



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: 30 AUGUST 2019

DIRECTORATE: CORPORATE SERVICES

**CHIEF ORGANISATION DEVELOPMENT OFFICER (RE-ADVERTISEMENT)
DEPARTMENT: HUMAN RESOURCES MANAGEMENT
POST LEVEL: 04**

SALARY SCALE: R451 608/ R462 909 p.a. (excluding benefits)

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

REQUIREMENTS: B-Degree in Management Services/OD/Human Resources Management/ Industrial Psychology or equivalent relevant qualification (NQF 7). Certificate in Business Process Management is an added advantage. Training in Organizational Design and Job Design/Evaluation Systems is also an added advantage. 5 years' experience in OD or HRM environment specializing in OD or Organizational Efficiency is required. Facilitation and effective communication skills. Computer Literacy (MS Office) especially Advanced Excel. A good understanding of HRM related procedures/ policies/ systems and tools. Valid Code B Driver's License.

KEY PERFORMANCE AREAS: Design, maintain and update the municipality's Organisational Structure. Compilation, updating and reviewing of Job Descriptions and submit Job Descriptions for Job Evaluation and moderation as per prescribed procedure. Design programmes to promote organizational values and code of conduct for staff. Conduct regular employee surveys to obtain feedback from staff and facilitate implementation of relevant OD interventions. Facilitate Organizational Diagnosis and recommend relevant change interventions. Recommend Management Development Programmes as part of OD interventions. Recommend relevant change and transformation programmes for the municipality. Compilation and submission of monthly, quarterly and annual reports. Provide Support with the recruitment and selection process. Developing and reviewing the Human Resources Management policies. Supervise subordinates and perform other relevant duties as per job description and as delegated by management from time to time.

NB: previous applicants need not to re-apply as their applications will be considered

REF: 0105

DIRECTORATE: INFRASTRUCTURE SERVICES

DIRECTOR: ELECTRICAL ENGINEERING

DEPARTMENT: ELECTRICAL ENGINEERING SERVICES

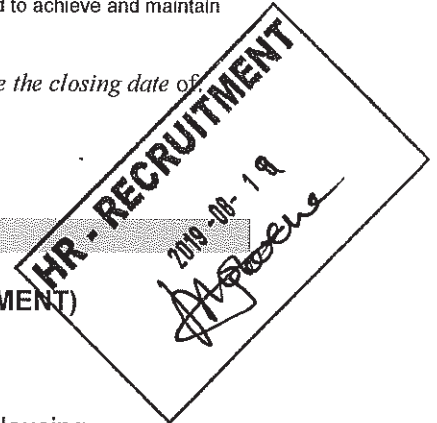
POST LEVEL: 01

BASIC SALARY: R640 887 p.a. (excluding benefits)

BENEFITS OFFERED: Travel allowance 850 km/pm, cell phone allowance, Scarcity allowance as per Council Resolution. Contribution to Medical Aid, Pension Fund and Housing.

JOB PURPOSE: Manage, control and administration of electricity distribution and reticulation networks for areas within the entire Municipal area.

Closing Date 30 August 2019



ESSENTIAL REQUIREMENTS: Relevant B.Degree in Electrical Engineering Heavy Current or equivalent NQF level 7 qualification. Registered as a Professional Engineer or technologist with ECSA. Ten (10) years relevant experience in the Electrical Engineering environment of which five (05) years should have been spend in middle or senior management level. Experience in a municipal environment and good understanding of local government systems, structures and processes would be an advantage. Government Certificate of Competency (GCC) will add advantage. Valid code B driver's license.

PREFERRED REQUIREMENTS: At least 10 years experience in the electricity distribution industry, experience in 11kV network equipment is a prerequisite and experience up to 88kV is preferred.

KEY PERFORMANCE AREAS:

- To manage the provisioning and maintenance of electrical engineering services.
- Financial control: compile, manage and control of capital and operational budgets to ensure economical and sound financial viability.
- Manage and control the Electrical department assets.
- Manage and control the consumer complaints received for punctual and proper attention.
- Manage and control of administrative responsibilities to ensure effective administration of the department.
- Management of existing high voltage and low voltage electrical networks to ensure a reliable and safe electrical supply to consumers.
- Management of streetlight network to provide sufficient area lighting.
- Management of installation of new equipment to provide services to new consumers, ensure continuity of supply and the provision of new area lighting.

- Management of prepayment, conventional and bulk meters to ensure that all consumers are metered in order to be billed for actual consumption.
- Achieving national directives by reporting to national bodies as legally required.

REF: 7000

DIRECTORATE: COMMUNITY SERVICES

CLERICAL ASSISTANT GRADE 1(X2) (1X HENDRINA; 1X MIDDELBURG)

DEPARTMENT: PUBLIC SAFETY: LICENSING SERVICES

POST LEVEL: 12

SALARY SCALE: R161 124/ R163 806/ R169 413/ R175 317/ R181 512 p.a.
(excluding benefits)

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

REQUIREMENTS: Grade 12 plus Examiner for Driving licenses (Grade F). Computer literacy. Training in eNatis and experience in cashier would be an advantage. Must be bilingual and have negotiation skills. Must have good communication skills

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


REF: 3132/ 3193

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 vetting of criminal records, academic qualifications, employment reference checks (current and previous employers) etc.
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.

Closing date: 30 August 2019

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

7. People living with disability will be given preference and 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.