



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: 07 JULY 2017

DIRECTORATE: FINANCIAL SERVICES

CHIEF CLERK: SALARIES

DEPARTMENT: FINANCIAL SERVICES – TREASURY OFFICE

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/ Public Finance Management & Administration (NQF 5). 3 years relevant salaries experience. Supervisory experience would be an added advantage. Computer literacy in MS Office.

KEY PERFORMANCE AREAS: Responsible to update and maintain the payroll information system. Calculate and process salaries, overtime, allowances and deductions. Reconcile statutory deductions. Provide inputs into reports. Assist with PAYE reconciliations and budget information.

REF: 2018

DIRECTORATE: CORCPORATE SERVICES

ASSISTANT DIRECTOR: PROPERTY VALUATIONS

DEPARTMENT: PROPERTY VALUATIONS SERVICES

POST LEVEL: 3

SALARY SCALE: R407 568 p.a.

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

REQUIREMENTS: National Diploma in Real Estate/ Property Valuations. 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 with the compilation of general valuation rolls for rating purposes and with the maintenance thereof. Assist with the compilation of supplementary valuation rolls. Conduct inspections and do valuations on a daily basis for above purposes. Assist with the consideration objections and reviews. Attend and present evidence at appeal board hearings. Plan and coordinate the programs to value properties in terms of Rates Act. Manage and monitor Valuers and data collectors in terms of data collection, valuations and administration. 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 compilation of departmental budgets. General administration.

REF: 1607

SENIOR PERSONNEL OFFICER: RECRUITMENT AND SELECTION

DEPARTMENT: HUMAN CAPITAL MANAGEMENT

POST LEVEL: 5

SALARY SCALE: R343 059/ R351 675/ R360 510 p.a.

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

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 assessments and administering of assessment sessions. Advise 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. Coordinate psychometric assessments. Provide feedback on results.

REF: 0110

DIRECTORATE: COMMUNITY SERVICES

CLERK GRADE 1

DEPARTMENT: HOUSING 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 Diploma in Public Administration/ Development Studies/ Human Settlements (NQF 5). 1-2 years relevant experience. Good report writing, public relations and communication skills. Computer Literacy (MS Office). Must have good interpersonal skills. Valid Code B driver's license.

KEY PERFORMANCE AREAS: Initiation and maintenance of the beneficiaries' waiting list. Updating information of beneficiaries on the system. Processing and completion of housing application forms and enquiries. Liaise with contractors and members of the public. Assist by liaison with the provincial Department of Human Settlements regarding the status of beneficiaries. Report writing and data capturing. Facilitate inspections of housing units. Keep records and filling of all documents. Registering and dispatching of incoming and outgoing correspondence and documents. Attend to public enquiries.

REF: 4551

LAW ENFORCEMENT OFFICER (RE-ADVERTISEMENT)

DEPARTMENT: HOUSING SERVICES

POST LEVEL: 11

SALARY SCALE: R148 362/R153 717/R159 312/R165 507 p.a.

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

REQUIREMENTS: Grade 12 PLUS a Motorbike driver's license or Motorbike learner's license. No criminal record. Motorbike Driver's License and Firearm License would be an added advantage.

KEY PERFORMANCE AREAS: Prevent and control unlawful occupation of Municipal land and properties. Assist with relocations of beneficiaries to RDP houses. Handle public complaints and enquiries. Perform administrative duties when required. Delivery of mail to the community when required. Perform other ad-hoc duties related to law enforcement as and when required.

REF: 4541

LIBRARY ASSISTANT GRADE 1

DEPARTMENT: CULTURAL SERVICES

POST LEVEL: 12

SALARY: 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 Computer Literacy (MS Office). 1 year relevant experience. Experience in a library environment would be an advantage. Must be willing to work on Saturdays.

KEY PERFORMANCE AREAS: Performing information searches and assisting with the circulation of library materials. Sorting and filling of issued Item. Attending to user queries. Processing newly purchased Library materials and putting up monthly displays.

