



# 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.

## POSITION: ASSISTANT ACCOUNTANT CREDIT CONTROL

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;  
R410 698.80

DURATION: PERMANENT

**REQUIREMENTS:** Grade 12, A relevant three 3 years' tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: MS Office. A minimum of 0-2 years' relevant experience required. National Treasury MFMA Municipal Minimum Competency certificate will serve as an added advantage.

**KEY PERFORMANCE AREAS:** Conducts work of a financial nature according to prescribed norms and standards under the general direction of an experienced accountant; and Basic working knowledge of applicable local government legislation (e.g. MSA, MFMA, and others as applicable). Inputs information from source documents into a computer system; Supplies information for a specific purpose; Drafts routine business communications; Generates and prints standard reports from a computer system; Locates & retrieves recorded details or requested items from a computer system payroll transactions.

## POSITION: ASSISTANT ACCOUNTANT SALARIES

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;  
R410 698.80

DURATION: PERMANENT

**REQUIREMENTS:** Grade 12. National Diploma in Payroll Administration Services/National Diploma in Financial Accounting or B. Com/Accounting/ Equivalent relevant qualification in Payroll and Tax administration. A minimum of 0-2 years' relevant experience in Payroll Management. Computer: MS Office. Must have knowledge of financial controls within Payroll Section. National Treasury MFMA Municipal Minimum Competency certificate will serve as an added advantage.

**KEY PERFORMANCE AREAS:** To be able to control the accuracy of data inputted into payroll system. Ensures that all adjustments for overtime, unpaid leave, maternity leave etc. they have been received from Human Resources and accounted for correctly in the payroll system. Ensures that salaries and the statutory payments are prepared as regulated in the MFMA section 66. Ensures that payroll is accurately integrated to the General ledger. Ensures that monthly EMP201 and yearly EMP501 reconciliations are timely submitted to SARS. Ensures that the insurance and emoluments attachments orders are deducted from the individual salary. Arrange for the distribution of the individual pay sheets prior to the payment. Handles all the queries related to salaries.

## DEPARTMENT OF TECHNICAL SERVICES

### POSITION: MANAGER: PROJECT MANAGEMENT UNIT (PMU)

AREA: LYDENBURG X1

LEVEL: 01

SALARY: R673 025.16

DURATION: PERMANENT

**REQUIREMENTS:** Bachelor 's Degree/B-Tech Degree Civil Engineering or Postgraduate Diploma in Project Management. Registration with Engineering Council of South Africa (ECSA) will serve as an added advantage. A minimum of 8 years or more relevant experience in construction project management. Computer literacy: MS Office and have good reporting and presentation skills. Valid Driver's License.

**KEY PERFORMANCE AREAS:** Manage the PMU team and respective outputs. Co-ordinate Project identification process in terms of the IDP. Be responsible for projects planning and design, including compiling business plans for new infrastructure; bid specifications and tender documents. Review project performance cash flow. Liaise with Provincial and Senior MIG Managers as well as other line function departments through formal, regular evaluation/ progress meeting and on ad hoc basis. Ensure project compliance with all applicable legislation, policies and conditions applicable to Municipal Infrastructure Grant. Submitting monthly, quarterly, bi-annual and adhoc reports to CoGTA as determined in the applicable legislation by the MIG management unit. Certify work done by service providers and prepare monthly certificate for approvals and payments to ensure that projects are implemented within deliverables, time frame, budget constraints, application legislations, requirements, compliance etc. Provide technical advice and guidance to projects on behalf of the employer. Monitor Engineer-consultants and contractor 's performance against agreed terms and conditions through on-going interaction with site personnel, on site inspections etc. and alerting the contractors and consultants to any acts of non-performance. Conduct site visits to ensure compliance with business plan conditions. Provide technical

support to non-technical departments on planning, construction and implementation of capital projects. Liaise with internal and external stakeholders. Coordinate regular progress project stakeholder meetings. Coordinate the handover of completed PMU projects. Perform relevant administration functions and any other duties pertaining to PMU as may be directed by the immediate supervisor. Adhere to all relevant construction conditions of contracts when monitoring projects

### POSITION: TECHNICIAN CIVIL (SUPERINTENDENT) (RE-ADVERT)

AREA: LYDENBURG X1 GRASKOP X1

LEVEL: 05

SALARY: R420 258.84; R440 929.20;

R440 929.20; R461 904.20

DURATION: PERMANENT

**REQUIREMENTS:** Grade 12 certificate. A relevant National Diploma in Civil Engineering. Computer Literacy: MS Office. Valid drivers' license. A minimum of 3-5 years of relevant experience.

**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: SUPERINTENDENT WATER AND SEWER

AREA: MASHISHING X1

LEVEL: 05

SALARY: R 420 258.84; R 440929.20;

R 461 904.00

DURATION: PERMANENT

**REQUIREMENTS:** Grade 12. N6 in Civil Engineering with Trade Test Certificate in Plumbing or National Diploma Civil Engineering. Driver's license. Communication skills. 2-3 years' relevant experience.

