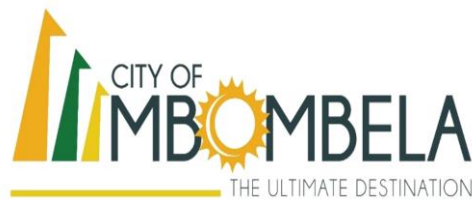


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CORPORATE AND SUPPORT SERVICES

DEPARTMENT: OFFICE OF THE CITY MANAGER

1 X SENIOR MANAGER: ENVIRONMENTAL MANAGEMENT (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus (level 07) B degree in Environmental Management / Environmental Sciences or equivalent with at least 5 years' experience in management level coupled with a proven successful track record in environmental management. Good knowledge and interpretation of policy and legislation; good knowledge of performance management system; good governance and knowledge of all legislation relevant to the section. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Oversee the Environmental Management division by ensuring adherence to applicable statutes to all functions of the division including environmental impact management, biodiversity management, air quality management, climate change adaption and environmental education and awareness. Undertake continuous research to establish scientific truths and actualities relating to environmental issues within the municipal area. Manages personnel and performance in line with set targets. Ensure appropriate application of internal controls and procedures relating to the function and ensuring continuous improvement of controls and processes. Represent Council at national and international fora on matters concerning the function.

SALARY SCALE: R 830 014, 93 – R1077 434 77 per annum (TASK GRADE 17)

1 X MANAGER: MONITORING (HEAD OFFICE)

REQUIREMENTS & COMPETENCIES: Grade 12 plus (NQF level 07) B Degree in Public Management/Development Studies or equivalent qualification with modules in Project Management or Planning. SAMEA membership is a requirement. Monitoring and Evaluation Certificates / SAMEA Certificates will be an added advantage with at least 4 years relevant experience in Performance Monitoring and Evaluation. Must be in possession of valid code B driver's licence.

RESPONSIBILITIES: Communicating with the Senior Manager on specific key performance areas (monitoring) and/or statutory requirement encapsulated in application with a view aligning functions and service delivery objectives against the

capacity and capability of the section. Participate in the development of the SDBIP and Revised SDBIP and understanding of Budget and Commitment Register. Conduct Quarterly Performance Management review sessions. Participating in budget consultative meetings to make inputs in terms of the required budget for the unit. Monitoring and overseeing the alignment of all strategic sector plans by ensuring interaction and cooperation with relevant divisions and departments and managing compliance with legislation. Participate in various meetings (Committees, council, internal and external forums) and provide comments/opinions.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

DEPARTMENT: COMMUNITY SERVICES

1 X MANAGER: MUNICIPAL LAW ENFORCEMENT (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus (NQF level 07) B Degree in Security Management/ Policing or equivalent; Computer literate – Office applications with atleast 4 years relevant experience in Law Enforcement, preferably in Local Government. The management and reporting requirements associated with this post requires in depth application of the principles, systems and regulations associated with specific acts of Local Government and broader financial regulations. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Presenting a conceptual framework of current and future interventions necessary to support the core service delivery areas with information and records of work in progress and/or projects and maintenance. Participating in budget consultative meetings to make inputs in terms of the required budget for the unit. Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews. Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and, short term targets and standards. Inspecting and/ or conducting observations of work sequences and determining extent of awareness and/ or the need for corrective/ remedial measures. Discussing and/ or investigating workplace incidents, seeking reasons from supervisory personnel on any non-compliance/ deviation and providing direction on courses of action for execution. Collating information from field reports, inspections and contractual documentation for inclusion into management reports. Monitoring compliance with administrative and reporting requirements and activates specific sequences/ provides direction to departmental teams on resolution of referred problems associated with inaccurate data or information hindering processing in related departments.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

1 X MANAGER: SOLID WASTE MANAGEMENT (SOUTHERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus B Degree/NQF level 07 in Environmental Sciences/Environmental Health or equivalent with at least 4 years' experience at middle management level coupled with proven successful management experience in solid waste management services. Good knowledge and interpretation of policy and legislation; good knowledge of performance management system; good governance and knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000). Must be in possession of valid Code B Driving License.

