



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: 10 NOVEMBER 2017

OFFICE OF THE MUNICIPAL MANAGER

CHIEF AUDIT EXECUTIVE

DEPARTMENT : INTERNAL AUDIT

POST LEVEL : 03

SALARY SCALE : R437 565 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel Allowance.

REQUIREMENTS: Relevant B-degree in auditing. 5 years' experience within the Audit environment of which 2 year should be in a supervisory/management capacity. Local Government experience will serve as an advantage. Candidates must have obtained the Certified Internal Auditor (CIA) designation and must also be a member of the Institute of Internal Auditors and comply with the standards of the professional practice of Internal Auditing. The successful candidate will be required to complete a security clearance. A valid Code B driver's license. Knowledge of King IV report. Intensive knowledge of the Municipal Legislation and knowledge of PMFA will be an added advantage. Computer literacy is required. Required to sign a Performance Contract.

KEY PERFORMANCE AREAS: Provide input in the development of 3-year and annual internal audit plans. Ensure that audits are conducted in accordance with the approved audit methodology and IIA standards. Plan, execute and report audit assignments, (e.g. Assist in planning audit assignments, prepare audit programmes, gather adequate, competent, relevant and useful audit evidence and assist in the administration of the Internal Audit activities). Lead and manage Internal Audit teams to ensure that audit projects are executed and performance targets are achieved. Build and maintain relationship with all stakeholders. Document information and transaction flows. Assist with the facilitation of the Municipality's Risk Assessment. Provide management with timely audit reports. Manage Internal Audit resources effectively and efficiently. Supervision of team members and subordinates. Co-ordinate the Internal Audit Co-source service provider. Report to the Audit Committee. Monitor policies, procedures and processes with regard to implementation of Risk Management.

REF: 0015

DIRECTORATE: FINANCE SERVICES

CASHIER/CLERK (Rotational)

DEPARTMENT : Financial Services

POST LEVEL : 13/12

SALARY SCALE : R126 930 / R128 517 / R132 585 / R136 884 / R141 393/ R143 74/
R148 665 / R153 846 / R159 282 per annum

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

REQUIREMENTS: Grade 12. Relevant NQF level 4. At least one (1) year relevant cashier experience. Must be willing to work a six (6) day week and alternative office hours as per work schedule at any of the municipal pay points within municipal boundaries. Computer literacy in MS Office. Driver's licence.

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 account numbers. Balancing of receipts and preparing of the cashier daily statements.

REF: 2055

DIRECTORATE: CORPORATE SERVICES

SKILLS DEVELOPMENT FACILITATOR

DEPARTMENT : HUMAN RESOURCES MANAGEMENT

POST LEVEL : 06

SALARY SCALE : R317 400, R333 546, R350 487 p.a.

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

REQUIREMENTS : Relevant National Diploma in Human Resources or relevant equivalent NQF level 6 qualification PLUS minimum of 5 years relevant experience as a Skills Development Facilitator. Computer literacy. Valid code B driver's license.

KEY PERFORMANCE AREAS : Develop and implement a Workplace Skills Plan. Capture and report on matters regarding training and staff development. Organize and oversee events in training. Invite training providers in accordance with Supply Chain Management policies. Maintain training register and bursaries. Promote staff development.

REF:0114

ADMINISTRATIVE ASSISTANT

DEPARTMENT : COMMUNICATION AND STAKEHOLDER LIAISON

POST LEVEL : 09

SALARY SCALE : R215 307/ R225 522/ R236 346/ R247 779 p.a.

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

REQUIREMENTS: Grade12 PLUS Relevant Diploma (NQF level 5 Qualification) in Public Management/ Public Participation/Community Development. 2 years relevant experience. Must be computer literate. Valid Code B Driver's License.

KEY PERFORMANCE AREAS: Minutes capturing, Arrange Ward Committee and Community meetings. Update Meetings schedule. Issues Registers. Arrangements of Mayoral Outreach. Compiling Agenda. Attend to all enquiries by Councillors and Committee members.

REF: 1052

DIRECTORATE: COMMUNITY SERVICES

ASSISTANT SUPERINTENDENT: SECURITY

DEPARTMENT : TRAFFIC AND SECURITY SERVICES

POST LEVEL : 08

SALARY SCALE : R253 887/ R266 790/ R280 374 p.a.

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

REQUIREMENTS: Grade 12 PLUS Grade B or A Psira certificate plus 1 year security supervision/management certificate. Valid Code B driver's license. 3-4 years relevant experience in the security guarding supervision environment. Computer Literate. No criminal records. Required to work shifts and overtime.

