THABA CHWEU LOCAL MUNICIPALITY

Thaba Chweu Local Municipality hereby invites applications from committed, self-driven, motivated, service delivery-orientated and high performance professionals / practitioners who want to build careers in the areas of specialization mentioned herein through rendering high quality services within the Thaba Chweu Municipality.

OFFICE OF THE MUNICIPAL MANAGER

POSITION: **DEPUTY DIRECTOR OPERATIONS AND STRATEGIC SUPPORT**
AREA: LYDENBURG X1
LEVEL: 0
SALARY: R810,763.23
DURATION: PERMANENT

REQUIREMENTS: Grade 12. B Degree in Public Management, Social Sciences or NQF Level 7 equivalent qualification with eight (8) years of work experience which includes 3 years of managerial experience.

KEY PERFORMANCE AREAS: Plans, leads and manages key administrative and operational requirements (Performance Management, IGR & Stakeholders, Public Participation, Risk & Compliance etc) for the Municipal Manager's Office. Analysing performance of current administrative/ operational systems against legislative requirements and best practices to introduce changes to applications and methods to support accountable governance. Preparing and presenting to the Municipal Manager forward plans, strategic intent and interventions designed to drive reorganization and alignment of critical support service functions. Evaluating the adequacy of current policies and contractual service level agreements and, assessing commenting on the need for change and alignment of terms and conditions to best practices, financial requirements, and legislation. Analyzing and attending the preparation of responses to correspondence received from the public about se-ervices and/ or queries and/ or local, provincial and state departments.

POSITION: **UNIT MANAGER SABIE (RE-ADVERT)**
AREA: SABIE X1
LEVEL: 01
SALARY: R644,043.24
DURATION: PERMANENT

REQUIREMENTS: Grade 12. Appropriate B-Degree or equivalent in Municipal Administration / Management Sciences / Public Administration. 8 years of work experience of which 3 years should be on a supervisory level. Knowledge and understanding of the local government environment. Effective multi-disciplinary management skills. Strategic leadership, financial and project management skills. A valid Code EB drivers' license. Good knowledge and understanding of relevant policies, legislation and Institutional Governance Systems. Ability to strategically plan, negotiate and communicate at all spheres of government and with all stakeholders..

KEY PERFORMANCE AREAS: Manage service delivery operations within the Administrative Unit. Financial Management at Unit level. Human Resource Management at Unit level. Co-ordinating with Head Office. Collecting and monitoring payment of services rendered. Control and maintenance of assets within the Unit. Implementation of Council resolutions.

POSITION: **EXECUTIVE SECRETARY TO THE MUNICIPAL MANAGER**
AREA: LYDENBURG X1
LEVEL: 5
SALARY: R402,161.50; R421,941.83; R442,013.58
DURATION: PERMANENT

REQUIREMENTS: Grade 12, Secretarial Certificate or any equivalent qualification. At least 5-8 years secretarial experience in Municipal Environment. Excellent computer skills particularly MS Word, MS Project and MS Power point. Good Knowledge of Local Government Related Legislation and Policies. Ability to speak English and Isizulu fluently and a Valid driver's license are some of the requirements.

KEY PERFORMANCE AREAS: Arranging and coordinating all appointments, meetings, conferences including related documentation, travel and accommodation and catering requirements. Attending to telephonic calls and visitors to the Department, establishing nature of visits and directing requests to appropriate personnel. Arranging and scheduling meetings with internal or external departments. Taking and typing minutes of meetings. Maintain a filing system for optimal information retrieval. Performing tasks associated with the provision of general office support and reception services. Maintaining stocks and completing requisitions for procurement of goods and services.

FINANCE DEPARTMENT

POSITION: **INSURANCE CLAIM OFFICER**
AREA: LYDENBURG X1
LEVEL: 06
SALARY: R355,799.88; R373,884.62; R393,013.20
DURATION: PERMANENT

REQUIREMENTS: Grade 12. Diploma in Accounting/ Certificate in Finance/ Business Administration/ Law. 3 years insurance related experience. Being able to deal with extreme pressure and stressful situations. Able to manage crisis situations successfully.