RESPONSIBILITIES: Plan and Implement comprehensive waste collection and transportation system. Manage staff allocated to the waste collection and transportation unit, budget control, serve as project manager for waste collection and transportation strategic projects, monitor revenue enhancement strategies, manage assets and fleet allocated to waste collection and transportation and performance management within the waste collection and transportation unit. Manage and administer all functional areas within waste collection and transportation services unit including waste collection, logistics, street sweeping, litter picking and nuisance abatement (Illegal dumping, awareness and education). Develop and/or implement policies, systems and procedures. Ensure correct application of relevant policies and procedures. Take responsibility for internal and external customer relations. Ensure that Council policies and relevant provincial legislation are implemented. Ensure that the vision and strategies are achieved through co-operation and teamwork.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

1 X SENIOR WASTE MINIMIZATION OFFICER: SOLID WASTE (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus NQF level 6 in Environmental Sciences/ Environmental Health or equivalent qualification with at least 3-4 years relevant experience in solid waste management and be in possession of valid driving Licence.

RESPONSIBILITIES: Preparing plans for waste minimization programmes encapsulating specific risk factors and forwarding to the immediate superior for perusal and comment. Discussing and prioritizing programmed actions for specific participatory and development initiatives, verifying resource allocations and execution procedures. Coordinating the set-up and implementation of Forums to serve as avenue to facilitate functional information and receive public comment. Participating in various meetings (council, internal and external forums) and provides comments/opinions on matters affecting or concerning the functionality. Control and manage administrative work of the waste minimization section. Co-ordinate and implement the waste minimization programmes and services. Submit accurate information and data on materials disposed and recycled on WIS. Co-ordinate and implement the development of waste reduction and recycling programmes and facilities

SALARY SCALE: R 609 804.13 – R 791 549.58 per annum (TASK GRADE 15)

1 X DISASTER MANAGEMENT OFFICER (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/NQF level 6 in Disaster Management/Safety Management. Computer literacy – Office application. Any post qualification in management will be an advantage. At least 3 years' experience in Disaster coordination, planning and management. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Updating, maintaining and/ or approving recording and recording entries of occurrences in specific Disaster Management schedules and registers and, aligning specific processes/ outcomes to facilitate compliance with statutory and internal procedural requirements. Identifying deficiencies with respect to the preparedness and awareness of the communities to the potential risk and hazards and/ or monitoring trends / patterns associated with the origination, impact, recovery and rehabilitation processes with a view to assessing and providing information to support the redefining of plans / solutions with respect to the local areas with high disaster occurrence rates.

SALARY SCALE: R 528 905.32 - R 686 572.83 per annum (TASK GRADE 14)

1 X STATION OFFICER – FIRE PREVENTION (CENTRAL REGION)

REQUIREMENT AND COMPETENCIES Grade 12 plus (NQF level 6) National Diploma in Fire Technology or equivalent and Advance Fire Prevention Course, Extensive experience in Plan appraisal and ability to interpret SANS code of Practice (SANS 400 etc.) with atleast 2-3 years relevant experience. A valid drivers licence. Preferable Basic Assistant Ambulance course (Registered with HPCSA) Qualification in any of the rescue disciplines will be an added advantage plus fire instructor 1 course.

RESPONSIBILITIES: Fire building inspections and plans appraisals. Issuing of fire compliance certificates. Compiling of fire report as well as consulting with Senior Officer on stand-by after hours for fire investigating and other related matters. Taking charge of the fire station after hours. Performs various administrative duties e.g. compiling statistics, record keeping, writing accounts etc. Conduct training if necessary in relation to the scope of work.

SALARY SCALE: R469 763.21 – R609 804.13 per annum (TASK GRADE 13)

1 X LEADING FIREFIGHTER (EASTERN REGION)

REQUIREMENT AND COMPETENCIES: Grade 12 plus NQF level 6/National Diploma in Fire Technology or equivalent and Advance Fire Prevention Course, Extensive experience in Plan appraisal or Advance Fire Prevention or Higher Angle Rescue or any advance course related to fire services with at least 2-3 Years relevant experience. Code C or EC driver licence. Basic Ambulance Assistant Course (Registered with HPCSA or First aid Level III). Pump operate certificate will be an added advantage.

RESPONSIBILITIES: Supervising a shift and assigning routine daily tasks. Supervising fire fighters at emergency incidents. Consulting with Senior Officer on stand-by after hours. Taking charge of the fire station after hours. Performs various administrative duties e.g. compiling statistics, record keeping, report writing etc. leadership etc.

SALARY SCALE: R417 261.42 – R541 619.21 per annum (TASK GRADE 12)

DEPARTMENT: SPORTS, ARTS & CULTURE

1 X CATALOGUER: LIBRARY SERVICES HEAD OFFICE

REQUIREMENTS AND COMPETENCIES: Grade 12 plus (NQF level 6) National Diploma in Library Science /Library Information; Computer literate – Office applications. The management and reporting requirements associated with this post requires in depth understanding, knowledge and application of principles, acceptable practices and procedures with atleast 2-3 years 'experience in cataloguing. Must be in possession of valid driver's license.