KEY PERFORMANCE AREAS: Supervise all contracted security service providers. Administration of alarms, CCTV's digital and guard monitoring systems. Attending to security emergencies.

REF: 3178

SENIOR CLERICAL ASSISTANT

DEPARTMENT : LICENSING 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: Grade 12 PLUS must be registered as an e-Natis user. Must be computer literate. 2 year's relevant experience. ILO 1 would be an advantage. No criminal record.

KEY PERFORMANCE AREAS: Registration and Licensing of Motor Vehicles. Renewal of vehicle and drivers licenses. Processing applications for learners and drivers licenses.

Processing applications for professional driving permit. Completion of all transactions and do daily cash up.

REF: 3036 and 3185

CLERICAL ASSISTANT GRADE 1

DEPARTMENT : LICENSING SERVICES

POST LEVEL : 12

SALARY SCALE : R141 393/ R143 745/ R148 665/ R153 846/ R159 282 p.a.

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

REQUIREMENTS: Grade 12 plus Grade F and L Examiner of Licenses. Must be a registered e-Natis user. Experience as a cashier will serve as an advantage. Must be computer literate.

Register in e-Natis user will **also** serve as an added advantage. Must have good communication skills. No criminal record.

KEY PERFORMANCE AREAS: Handling of all enquiries and applications. Assist with filing. Conduct eye test and take fingerprints. Ensure that the correct application forms are completed.

REF: 3126

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

DIRECTOR : FLEET MANAGEMENT

DEPARTMENT : FLEET MANAGEMENT

POST LEVEL : 01

SALARY SCALE : R 562 404 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance. Cell Phone allowance and 850 km/pm Travel Allowance.

REQUIREMENTS: A relevant B-Degree /Higher Diploma in Logistic Management or relevant equivalent NQF level 7 qualification. 5 years relevant Fleet Management experience with 3 years in Managerial capacity. ECSA Registration as professional and government certificate of competency will be an advantage. Valid driver license (EC1 will be a strong preference). Required to sign a performance agreement

KEY PERFORMANCE AREAS: Monitor, manage and supervise the activities of the fleet management services, personnel and administrative management. Planning and budgeting for the department. Monitor and report on implementation of fleet programs. Establishment of fleet policies and provide support and direction to sub ordinates and managerial assistance to the Executive Director. Provide advice and support to other municipal departments on matters relating to fleet management. Give guidance to personnel dealing with fleet repairs, maintenance and operation in ensuring reliability and availability of fleet.

REF: 4909

ASSISTANT DIRECTOR: FLEET MANAGEMENT

DEPARTMENT : FLEET MANAGEMENT

POST LEVEL : 03

SALARY SCALE : R437 565 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel Allowance.

REQUIREMENTS: A relevant B-Degree /Higher Diploma in Logistic Management or relevant equivalent NQF level 7 qualification. 3 years relevant experience with 2 years in a Supervisory capacity. ECSA Registration as professional will be an advantage. Valid driver license (EC1 will be a strong preference).

KEY PERFORMANCE AREAS: Manage and control Council's fleet, equipment and workshops. Administer a fleet management program to ensure an able and roadworthy vehicle fleet. Provide and manage a centralized mechanical workshop service to the municipality to maintain mechanical installations, machinery, vehicles, plant and equipment. Central procurement of fleet. Ensure OHS principals and requirements are complied with at all times. Liaise directly with the workshop with regards to the service and maintenance of the fleet. Ensuring that all equipment / machinery/ fleet is serviced within the allowed service intervals. Monitoring of fleet on the asset register. Manage and verify fleet assets. Facilitate accident claims and repairs. Supervise personnel. Managing and ensuring that all managers under your control plan vehicle routes and conduct load planning. Tracking of vehicles and fleet according to the route plan and schedule. Conduct technical inspections on the fleet and make recommendations for services/repairs. Compiling monthly management reports.

REF: 4910

DEPUTY DIRECTOR: CIVIL ENGINEERING SERVICES

DEPARTMENT : CIVIL ENGINEERING SERVICES

POST LEVEL : 02

SALARY SCALE : R482 997 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel Allowance.

REQUIREMENTS: Relevant B-Degree in Environmental and Water Science **OR** Water Quality Engineering, **OR equivalent relevant NQF Level 7 qualification**. Registration with a Professional Body as a Certificated Scientist will serve as an advantage. 5-8 year relevant experience, in the technical water environment division, of which of 3 years' experience should be in a supervisory or management capacity. Extensive knowledge as well as experience in Water Engineering and project management. Valid Code B driver's license. Computer Literate.