KEY PERFORMANCE AREAS: Provide advice on making a claim and the processes involved. Process new insurance claims notifications. Collect accurate information and documents to proceed with a claim. Analyse a claim made by a policymaker to establish whether it satisfies the policy conditions. Guide policyholders on how to proceed with the claim. Identify reasons why full payment may not be made. Explain to policyholders when their claim is not covered. Contact tradespeople from a network of approved professionals and arrange for them to make repairs on the policyholder's property. Monitor the progress of a claim. Investigate potentially fraudulent claims. Liaise with solicitors, as well as other legal and claims professionals, and negotiate the terms of a claim. Prepare an initial estimate of costs and then closely monitor and keep a record of costs. Get advice from external specialists, such as loss adjusters and forensic accountants, on complex cases ensure fair settlement of a valid claim. Ensure the customer is treated fairly and that the customer receives excellent service in accordance with industry and company guidelines handle any complaints associated with a claim. Adhere to legal requirements, industry regulations and customer quality standards set by the company.

TECHNICAL SERVICES

POSITION: **SUPERINTENDENT CIVIL**
AREA: LYDENBURG X1
LEVEL: 05
SALARY: R402,161.45; R421,941.83; R442,013.58
DURATION: PERMANENT

REQUIREMENTS: Grade 12. N5-N6 in civil engineering. 3-5 Years relevant experience. Code B driving license; Sound Knowledge of Regulations Policies and Procedures pertaining to Roads & Storm-water. Computer literate; Good Communication Skills; Good supervisory skills. Interpersonal skills; Sound report writing and presentation skills.

KEY PERFORMANCE AREAS: Coordinates tasks/ activities associated with the implementation of procedures and, monitoring and reporting on sequences/ outcomes; Assessing the adequacy of Roads & Stormwater procedures, systems and controls associated with functions of the functionality. Verifying on previously identified contraventions, investigating newly reported problems, and finding the necessary solutions for such problems. Conducting general inspections to identify trend such as lack of materials or repairs to services. Performing health and safety audits. Monitoring the audits expenditure, progress and authorizing the necessary payments. Participating in operational discussions/ meetings. Communicating with the immediate supervisor and establishing technical details/ specifications and requirements for specific projects/ programmes and/or maintenance works. Analysing financial resource requirements against project scope and time frames with a view to optimizing utilisation, achieving cost effectiveness and input into the preparation of budgets. Preparing resource allocation schedules (cost, material and time spread) and priority programmes for execution and, conducting briefing sessions with specialist/ supervisory personnel/Staff and/ or contractors, explaining requirements and outcomes. Responding to urgent/ unscheduled work requests, allocating resources and providing direction/ guidance on requirements and expected outputs to management team. Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Monitors and evaluates progress with regards to Roads & Stormwater repair, water & sewerage construction, installation and maintenance type work. Performs specific administrative tasks/ activities associated with updating and maintaining records/ information related to the activities/ operations. Implements communication strategies with intra and inter-departmental management staff and external stakeholders.

POSITION: **ELECTRICAL SUPERINTENDENT**
AREA: LYDENBURG
LEVEL: 05
SALARY: R402,161.45; R421,941.83; R442,013.58
DURATION: PERMANENT

REQUIREMENTS: Grade 12. Trade Certificate. N5-N6 qualification. Wireman License would be an added advantage. 3-5 years relevant experience of 66 kV and 11 kV electrical networks and municipal experience. Code C1 driver's license. Must be computer literate. Must work overtime when required, including weekends and public holidays; Must be able to perform under pressure.