RESPONSIBILITIES: Communicating to personnel through the verbal and written mediums procedural requirements and/ or circulating notices to inform personnel on new interventions/ procedures. Executing specific administrative sequences associated with the maintenance of assets and/ or motivating to the immediate supervisor for additional/ or replacement of existing asset/ resources. Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation. Cataloguing and indexing new materials (periodicals, audio-visuals, books) using specific classification systems based on established library information management principles. Ensuring appropriate cataloguing by relevant referencing, capturing and registering library material on the system. Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery execution. Preparing and forwarding responses to queries and/ or reports, undertaking research or extracting information and records to support content, recommendations and/ or opinion and forwarding to the immediate superior for approval prior to circulation or presentation.

SALARY SCALE: R417 261.42 – R541 619.21 per annum (TASK GRADE 12)

DEPARTMENT: CORPORATE AND SUPPORT SERVICES

1 X SENIOR MANAGER: REGIONAL SERVICE CENTRE (SOUTHERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus (NQF Level 7) B Degree in Public Management or equivalent qualification with atleast 5 years' experience in management level coupled with a proven successful track record in management. Good knowledge and interpretation of policy and legislation; good knowledge of performance management system; good governance and knowledge of all legislation

relevant to the section. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Planning the delivery of overall Regional Centre Coordination delivery activities in line with the Council's strategic priorities and objectives. Communicating with the General Manager on specific Key Performance Areas within the region (Technical Services, Administration and Customer Care, Community Services, and Transport and Public Safety) with a view to aligning functions and service delivery objectives against the capacity and capability of the Region. Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short term interventions to sub-committees and strategic management planning workshops and discussion groups. 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. Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and, consolidating the Division's operating and capital budget. Evaluating and presenting reports to the General Manager detailing the Division's performance against specific measures.

SALARY SCALE: R 830 014, 93 – R1077 434 77 per annum (TASK GRADE 17)

1 X SENIOR MANAGER-OHS, WELLNESS, EMPLOYMENT RELATIONS AND PMS (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus (NQF level 07) B Degree in Human Resource Management / Industrial Psychology/Labour Relations or equivalent with at least 5 years' experience in Human Resource Management preferable at Local Government the relevant field. Computer Literacy-MS Office Applications. An in depth application of the principles, systems and regulations associated with specific acts of Local Government and broader policy regulations. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Planning the delivery of overall Human Resource Maintenance and Wellness delivery activities in line with the Council's strategic priorities and objectives. Communicating with the General Manager on specific Key Performance Areas (OHS, Wellness, Employment Relations and IPMS) with a view to aligning functions and service delivery objectives against the capacity and capability of the Division. 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. Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. Evaluating and presenting reports to the General Manager detailing the Division's performance against specific measures. Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure. Managing Occupational Health and Safety and Wellness of employees by utilizing OHS standards, systems, policies to ensure safety in the workplace.

SALARY SCALE: R 830 014, 93 – R1077 434 77 per annum (TASK GRADE 17)

1 X MANAGER: WELLNESS (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus (NQF level 07) B Degree in Occupational Health Science/ Nursing Science with at least 4 years relevant experience in employee wellness and Occupational health. The incumbent must be registered with the South African Nursing Council (SANC) and African Society of Occupational Health Nurses (SASOHN) Computer Literacy-MS Office Applications; An in depth knowledge of application of the procedures, prescripts and legislation applicable to the functionality. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Plan, develop, implement, manage and evaluate Occupational Health and health promotion programs. Perform needs assessment of the workplace and the employees for the purpose of determining need, interest, and scope of occupational health and health promotion programs. Defining adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements. Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions. Monitoring and evaluating the application of occupational health and safety principles in the municipality. Capacitating all managers within the municipality on handling safety and health programs and providing advice on dealing with issues. Co-ordinating the set – up and implementation of Regional Forums to serve as avenue to facilitate functional information and receive comment.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

1 X HUMAN RESOURCE OFFICER: RECRUITMENT & SELECTION (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus (NQF level 6) National Diploma in Human Resource Management or equivalent qualification with at least 3 years' experience in a relevant field. Must have good written and verbal communication skills, good interpersonal relations.