KEY PERFORMANCE AREAS: Oversee the Monitoring of drinking water and waste water quality compliance to SANS 241. Oversee and monitor Blue drop and Green drop criteria and requirements. Oversee the implementation of Infrastructure asset management plan. Monitor and certify the operation of the sluice gates. Ensure the optimum technical and / or physical condition of equipment at all the treatment works. Prepare relevant monthly and quarterly reports on projects, for green and blue drop requirements etc. Supervision of departmental personnel. Assist in the training and developing of the staff members in the Water and waste water divisions. Supervision and leading diverse teams and projects. Approve the monthly Chemical and Biological analysis for both water and waste water. Monitor the statistics regarding the daily flow and the weekly chemical analysis. Oversee the scope of works for consultants and external contractors. Must be able to implement, develop and execute business plans. Recommended key inputs and solutions to projects. Construct financial proposals and reports in order to achieve growth targets. Manage the Operational and Capital budgets for the section. Oversee and prepare specifications for quotations and tenders according to the Supply Chain processes and procedures. Preparation of reports. Overseeing Planning, design and implementation of Projects,

REF: 5001

CARETAKER MIDDELBURG DAM

DEPARTMENT : CIVIL ENGINEERING SERVICES

POST LEVEL : 08

SALARY SCALE : R253 887/ R266 790/ R280 347 p.a.

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

REQUIREMENTS: Grade 12 **OR** N3 with maths and science **OR** N4 in water and/or waste water treatment or relevant qualification PLUS 3-5 years' relevant experience on bulk water pump storage and supply of which 1 year should be in a supervisory capacity. Skippers License (Offshore license for inland waters, estuaries, lagoons and ports) for light boat will serve as an advantage. Experience in Operation of drinking water purification plant. Compulsory to stay on the premises in the caretakers house on fulltime basis. Prepared to work standby and overtime. Prepared to work in elevated areas and be physically fit to walk long distances at the Middelburg Dam. Valid code B driver's license.

KEY PERFORMANCE AREAS: Responsible for shift workers at the station and the recreation area. Perform visual inspection at the pump station. Inspect Dam wall and float room. Monitor the gauge plate reading and compare with tape reading in the inlet tower every day at 7:30. Perform daily Inspection at the ablution facilities and the recreation area. Collect water samples on a monthly basis. Monitor the recording of pump readings on a daily basis. Monitor the operation of a drinking water packaged plant to ensure the availability of drinking water on the terrain. Take

full responsibility for the collection, counting and banking of the entrance fees. Management of gate entrances fees. Perform regular inspections as per operation and maintenance manual.

REF: 5021

FOREMAN : CONSUMER SERVICES AND CONNECTIONS (RE-ADVERTISEMENT)

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, Housing allowance and scarcity 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. 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

Please note: That previous applicant does not have to re-apply.

INTERNSHIPS

CLOSING DATE: 8 NOVEMBER 2017

The following Internships are offered:

Internship: URBAN AND REGIONAL PLANNING

Number of learners: 1

Duration: 12 Months

Requirements: Work Integrated Learning programme. Completed accredited N6 (TVET)/ Diploma (HET) that requires experiential training to graduate.

Internship: CIVIL ENGINEERING

Number of learners: 3

Duration: 12 Months

Requirements: Work Integrated Learning programme. Completed accredited N6 (TVET)/ Diploma (HET) that requires experiential training to graduate.

Internship: ELECTRICAL ENGINEERING

Number of learners: 2

Duration: 12 Months

Requirements: Work Integrated Learning programme. Completed accredited N6 (TVET)/ Diploma (HET) that requires experiential training to graduate.

Internship: INFORMATION TECHNOLOGY

Number of learners: 1

Duration: 12 Months

Requirements: Work Integrated Learning programme. Completed accredited N6 (TVET)/ Diploma (HET) that requires experiential training to graduate.

Internship: OFFICE ADMINISTRATION

Number of learners: 2

Duration: 18 Months

Requirements: Work Integrated Learning programme. Completed accredited N6 (TVET)/ Diploma (HET) that requires experiential training to graduate.

Internship: HUMAN RESOURCES MANAGEMENT

Number of learners: 4

Duration: 24 Months

Requirements: Work Integrated Learning programme. Completed accredited N6 (TVET)/ Diploma (HET) that requires experiential training to graduate.

Learnership: Water and Wastewater Treatment / Process Control Supervision

Number of learners: 6

Duration: 12 Months

Requirements: Process Control Level 3.

Additional: This Learnership is at NQF level 4.

Please note: All Learnership applicants must submit an academic record as proof of their qualification, ID document, CV and an application form. **Learnerships will be offered in Middelburg and Hendrina.**

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