REF: 1304

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. 4 years relevant experience of which 2 years should be in driving heavy vehicles. 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: 4048

DIRECTORATE: INFRASTRUCTURE SERVICES

ASSISTANT DIRECTOR: ROADS AND STORM WATER

DEPARTMENT: CIVIL 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 Civil Engineering/ Transportation (NQF 7). Eligible to be registered with a Professional Body (ECSA). Two (2) years post-qualification training and experience. Six (6) years relevant work experience in roads and storm water related projects, of which 2 years should be in project management of sites / supervisory capacity. Must have 3 years of experience in construction and maintenance of roads and storm water. Computer Literacy (MS Office). Good Communication, interpersonal and report writing skills. 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, participate in the IDP process and plan future projects and services accordingly. Assist the Deputy Director with the Compilation, submission and implementation of CAPEX and OPEX budgets as well as the SDBIP.

REF: 5003

ENGINEERING TECHNICIAN: WATER WORKS - MAINTENANCE & ASSETS

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST LEVEL: 5

SALARY SCALE: R343 059/ R351 675/ R360 510 p.a.

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

REQUIREMENTS: National Diploma in Mechanical/ Chemical Engineering/ Water Care. 4 years relevant experience. Experience in operation and maintenance of electrical and mechanical municipal water works infrastructure. Knowledge of different unit operations and processes in water purification and wastewater treatment, water services legislation, OHS Act. Valid Code B OR EB driver's license.

KEY PERFORMANCE AREAS: Develop, update and maintain asset management systems of all municipal water works. Plan and oversee preventative maintenance of electrical and mechanical equipment (such as pumps, valves motors and gear boxes) of all Water Works in order to support water quality targets of each Water Works. Create, review and update Standard Operating Procedures for operating and maintenance of all Water Works and pump stations. Monitor, interpret, record and analyze pump and process equipment performance data for proper operation. Troubleshoots alarms at Water Works and pump stations and ensure all back-up systems are operational. Coordinate maintenance tasks with water quality personnel for status of repairs and scheduling of maintenance work. Assist with management of capital projects. Ensure the functionality of water purification/ treatment process instrumentation and telemetry system. Perform all the tasks related to all the regulatory requirements including Blue & Green Drop Certification.

REF: 5025

GENERAL WORKSMAN: ROADS AND STORMWATER (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 Roads Maintenance working with paving, kerbs, stormwater and tar mending. Valid code C1 driver's license and valid PDP. Supervisory experience would be an added advantage. Must be willing to work overtime as and when required.

KEY PERFORMANCE AREAS: Supervision of road maintenance team, 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

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

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/ plumbing field. Valid Code EB driver's license. A relevant plumbing qualification and supervisory experience would be an added advantage. 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. All activities to be done strictly in accordance with the Standard Operating Procedure (SOP).
REF (Hendrina): 5047, REF (Middelburg): 5101

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

CHIEF BUILDING INSPECTOR

DEPARTMENT: TOWN PLANNING AND HUMAN SETTLEMENT

POST LEVEL: 6

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

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

REQUIREMENTS: National Diploma in Building Science/ Architecture/ Quantity Surveying. 5 years relevant experience of which 2 years should be in supervisory capacity. The incumbent must have comprehensive knowledge and practical experience of National Building Regulations and Standards, proven knowledge to evaluate and approve building plans. Computer literacy (MS Office). Valid Code B Driver's License. Good communication, negotiation and interpersonal skills.

KEY PERFORMANCE AREAS: Evaluation and approval of building plans, Control and regulate illegal building and structures, Supervision and monitoring of building inspectors' work and provision of required assistance, Issuing of occupancy certificates, Report writing and performing additional related tasks.

REF: 5009

BUILDING AND DRAINAGE INSPECTOR

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 Plus Travel allowance of 550 km/pm.