RESPONSIBILITIES: Co-ordinates and conduct Shortlisting's and Interviews for various Departments. Monitor and ensure that all the vacancies advertised are vacant and funded. Verify the authenticity of qualification for all the shortlisted candidates. Arrange Assessment for section 56 employees. Do reference check. Supervise all the subordinates under Recruitment and Selection. Compile Acceleration recruitment report to the MEC. Report on all positions advertised. Appointments of temporary workers and placement of Bursary holders. Monitor and ensuring quality assurance of the recruitment process.

SALARY SCALE: R528 905.32 – R686 572.83 per annum (TASK GRADE 14)

1 X INFORMATION TECHNOLOGY SERVER/NETWORK SPECIALIST (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus NQF level 6/National Diploma in Information Technology or equivalent with at least 3 years relevant experience as a Network Specialist.

Manage the entire IT Network infrastructure for the municipality. Designing, Configuring, installing, supporting and maintaining of the entire IT network infrastructure for the City of Mbombela. Implementing, supporting and managing switches, routers, firewalls and all IT network infrastructure related hardware. Managing all licences, certificates, and warranties related to the IT network infrastructure. Travelling to all sites within City of Mbombela to install, support, maintain and update the City's IT network infrastructure. Implementing IT network security for detecting and preventing IT systems breaches. Procurement and commission of IT network infrastructure assets. Updating asset details for IT network infrastructure. Implementing policies, risk register, and IT BC/DRP in relation to the City's IT network.

SALARY SCALE: R528 905.32 – R686 572.83 per annum (TASK GRADE 14)

2 X INFORMATION TECHNOLOGY TECHNICIAN(HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/ (NQF level 6) in Information Technology or equivalent with at least 2-3 years relevant experience as an IT Technician.

RESPONSIBILITIES: Travel to all sites within City of Mbombela to provide IT technical support to users. Performing upgrades and repairs of computers. Installing and troubleshooting of computer applications. Training of users on the use of computer applications. Setting up, installing and testing new computers prior to handover.

SALARY SCALE: R469 763, 21 – R609 804.13 per annum (TASK GRADE 13)

DEPARTMENT: TECHNICAL SERVICES

1 X SENIOR MANAGER-WATER AND SANITATION PLANNING AND DEVELOPMENT

REQUIREMENTS AND COMPETENCIES: Grade 12 plus B Degree/NQF level 07 B in Civil Engineering and Project Management Certificate with atleast 5 years' experience in a relevant field or Equivalent. Must be in possession of code B driver's license. Understanding of Municipality policies, processes and legislation is essential.

RESPONSIBILITIES: Ensuring that Water and Sanitation Master Plan is updated. Planning and budgeting for infrastructure upgrades to continuously meet water and sanitation demand. Participating in Supply Chain Management processes so as to ensure successful project implementation. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments business and strategic plans. Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels

and standards of service delivery to the General Manager. Identifying technical/non-technical skills gap within the department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. Communicating with the council's financial section on audit findings and recommendations and institutes the necessary investigational or corrective measures. Monitoring contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc. and alerting the contractors to any acts of non-conformance. Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration. Ensure compliance with all relevant legislation, regulations, policies and procedure and application of software-based design and analysis tools.

SALARY SCALE: R 830 014, 93 – R1077 434 77 per annum (TASK GRADE 17)

1 X MANAGER: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus B Degree/NQF level 07 in Environmental/Public Management or equivalent with at least 4 years working experience in a relevant field. The incumbent must have knowledge on the reporting of projects and be in possession of valid drivers license. Strong verbal and communication skills, including report writing and presentation skills will be an added advantage.

RESPONSIBILITIES: Serve as the Assistant Head of EPWP Division for Council including all four sectors of the programme; Environment, Infrastructure, Social and non-state sector. Facilitate the establishment of EPWP Projects Steering Committee /Forum for Council for improved co-ordination and reporting of EPWP programmes. Represent the office of the Municipal Manager on EPWP related forums such as external PSC, sector meetings, regional and provincial EPWP Forums and national meetings. Facilitate the integration of all EPWP Projects in the IDP and implementation of expansion areas and best practice in the municipality to increase job creation. Develop and update EPWP Policy and manuals including promotional material to market EPWP. Verify and authorise all EPWP reports and ensure that all work opportunities are correctly reported on the EPWP- ER system. Ensure effective utilisation of Grant allocation of EPWP including incentive grant and reporting on financial status thereof. Facilitate the development of business plans for new programmes to ensure proper implementation of the projects with specified timelines. Facilitate the effective involvement of the Units which deal with Social Sector related programmes such as Transversal Services and Non-governmental Organisations.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

1 X MANAGER: ROADS AND STORM WATER (PLANNING AND MAINTENANCE) (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus B Degree/ (NQF level 07) in Civil Engineering plus Pr Eng or Pr. Tech Eng, registration as a Professional body of Civil Engineer with at least 4 years considerable management experience at a senior level in the Engineering field and municipal.