KEY PERFORMANCE AREAS: Plan and manage the maintenance activities by management of maintenance staff and provide planning and resource management to the department. Adherence to Occupational Health and Safety. Manage the substation's condition and operations. Planned maintenance programme. Asset management. Monitor and improve the security of substations and transformers. Assist in the planning and management of the substations and reticulation network and assist with the master plan and its implementation. Assist in the management of electrical network construction and installations and contract management. Administrative responsibilities. Budgeting and financial control. Communication. Undertake and manage investigation on theft and vandalism. Must be prepared to do after hours and weekend standby and to work after hours when required to do so. Responsible to ensure execution of Sections KPA's.

POSITION: **PLUMBER**
AREA: MASHISHING X1
LEVEL: 06
SALARY: R355,799.88; R373,884.62; R393,013.20
DURATION: PERMANENT

REQUIREMENTS: Grade 12. Trade test Artisan. Code EC driving License with PrDp. Experience of 2-3 years in plumbing. Required to work in all weather conditions. Required to work outside normal working hours during emergencies and planned overtime. Required to be on standby. Good communication skills. Must be able to work under pressure.

KEY PERFORMANCE AREAS: Co-ordinates activities associated with the construction and installations of water reticulation networks, by reading and interpreting drawings/ works orders detailing layout and specifications. Marking routes for the running in and laying of pipes and / or measuring, marking and drilling compacted surface using hand held power tools. Installing valves, flow meters and bends, join and diverts pipes using couplings and or seam welding techniques. Constructing support structures using bricklaying techniques and applying finishing procedures, sealing joints and seams plastering / covering open spaces. Inspecting works and communicating with the immediate superior with regards to test outcomes, adjustments and functionality of the installation prior to commissioning and operations. Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings. Completing 'critical inspection point' cycle and attending to the cleaning of drainage systems (unblocking treatment etc. Removing and replacing valves, seals and filtration devices controlling high and low pressure water reticulation and or controlling high and low pressure water reticulation and tightening/ loosening bolts and checking lubricants levels

COMMUNITY SERVICES

POSITION: **SENIOR INSPECTOR TRAFFIC (TRAFFIC SUPPORT OFFICE)**
AREA: LYDENBURG X1
LEVEL: 5
SALARY: R402,161.50; R421,941.83; R442,013.58
DURATION: PERMANENT

REQUIREMENTS: A Grade 12, Traffic Office's Diploma accredited by Institute of Traffic & Municipal officers of Southern Africa. Clearance for Peace Officer's Status (no criminal record), 5 - 8 years' relevant experience required of which 2 - 3 years' must be supervisory experience. Valid code EB Driver's Licence, Computer Literate MS Word & Excel.

KEY PERFORMANCE AREAS: Identifies with the Traffic Services strategy concerning service delivery, defines, implements, and monitors the short-term plans or Objectives for Law Enforcement functionality by Communicating with the Chief Traffic Officer on specific key performance areas (Public Safety, Traffic Services and or Disaster Management) with the view to aligning functions and service delivery objectives against the capacity and capabilities of the department. Defining or adjusting the role boundaries, workflow process and job design against laid down service delivery requirement. Supervise the Traffic Support Office (Warrants of Arrests).Ensure the coordination and compilation of reports on operations of the back-Office . Attending to the documentation and notification procedure, executing warrants of arrests.

POSITION: **SECRETARY COMMUNITY SERVICES**
AREA: LYDENBURG X1
LEVEL: 6
SALARY: R355,799.88; R373,884.62; R393,013.20
DURATION: PERMANENT

REQUIREMENTS: Grade 12. Certificate/Secretarial Certificate/ Office Administration Certificate and 3-5 years' experience in Municipal Environment. Valid driver license minimum Code B. Computer Literacy, excellent organizational skills and filing management are pre-requisites. Excellent verbal and written communication skills, with the ability to handle confidential matters. Good telephone etiquette is essential.