REQUIREMENTS: National Diploma in Building Science/ Architecture/ Quantity Surveying. At least 3 years relevant experience. The incumbent must have comprehensive knowledge and practical experience of National Building Regulations and Standards, proven knowledge of building and drainage inspections. Computer literacy (MS Office). Valid Code B Driver's License. Good communication and interpersonal skills.

KEY PERFORMANCE AREAS: Responsible for controlling and regulation of illegal building and structures, Conducting of building and drainage inspections. Issuing of occupancy certificates, Monitoring compliance with building standards in terms of the National Building Regulations and Standards and SABS Codes of Practice and performing additional related tasks. This position is based in Mhluzi.

REF: 5014

CLERK GRADE 1

DEPARTMENT: TOWN PLANNING AND HUMAN SETTLEMENT

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 Diploma in Secretarial Administration/ Office Administration/ Public Administration (NQF 5). Two (2) years relevant experience. The incumbent must also have knowledge on calculation of building plan fees and submission

requirements. Good communication and interpersonal skills. Computer Literacy (MS Office), knowledge of IMIS Programme.

KEY PERFORMANCE AREAS: Handling public enquiries on submission and evaluation of building plans. Calculation of building plan fees, filling, recording and registration of building plans and performing other clerical and administrative duties for the Building Control Section.

REF: 5050

WORKSHOP FOREMAN (RE-ADVERTISEMENT)

DEPARTMENT: PHYSICAL AND ENVIRONMENTAL DEVELOPMENT

POST LEVEL: 7

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

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

REQUIREMENTS: Grade 12 PLUS N5 Diesel/ Petrol/ relevant mechanical qualification Plus Trade Test certificate in Diesel/ Petrol mechanics. 6 years relevant experience. Valid code C1 driver's license. Valid PDP would be an added advantage. Occupational Health and Safety Training. Computer Literacy. Must be physically fit.

KEY PERFORMANCE AREAS: Organize, administrate, supervise, plan and execute the repairing, servicing and maintenance of Council vehicles and machinery allocated to the Parks and Solid Waste department and the managing thereof. Control and supervision of personnel at the Park's department's material, lubrication and equipment at stores.

REF: 4144

SENIOR MECHANIC (RE-ADVERTISEMENT)

DEPARTMENT: PHYSICAL AND ENVIRONMENTAL DEVELOPMENT

POST LEVEL: 9

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

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

REQUIREMENTS: Grade 12 PLUS N3 in Motor/ Diesel Mechanic/ relevant mechanical qualification Plus Trade Test certificate in Motor/ Diesel. 3 years relevant mechanical experience. Valid code EC1 driver's license. 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

SWIMMING POOL / AMENITY SUPERINTENDENT (RE-ADVERTISEMENT)

DEPARTMENT: PHYSICAL AND ENVIRONMENTAL DEVELOPMENT

POST LEVEL : 10

SALARY: R168 729/ R175 809/ R183 378/ R191 766 p.a.

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

REQUIREMENTS: Grade 12 PLUS valid First Aid Training Certificate. Life-saving/ Swimming skills OR relevant course. 1-2 years relevant experience. Valid code C1 driver's license. A valid PDP and pool maintenance course would be an added advantage. Good communication and leadership skills.

KEY PERFORMANCE AREAS: The supervision, maintenance and administration of the swimming pools in the (Steve Tshwete jurisdiction). Supervision of permanent personnel and seasonal pool caretakers. The execution of approved capital projects. Ensuring that the occupational health and safety procedures are obeyed. Liaise with pool users, public and clubs. Maintenance of pool areas, water quality, pump rooms and all equipment, cloakrooms and ablution facilities, playing equipment in pool areas. General cleaning and maintenance equipment to ensure that the pools are safe to use and the areas are clean and neat.

Administration and handling of chemicals, chemical dosing and dosing systems. Monitoring and administer the entrance fees.

REF: 4052

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 Wanderers 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