RESPONSIBILITIES: Preparing/ approving drawings, designs and cost estimates for minor new works and, monitoring the implementation sequences thereof. Evaluating interventions and/ or the design and construction of Road, Storm-water Drainage and Infrastructure contemplated or affected through external sources and, providing comments on constraints/ applicability with regards to ongoing Coordinating the set-up and implementation of Forums to serve as avenue to facilitate functional information and receive public comment. Monitoring Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractor to any acts of non-conformance. Guiding the drafting, adjudication and reporting processes with regards to contracts/ tenders and verifying details, terms and conditions, specifications, etc comply with laid down policies, regulations and procedures. Technical/ non-technical skill gap within the Department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/ or the need for changes to plans. Participating in various meetings (council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

3 X SENIOR ENGINEERING TECHNICIAN: PROJECT IMPLEMENTATION UNIT (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/NQF level 06 in Civil Engineering or equivalent coupled with at least 3-4 years relevant work experience preferably in municipal environment. A valid driving license.

RESPONSIBILITIES: Monitoring Engineering Consultants and Contractors performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractors and Consultants to any acts of non-conformance. Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration. Review and recommend design plans for approval to other sector departments. Compile MIG/PTNG business plans and attend to technical appraisal meetings. Attend to design and planning meetings, technical and site progress meeting. Provide technical advice and guidance to projects on behalf of the employer. Certify work done by service providers and prepare monthly certificates for approvals and payments to ensure that projects are implemented within the set deliverables, time frames, budget constraints, applicable legislations, requirements, compliance, approval etc. Review engineering design plans for recommendations to other sector departments.

SALARY SCALE: R609 804.13 – R 791 549.58 per annum(TASK GRADE 15)

1 X SENIOR ENGINEERING TECHNICIAN: ELECTRICITY PLANNING AND DEVELOPMENT (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/NQF level 06 in Electrical Engineering with atleast 3-4 years' experience in Electricity distribution environment as well as extensive knowledge of distribution network design concepts. A project management certificate will an added advantage. A valid code 08 drivers licence is required

RESPONSIBILITIES: Maintain the electrical Infrastructure Master Plan and Council's Standard specifications. Implements infrastructure upgrades to continuously meet power demand. Development of tender specifications and evaluation of tender submissions, rural infrastructure planning for the provisioning of basic electrical services, service contribution calculation, comments on TEAS. Ensure compliance with all relevant legislation, regulations, policies and procedures and application of software-based design and analysis tools.

SALARY SCALE: R609 804.13 – R 791 549.58 per annum(TASK GRADE 15)

2 X SENIOR ENGINEERING TECHNICIAN: (METERING) ELECTRICITY OPERATIONS AND MAINTENANCE (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/NQF level 06 in Electrical Engineering with atleast 3-4 years' experience in Electricity environment. A project management certificate will an added advantage. A valid code 08 driver's licence is required.

RESPONSIBILITIES: Inspections and testing of metering installations, programming of bulk supply meters, management of meter records processing, ensure compliance with relevant regulations and by laws, reading of bulk meters. Verification of Eskom accounts, Assist billing in trouble – shooting billing problems (technical) especially caused by faulty meters.

SALARY SCALE: R609 804.13 – R 791 549.58 per annum(TASK GRADE 15)

1 X SENIOR ENGINEERING TECHNICIAN ROADS & STORM WATER MAINTENANCE (NORTHERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/NQF level 06 in Civil Engineering or equivalent coupled with at least 3-4 years relevant work experience preferably in municipal environment. A valid driving license.

RESPONSIBILITIES: Managing the operational dimensions and resources (materials, plant and vehicle, decentralized depot operations) and monitors utilization and cost effectiveness of activities against operational plans. Assessing and analyzing material design, introduction of new materials and equipment and its impact on the functioning and level of service delivery. Addressing complex technical issues and disseminating professional advice associated with the objectives and outcomes of the functionality. Preparing resource allocation schedules (cost, material and time spread) and priority programmes for execution and, conducting briefing sessions with specialist/ supervisory personnel and/ or contractors, explaining requirements and outcomes. Monitoring Contractor performance against agreed terms

and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractor to any acts of non-conformance.