**KEY PERFORMANCE AREAS:** Ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for monitoring and supervising the activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed. Monitor the utilization, application and maintenance of machinery, equipment, tools and material. Performing administrative and human resources related activities to ensure effective and optimal utilization of resources. Performing driver activities using a vehicle to ensure the transporting of machinery, equipment and people to and from the workplace.

### POSITION: SENIOR PROCESS CONTROLLER

AREA: GRASKOP X1

LEVEL: 06

SALARY: R 371 810.88; R 390 709.44;

R 410 698.80

DURATION: PERMANENT

**REQUIREMENTS:** Grade 12, N3 (NTC III) in Water & Wastewater Treatment Practice/ National Diploma (NQF 6). Registered as a Class V Process Controller as classified through DWS Regulation no:2830. At least 3 years in Water and/or Wastewater Treatment Works Operations

**KEY PERFORMANCE AREAS:** Procure chemicals and materials to ensure adequate stock levels; checking process trends and make necessary adjustments to achieve targets; ensure proper record keeping of all the activities in the plant; checking and reporting hazardous problems; supervise Process controllers, Screen attendants and General workers; ensure that water treatment processes and procedures are adhered to and comply with Water Act. No.36 and SANS 241 guidelines; liaising with Water quality technician and lab staff for raw and effluent wastewater quality problems; following up on reported breakdowns to facilitate plant and machine changeovers; allocating and monitoring operational duties to plant operators /process controllers, and general workers; planning staff shift roster.

## DEPARTMENT OF LED AND PLANNING

### POSITION: BUILDING CONTROL OFFICER

AREA: LYDENBURG X 1

LEVEL: 6

SALARY: R371 810.88; R390 709.44;

R410 698.80

DURATION: PERMANENT

**REQUIREMENTS:** Grade 12 certificate. Minimum NQF Level 6 qualification in Architecture, Building Science, Building Control Structural Engineering as stipulated in the National Building Regulations. Computer Literacy: MS Office; Valid driver's license. Minimum of 3-5 years' experience in Building Industry. Registration with SACAP will serve as an added advantage. Must be eligible to be registered as a Peace officer (Law Enforcement officer).

**KEY PERFORMANCE AREAS:** Perform the regulation and coordination function designated to the Building Control Officer in terms of the National Building Regulations and Standard Act 103 of 1977 in order to deliver a satisfactory service with regard to building plans. Scrutinize building plans for recommendations purpose. Proper adherence to prescribed timeframes in accordance with the relevant legislation in order to ensure that the legislative requirements of the Building Standards and National Building regulations are adhered to. Ensure compliance with relevant. Coordinate and manage the inspection of all illegal building activities. Implement necessary penalties as approved by Council. To ensure the legislative requirements of the Building Standards and National Building Regulations are adhered to. Ensure effective financial operation of the section within the framework of financial legislation. Ensure that human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms productivity and performance to contribute the collective and general understanding of the building control matters, standards and legislation.

## DEPARTMENT OF COMMUNITY SERVICES

### POSITION: SENIOR INSPECTOR TRAFFIC (WARRANT) (RE-ADVERT)

AREA: LYDENBURG X1

LEVEL: 5

SALARY: R420 258.84; R440 929.20;

R440 929.20; R461 904.20

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 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. Inspecting work sites and or conducting observations of work sequences and determining the extent of awareness and or the need for corrective or remedial measures. Attending to the documentation and notification procedure, executing warrants of arrests.

### POSITION: DISASTER MANAGEMENT OFFICER (RE-ADVERT)

AREA: LYDENBURG X1

LEVEL: 06

SALARY: R371 810.88; R390 709.44;

R410 698.80

DURATION: PERMANENT

**REQUIREMENTS:** A Relevant tertiary qualification in Disaster (Risk) Management. DMISA Registration (Technician), Computer Literacy: MS Office, Three (3) - five (5) years' experience in the field in Disaster Management. Be physically fit and able-bodied. No criminal record or pending cases. Valid 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 firefighting 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 programs. Determine the adequacy of fire safety and disaster control procedures and issue compliance notifications for specific offences. Execute specific firefighting 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. Organize and arrange campaigns and programs to provide information and advice on disaster prevention and recovery techniques. Monitor the effectiveness of campaigns and programs 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.

### 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, 8<sup>th</sup> Avenue Street, Sabie Municipal Offices, Nothern Areas-Leroro Library and downloadable at [www.tclm.gov.za](http://www.tclm.gov.za)

**N.B: Applications without the prescribed TCLM application form will be inevitably disqualified.**

**Successful applicants will be subjected to:**

- Sign an employment contract and, where applicable, a performance agreement.
- Disclosure of benefits and interest; and
- 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: Friday, 07<sup>th</sup> February  
2025 @ 12H00.**

**MR. RS MAKWAKWA  
MUNICIPAL MANAGER**