KEY PERFORMANCE AREAS: Co-ordinate's activities and requirements associated with the Office of the Director through the application of administrative and secretarial procedures and, execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, events/ functions and meetings. Administrative efficiency and effectiveness. Provision of a high-quality support to the office of the Director. Ability to produce notes, letters and memos on behalf of the Director without assistance. Minute taking, ability to organize, coordinate and set-up conferences, seminars and workshops for the office of the Director. Ability to prioritize issues that require the Director's attention. Arrange all appointments and keep the diary of the Director updated Receive and make telephone calls, receive visitors and attend to all queries. Provide general Secretarial functions including accommodation, travel and logistical arrangements, filing and report writing.

POSITION: **DISASTER MANAGEMENT OFFICER**
AREA: LYDENBURG X1
LEVEL: 06
SALARY: R355,799.88; R373,884.62; R393,013.20
DURATION: PERMANENT

REQUIREMENTS: Grade 12 Certificate. Bachelor's degree or National Diploma in Disaster Management or any relevant qualifications. 2 - 3 years' experience in Disaster Management. Conversant with the full package of Microsoft Office. Be physical fit and able bodied. Ability to communicate both in IsiZulu and English. No criminal record or pending cases. Code EB driver's license.

KEY PERFORMANCE AREAS: Manage and Control fire disaster incidents by ensuring rapid response and allocation and control of resources. Coordinate and monitor sequences associated with the provision of emergency/fire and rescue services, by implementing specific procedures during fire and rescue operations, instructing and or leading fire fighting teams and executing applications or sequences to control damage or disasters. Administer activities and functions of the fire and disaster Management section by coordinating resources and controlling staff. Coordinate and facilitate the development of the disaster management plan by developing the Disaster Management Policy for the Municipality. Identify and communicate risk and develop awareness programmes. Determine the adequacy of fire safety and disaster control procedures and issue compliance notifications for specific offences. Execute specific fire fighting and rescue applications during emergencies and assume the role of "Responsible Persons" on site. Conduct demonstrations and communication briefings at public facilities with the intention of empowering and capacitating individuals with basic safety awareness skills to identify and capably manage life threatening situations. Compile training schedules and plans to coordinate exercise or practice sessions on disaster management techniques and applications. Conduct inspections of structures and facilities in order to establish the adequacy of preventative measures, mitigating strategies and procedures. Assume control of on site operations and direct and implement procedures and plans to facilitate recovery and rehabilitation. Organise and arrange campaigns and programmes to provide communicate with information and advice on disaster prevention and recovery techniques. Monitor the effectiveness of campaigns and programmes and adjust strategy to accommodate a wider interest group through public announcements, talks ay schools and public events. Disseminate information and requirements necessary to stakeholders, role-players and management on specific resources and requirements necessary to maintain the efficiency and preparedness of institutional and community structures and systems to timeously respond to, and adequately deal with disasters and major incidents.

LOCAL ECONOMIC DEVELOPMENT & PLANNING

POSITION: **MANAGER LAND USE & SPATIAL PLANNING**
AREA: LYDENBURG X1
LEVEL: 01
SALARY: R644,043.24
DURATION: PERMANENT

REQUIREMENTS: Grade 12 plus B-Tech/Bachelor's Degree in Town Planning/ Urban Planning/Business Administration/Economics or Development Studies. 8 years of work experience of which 3 years should be on a supervisory level, preferably in local government. Registration with SACPLAN and GIS knowledge will be an added advantage. A valid driver's license is a pre-requisite.

KEY PERFORMANCE AREAS: Provide strategic leadership to spatial development, Land use management and building control management. Strategic support to Geographic Information system. Provide operational reports and manage stakeholder relationships. Manage Land Use Management applications. Provide support to the TCLM tribunal and appeal structures, Policy development, implementation and enforcement. Provide technical support and advisory services to the Municipality. Manage town planning services. Manage efficient and effective SPLUMA implementation, people's management.