SALARY SCALE: R609 804.13 – R 791 549.58 per annum(TASK GRADE 15)

1 X SENIOR ENGINEERING TECHNICIAN: WATER AND WASTE WATER TREATMENT AND SCIENTIFIC SERVICES (EASTERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/NQF level 06 in Water Care/ waste water process or equivalent with at least 3-4 years' experience in Water Treatment works. A communication skills, interpersonal skills is also an essential requirement.

RESPONSIBILITIES: Project and Program Management: Project Lifecycle Planning, Contract Management, Site Supervision and Quality Control. Assisting with the drafting, adjudication and reporting processes with regards to contracts/tenders and verifying details, terms and conditions, specifications etc. comply with laid down policies, regulations and procedures. Participating in the appointment process and briefing parties (consultants/ contractors, etc) on the terms and scope of such appointments and, evaluating, investigating and approving submissions on progress, performance and costs. Monitoring Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractor to any acts of non-conformance. Planning and Design of Municipal Water and Sanitation Infrastructure. Development Control and Administration: Compilation of Services Agreements and Calculation of Services contribution, Application of Municipal services standards. Review and comments on various Land Use application with engineering content in terms of the latest SPLUMA regulations: Amendment Schemes, Building plan evaluation. Office Administration and Municipal performance reporting. Long term Master Planning of Municipal infrastructure requirements. Co-Ordination between various other Government Departments.

SALARY SCALE: R 609 804.13 – R 791 549.58 per annum(TASK GRADE 15)

1 X SUPERINTENDENT WATER AND WASTE WATER TREATMENT AND SCIENTIFIC SERVICES (EASTERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 plus National Diploma/NQF level 06 in Water Care/ waste water process or equivalent with at least 2-3 years' experience in Water Treatment works. A communication skills, interpersonal skills is also an essential requirement.

RESPONSIBILITIES: Coordinate and control the operations of the Water Treatment Works, including monitoring and implementing Procedures, establishing resource requirements, planning and scheduling maintenance programs and evaluating outcomes. Monitor; attend to deviations in productivity, performance, administrative, information reporting requirements and maintenance of records.

SALARY SCALE: R469 763.21 – R609 804.13per annum (TASK GRADE 13)

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT

1 X MANAGER: TOURISM DEVELOPMENT (HEAD OFFICE)

REQUIREMENTS & COMPETENCIES: Grade 12 plus B Degree/NQF level 07 in Tourism Management with at least 4 years' experience in the relevant field in management position. Good interpersonal and communication skills. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Co-ordinate and control procedures and processes associated with the tourism section. Manage the day to day operations of the tourism activities. Provide information and support on the aims, objectives and plans of developing tourism potential of the region. Manage, develop and oversee tourism through branding of Mbombela, marketing and initiatives to promote the area as a tourism destination. Plan and execute deliverables with respect to tourism projects. Develop long-term tourism strategies and organize focused research and facilitate strategic partnerships. Facilitate tourism delivery within the entire municipal boundaries.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

DEPARTMENT: FINANCIAL MANAGEMENT

1 X MANAGER: ASSETS MANAGEMENT (HEAD OFFICE)

REQUIREMENT & COMPETENCIES: Grade 12 **PLUS** B Degree/NQF level 07 or relevant qualification in Accounting with at least 4 years of working experience, 3 years in a managerial/ supervision position within Municipal Property, Plant, and Equipment Management environment. Effective written and verbal communication skills with the ability to communicate at all levels. Extensive knowledge coupled with experience in assets management, municipal legislations, namely, Municipal Finance Management Act, Municipal Asset Transfer Regulations, Municipal Supply Chain Management processes, and applicable accounting standards. Computer literacy, the ability to work under pressure and meet deadlines, lead a team, and be a team player, and project management skills will be an added advantage. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Participate in budget consultative meetings to make inputs regarding the unit's required budget. Monitor the allocated budget for the unit and ensure proper spending throughout the financial year. Ensure correspondence with the public, consultants, government institutions, and other sub-directorates to facilitate the process of following up on the execution of Council resolutions.

