

Civic Centre
1 Nel Street
Mbombela 1201
Republic of South Africa



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CORPORATE SERVICES

DEPARTMENT: PUBLIC SAFETY

1 X MANAGER: TRAFFIC SERVICES –HEAD OFFICE

REQUIREMENTS & COMPETENCIES: Grade 12 **PLUS** B Degree in Traffic Law or Advanced Diploma in Traffic and Municipal Police Officers); Code EB driving license; Computer literate – Office applications coupled with at least 3-5 years relevant experience in Traffic Services, preferably in Local Government

RESPONSIBILITIES: Communicating with the Senior Manager on specific Key Performance Areas (Traffic Services) and/ or statutory requirements encapsulated in applicable legislation with a view to aligning functions and service delivery objectives against the capacity and capability of the Section. Defining/ adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance. Formulates, implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as dictated to in Council policies and relevant legislation and by-laws, by Participating in various meetings (Committees, council, internal and external forums) and provides comments/ opinions.

SALARY SCALE R 558 846.11- R 725 412.36 per annum, plus Municipal benefits (T 16)

DEPARTMENT: ENERGY

1 X SENIOR TECHNICAL ASSISTANT: PLANNING, DESIGN AND INSPECTIONS- HEAD OFFICE

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** NQF Level 6 /National Diploma in Electrical Engineering or equivalent); Code EC Driving License; Computer Literacy – Office Applications coupled with at least 3 years relevant experience in electrical engineering

RESPONSIBILITIES: interacting and identifying needs, assessing applicability of development objectives and preparing plans for identified projects. Conducting inspection to establish project status and inspect work-in-progress against agreed standards, collate information and support the compilation of project reports. Preparing interim and final project investigational and performance reports referring to statistical data and qualitative information gathered through investigations and inspection, for the attention of the immediate superior for consideration and inclusion into management reports.

SALARY SCALE: R 382 370.71-R 496 359.09 per annum (T 13)

1 X SENIOR ASSET OFFICER: ASSET MANAGEMENT –HEAD OFFICE

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** NQF Level 6 / National Diploma in Accounting practices, Computer Literacy – Office applications and financial applications coupled with at least 2 years relevant experience in Assets Management.

RESPONSIBILITIES: Ensuring completeness and accuracy of transaction files interface from receipting systems to general ledger accounting systems. Providing guidance to personnel on accounting system application and information recording/ updating procedures. Attending to document control procedures and, monitoring the status and accessibility of records and registers.

SALARY SCALE: R 339 636.10 –R 440 858.96 per annum (T12)

CLOSING DATE & TIME: 14 DECEMBER 2018 @16H00

If you qualify to apply for the above position, please send your application letter in conjunction with your comprehensive curriculum vitae, as well as certified copies of certificates to:
Senior Manager: Human Resources, City of Mbombela, P.O. Box 45, Mbombela, 1200 /or hand delivered to 1 Nel Street, Civic Centre, Mbombela, Glass Office 1, 3rd Floor.

Enquiries can be directed to human resource division: (013 759 2095/9145/9970/9037). No late or faxed applications will be considered.

Should you not have been contacted for an interview within 30 days after the closing date you may assume that your application was unsuccessful.

THE CITY OF MBOMBELA SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION AND IN THIS VAIN, SUITABLY QUALIFIED WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.

N DIAMOND
MUNICIPAL MANAGER