POSITION: **GIS TECHNICIAN**
AREA: LYDENBURG X1
LEVEL: 03
SALARY: R511,287.56; R526,442.14; R550,656.36
DURATION: PERMANENT

REQUIREMENTS: Grade 12, National Diploma/Degree, or equivalent qualification in GIS/ Cartography/Surveying or related. 3-5 years' experience in similar environment. Practical knowledge of GIS software applications and GPS devices. Data analysis, strategic and operational planning will be an added advantage. Technical skill and ability to work under pressure. Good Communication skills is essential. Conflict management skills and must be able to handle stressful circumstances. Must have valid driver's License.

KEY PERFORMANCE AREAS: The GIS Technician will be responsible for making maps, customized Geographic Information Systems (GIS) applications and manipulating data to serve a variety of purposes. They will read and interpret maps, manipulate and understand digital land and data manage data entered into a GIS database. Selecting staff and allocating work. Monitoring work flow progress and work outputs (volume and quality). Translating spatial information requirements into programming specifications. setting and maintaining standards and protocols for: data capture, data storage and data backups. Resolving issues arising from data capture by, where necessary, onsite inspection and investigation. Liaise with Survey Administration and requesting field investigations to be undertaken. Liaising with other Municipal Departments, Governments and the private sector monitors delegated requests and queries. Interviewing users to determine programming and procedural requirements to produce graphical user interfaces (GUI's) for the users.

POSITION: **ASSISTANT TOWN PLANNER**
AREA: LYDENBURG X1
LEVEL: 06
SALARY: R355,799.88; R373,884.62; R393,013.20
DURATION: PERMANENT

REQUIREMENTS: Grade 12. Relevant 3 years qualification in Town/Regional Planning. Registered as a Technical/Professional Planner with the South African Council for Town and Regional Planners will be an added advantage. Knowledge and insight of PDA's, legislative application, Tribunal administration supporting the effective functioning of the tribunal. Knowledge of GIS, Computer literate. Valid driver's license is a pre-requisite. Three (03)- four (04) years' relevant experience preferable in Local Government.

KEY PERFORMANCE AREAS: Manage key processes, applications and requirements related to Development Frameworks and Spatial Frameworks. Co-ordinate key requirements associated with formulation and/or review of the Integrated Development Plan. Analyse and evaluate the Organisation performance against specific objectives and deliverables encapsulated in the plan. Evaluate and comment on statutory development application. Manage processes and procedures associated with provisions of a building inspectorate services. Control the implementation of procedures in respect to geographic data and information management processes. Disseminate functional information on the immediate, short and long term objectives and, current developments, problems and constraint. Co-ordinate specific administration and reporting requirements associated with key performance and result indicators of the functionality. Review and manage land use management system within town planning schem.

The application should be addressed to: The Municipal Manager, **Mr RS Makwakwa, Thaba Chweu Municipality, P.O Box 61, Lydenburg, 1120** or Hand delivered applications at the **Civic Centre, corner of Viljoen and Sentraal Street, Lydenburg, 1120 at Records Division.** Faxed or e-mailed applications will not be considered.

Enquiries should be directed to the Human Resource Manager, **Mr FP Maisane at (013) 235 7300.**

Application forms can be obtained from the following address: Civic Centre, Lydenburg-Corner of Viljoen and Sentraal Street, Mashishing Township-Thusong Centre, Graskop Municipal Offices-Corner Louis Trichard and Main Street, 8th Avenue Street, Sabie Municipal Offices, Nothern Areas-Leroro Library and downloadable at www.tclm.gov.za.

N.B: Applications without the prescribed TCLM application form will be disqualified. Successful applicants will be required to:

i. Sign an employment contract and, where applicable, a performance agreement.
ii. Disclosure of benefits and interest; and
iii. Undergo screening and vetting.

Thaba Chweu Municipality is committed to the achievement and maintenance of diversity and employment equity especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. Preference will be given to the candidates who have qualifications as required by the position. If you do not hear from us three (3) months after the closing date, kindly accept that your application was unsuccessful.

CLOSING DATE: 07 JUNE 2024 • TIME: 12:00 NOON

Mr. RS MAKWAKWA
MUNICIPAL MANAGER Notice

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