Ensure that all the asset additions are duly capitalized by generating new projects against all the capital votes utilized to procure, refurbish or build new (movable and/or immovable) assets. Verify generated detailed expenditure report against each project

and subsequent visit of each project site to compare the work done against the expenditure already incurred, i.e., per project payment certificate. Update and Maintain credible GRAP-compliant asset register in an appropriate format. Advise heads of internal departments on re-aligning specific processes, roles, and responsibilities to maintain compliance with statutory legislation. Prepare investigational and productivity reports referring to the section's statistical data and qualitative information for consideration and inclusion in Council and Sub Committee reports. Compile investigational reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion. Liaise with the external and internal auditors on all audits related to asset accounting.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

1 X MANAGER: FINANCIAL ACCOUNTING AND REPORTING (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** B Degree/NQF level 07 in Accounting or relevant equivalent qualification. At least 4 years relevant entry level management experience in financial accounting and preparation of Annual Financial Statements in the municipal environment. Knowledge and application of laws and regulations such as Municipal Finance Management Act, Municipal Systems Act, and Municipal Structures act, Division of Revenue Act, Treasury, Budget and Supply chain management regulations. Knowledge and application of financial reporting standards such as GRAP. Advance skills in Case ware system and excel. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Preparation of interim and annual financial statements work plan and facilitate compliance with the work plan thereof by all relevant Departments through effective communication strategies. Preparation of consolidate annual financial statements and timeous submission as per the requirements of the Municipal Finance Management Act No 56 of 2003 to the internal and external auditors respectively. Assuring compliance with all applicable accounting standards and other applicable legislations for financial reporting purposes. Co-ordination, preparation and submission of statistical, financial and non-financial information to the other organs of state within the legislated timeframes. Preparing, facilitating and ensuring timeous submission of audit working paper files to the Auditor General. Facilitating and preparation of an implementation plan to address audit findings raised on the audit and management report and reporting progress to the relevant committees and stakeholders. Coordinate and oversee the process of resolving audit findings and submission of audit responses to the Auditor General as per the duly signed audit engagement letter. Ensure the preparation of monthly reconciliations and clearing of suspense accounts, review bank reconciliation and approval of bank reconciliation. Evaluate and comment on the strengths, weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the Senior Manager and Chief Financial Officer. Managing compliance with Council policies and procedures and other relevant legislation and regulatory frameworks.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

1 X MANAGER: BILLING AND ACCOUNTS (HEAD OFFICE)

REQUIREMENT & COMPETENCIES: Grade 12 **PLUS** B Degree/NQF level 07 in accounting or equivalent qualification with at least 4 years working experience, at least three years in a managerial position preferable in Municipal Revenue Management. Effective written and verbal communication skills with the ability to communicate at all levels. Extensive knowledge and coupled with experience in revenue management, municipal legislations namely; Municipal Property Rates Act, Municipal Finance Management Act, Municipal Systems Act and other relevant legislations. Computer literacy, ability to work under pressure and meet deadlines, lead a team and be team player. Project management skills will be an added advantage. Must be in possession of valid driver's licence.

RESPONSIBILITIES: Assessing the adequacy of internal controls and procedures related to billing and accounts and presenting recommendations outlining approaches aimed at improving controls and processes. Drafting and reviewing policies and by-laws to comply with legislation for the billing and accounts services in terms of the Local Government and Municipal Systems Act and ensuring implementation and compliance. Developing and implementing work procedures and programs for more efficient billing and accounts service rendering. Monitoring the revenue collection procedures to determine its effectiveness in achieving specific outcomes. Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences. Directing the debtor transactional processing sequences, attending to approval requirements for settlement provisions, updating and reconciliation of revenue accounts and the preparation of financial reports reflecting the Municipality's Income status. Co-ordinating and guiding specific deadlines and financial reporting sequences associated with audit and legal compliance exercises, checking and verifying information/ records submitted satisfies the scope of requirements. Monitoring the debtor age analysis to determine progress with recovery and/or seeking reasons for non-compliance.

SALARY SCALE: R 686 572.83 – R 891 208.54 per annum (TASK GRADE 16)

1 X CHIEF ACCOUNTANT: BUDGET (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma/NQF level 06 in Accounting or equivalent qualification. The coordinative and reporting requirements associated with this post requires in depth application of the procedures 3-4 years relevant experience in financial management sector.

RESPONSIBILITIES: Coordinating and consolidating budget inputs received from departments and verifying that income and expenditure estimates are in within approved guidelines, assumptions and projections. Ensure the preparation of the draft, final and adjustments budget and coordination of the participation and consultative processes. Provide guidance on the project cash –flow forecasts and scrutinizing the project implementation plans and identify timing for cash outflow in order to ensure proper cash flow management and funds. Ensuring the approved budget is uploaded and accurately captured on the financial system. Preparing and

distributing budget documentation to the various departments.

SALARY SCALE: R 609 804.13 – R 791 549.58 per annum (TASK GRADE 15)

1 X ACCOUNTANT: PAYROLL (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma/NQF level 6 in Accounting or relevant qualification equivalent to NQF level 6. The incumbent must have 3 years' experience in payroll administration. Must be computer literate with good working knowledge of a computerised financial system. The incumbent must be able to work under pressure. Solar and payday system will be an added advantage.

