATE: 06 OCTOBER 2017

ENGINEERING TECHNICIAN

DEPARTMENT: ELECTRICAL ENGINEERING SERVICES

POST LEVEL: 05

SALARY SCALE: R368 307/ R377 559/ R387 042 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance. Travel allowance of 550 km/pm and scarcity allowance as determined by council policy

REQUIREMENTS: National Diploma in Electrical Engineering (heavy current) or Government Certificate of Competency (Factories). Valid Code 08 Drivers license. 3 years' experience in electrical network planning and designs. Professional registration with ECSA will be an added advantage. Experience in MV/HV network operation will serve as added advantage. Ability to use AutoCAD, CART V8, Powa master and Retic master programs will be an advantage. Required to work standby and overtime as and when requested (*Please note: Attach an academic record with your application*)

KEY PERFORMANCE AREAS: Performing and approving of electrical designs. Planning and project management. Perform Load flow studies and network modeling. Project cost determination and compilation of the budget. Perform electrification designs, lighting designs, electrical building designs, substation and switching station designs. Perform Quality of supply, protection and control work functions

REF: 7033

FOREMAN: CONSUMER SERVICES AND CONNECTIONS

DEPARTMENT: ELECTRICAL ENGINEERING SERVICES

POST LEVEL: 07

SALARY SCALE: R287 436/ R302 076/ R317 400 p.a.

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

REQUIREMENTS: N5 in Electrical Engineering or Engineering Studies (Heavy current). Qualified Electrician (Trade certificate) and three phase wireman's license. 5 years relevant experience in operation and maintenance of electrical machinery. Supervisory Management course would be an advantage. Valid Code C1 driver's License and valid PDP. The incumbent must undergo and pass a medical fitness test. Required to work overtime when requested

KEY PERFORMANCE AREAS: Supervise and control electrical consumer and streetlight complaints. Supervise and control maintenance, repair, upgrade and installation of streetlights, highmast systems and the installation of HV, MV and LV networks. Taking and recording of meter readings. Prepaid metering and new house connections

REF: 7021

TECHNICAL ASSISTANT - OHS

DEPARTMENT: ELECTRICAL ENGINEERING SERVICES

POST LEVEL: 9/7

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779/ R253 887/ R266 790/ R280 374/ R287 436/ R302 076/ R317 400 p.a.

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

REQUIREMENTS: N4 in Electrical Engineering or Engineering Studies (Heavy current). Qualified Electrician (Trade certificate) and three phase wireman's license. 5 years relevant experience in operation and maintenance of electrical machinery. Valid Code C1 driver's License and valid PDP. SAMTRAC Will be an advantage. The incumbent must undergo and pass a medical fitness test. Required to work overtime when requested

KEY PERFORMANCE AREAS: Co-ordinate planned outages. Incident and accident investigations.

Conduct network, health and safety inspections/audits. Review the effectiveness of health and safety measures. Conduct on-the-job observations. Ensure compliance with the OHS Act, NEMA and related legislation and regulations. Verify that personnel and service providers authorization is valid and up to date. Provide information, guidance, instructions, training on a health and safety working environment.

REF: 7028

TECHNICAL ASSISTANT (CAD)

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 9/7

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779/ R253 887/ R266 790/ R280 374/ R287 436/ R302 076/ R317 400 p.a.

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

REQUIREMENTS: N4 in Civil Engineering or Engineering Studies plus 5 years relevant experience or which 3 years needs to be practical drawing, AutoCAD, Civil design and survey experience. Background knowledge and experience would be an added advantage. AutoCAD course/certificate and MUNSUS would be an advantage. Valid Code B driver's License.

KEY PERFORMANCE AREAS: Update as built drawings. Assist with the processing of wayleave applications. Updating of the water and sewer services data. Assist in the identification of existing services. Generate CAD drawings and reports on AutoCAD software. Capture and maintain the water and sewer spatial data.

REF: 5500

SENIOR MECHANIC (RE-ADVERTISEMENT)

DEPARTMENT: PARKS AND CEMETERY FACILITIES

POST LEVEL: 09

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779 p.a.

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

REQUIREMENTS: Grade 12 or N3 in Motor/ Diesel Mechanic/ relevant mechanical qualification PLUS Motor/ Diesel/Petrol Trade Test certificate. 3 years relevant mechanical experience. Valid code C1 driver's license. Valid EC1 and PDP would be an added advantage.

KEY PERFORMANCE AREAS: Servicing and maintenance of all mechanical equipment, mowers and other machines and vehicles and ensure the mechanical condition and roadworthiness. General works and assistance with the day to day management of the Personnel at the mechanical workshop to ensure the personnel are fulfilling their duties as determined by the job description, the conditions of service and safe working procedures

REF: 4821

OPERATOR GRADE 3 (ARBOR TEAM) (RE-ADVERTISEMENT)

DEPARTMENT: PARKS AND CEMETERY FACILITIES

POST LEVEL: 13

SALARY SCALE: R126 930/ R128 517/ R132 585/ R136 884/ R141 393 p.a.

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

REQUIREMENTS: Grade 10 PLUS valid Back Actor/ Front Loader Operator Certificate with 5 years relevant work experience OR valid Back Actor/ Front Loader Operator Certificate with 8 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

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