RESPONSIBILITIES: Maintaining Payday Salary System by setting up codes, descriptions and ledger codes as well as integration parameters in the SOLAR Expenditure System. Implementing changes to formulas and creating new formulas on Payday Salary System (Medical aid contributions, overtime, standby allowances, travel allowances etc.) to ensure correct payment of salaries and benefits. Calculating new salary scales after confirmation of increase percentage and implementation thereof on salary system to ensure every employee's salary increase. Reconciliations (Control Accounts, Payroll System to Financial System. EMP 501 reconciliations and distribution of IRP5s

SALARY SCALE: R528 905.32 – R686 572.83 per annum (TASK GRADE 14)

1 X ASSISTANT ACCOUNTANT: REVENUE COLLECTION (SOUTHERN REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma/NQF level 06 in Financial Accounting or equivalent. The incumbent must have 2-3 years' experience in the related field. Must be computer literate with good working knowledge of a computerised financial system. The incumbent must be able to work under pressure. Venus and payday system will be an added advantage.

RESPONSIBILITIES: Responsible for management of the regional revenue and customer care structures. Maintain proper control over revenue systems and ensure proper accounting for all revenue collected. Supervise customer care systems and functions to ensure effective services are rendered to customers. Manage the recreational facilities, centres prepayment electricity, cemeteries and all other service charges to ensure no loss of income is suffered by council. Ensure compliance with electricity and water by-laws with regard to consumer deposits. Attend to correspondences and enquiries related to customers' services. Supervise staff to ensure the smooth running of the revenue and customer relations division.

SALARY SCALE: R469 763.21 – R609 804.13per annum (TASK GRADE 13)

1 X CHIEF CLERK: SUNDRY DEBTORS (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma/NQF level 06 in Accounting/ Public Finance or relevant qualification equivalent to NQF level 6 with at least 2-3 years in municipal finance environment. Computer Literacy (Ms Word, Excel, PowerPoint). Communication Skill (Verbal and Written skills) and good interpersonal skills.

RESPONSIBILITIES: Administering the billing of sundry debtors and service contributions, comments for property rates clearance certificates, approval of building plans and application for section 78 SPLUMA certificates. Verifying the capturing of invoices and opening of sundry debtors' accounts. Reconciling sundry debtors balances with the ledger. Verifying, administering and monitoring of rental agreements. Administering sundry deposits registers and controlling payments for deposits (refunds). Administering electrical recoverable jobs. Supervising of staff within the section.

SALARY SCALE: R 417 261.42 – R 541 619.21 per annum (TASK GRADE 12)

1 X CHIEF CLERK: VALUATIONS (HEAD OFFICE)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma/NQF level 6 in office administration with at least 2-3 years' experience in office administration or relevant field. Computer Literacy (Ms Word, Excel, Power Point). Communication Skill (Verbal and Written skills) and good interpersonal skills. Knowledge of the Municipal Property Rates Act will be added advantage.

RESPONSIBILITIES: Provide an administrative support service to the Property Valuation Unit with capturing of information for preparation of the valuation roll, valuation appeal boards and general administrative duties. Provide valuation information to the clients and ensure that the service is well delivered and that flow of information is well controlled within and/or out of the Property Valuation Unit. Receive all correspondence for the purposes of allocating file reference numbers, distributing the correspondence and filing it in the correct or referring it to the relevant official and/or Department.

SALARY SCALE: R 417 261.42 – R 541 619.21 per annum (TASK GRADE 12)

1 X SENIOR MECHANIC: FLEET (CENTRAL REGION)

REQUIREMENTS AND COMPETENCIES: Grade 12 **PLUS** National Diploma/NQF level 06 in Mechanical or equivalent qualification and must have 2 years working experience in the related field. Must be physically fit and be able to work in High level of concentration.

RESPONSIBILITIES: Do major and minor repairs to vehicles, equipment and machinery of the Fleet Management to provide good and effective running of fleet vehicles and equipment. Repair of vehicles and machinery such as stripping and assembly of parts to assess damages that occurred. Do break downs and repairs to

Council vehicles, equipment and machinery after hours where applicable. Supervise work done by Artisan Assistants with parts provided by workshop to complete repair work.

SALARY SCALE: R353 422.41 – R458 749.98 per annum (TASK GRADE 11)

CLOSING DATE & TIME: 12 May 2023 @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.

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. NO CRIMINAL RECORD.

WJ KHUMALO
CITY MANAGER

