



EXTERNAL/INTERNAL ADVERTISEMENT

Address: 9 Muller Street East, P O Box 551 Bethlehem 9700 **Tel:** 058 303 5732 | **Website:** www.dihlabeng.gov.za

The Municipality hereby invites applications from experienced, committed and energetic individuals with vision for appointment to the following positions.

OFFICE OF THE EXECUTIVE MAYOR

STRATEGIC MANAGER

Salary: R479 614.82 per annum (Job level 0 of a Grade 8 Municipality)
Requirements: B-degree or equivalent qualifications. Valid driver's license. Experience in a senior supervisory managerial position within the administration field of a large organization.
Duties: general management and administration of the office of the Executive Mayor. Provide support to the Executive Mayor on the political responsibilities of the office. Facilitate communication between the political and administrative offices. Co-ordinate ward committee meeting s and community development. Prepare reports. Liaise with administrative office of the Municipal Manager and ensure accountability of officials in the office of the Executive Mayor to the office of the Municipal Manager.

PERSONAL ASSISTANT

Salary: R387 208.73 per annum (Job level 2 of a Grade 8 Municipality)
Requirements: Equivalent qualifications. Computer skills. Strong personal and communication skills. Ability to work to deadlines and under pressure. Maintain absolute confidentiality.
Duties: Manage the appointments of the Executive Mayor consistent with the functions, exercise of power and discharge of duties conferred on the Executive Mayor. Perform functions and discharge duties on behalf of the Executive Mayor as delegated by the Executive Mayor. Render support to the Executive Mayor. Facilitate and manage the interface of the office of the Executive Mayor with the administration of the municipality and other stakeholders.

SECRETARY

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Requirements: National Diploma or equivalent qualifications. Computer literate.
Duties: Provide secretarial support to the office of the Executive Mayor and attend to specific office support/clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of document/correspondence and communicating with visitors and officials. Source and make available routine information pertaining to scheduled activities of the section.

4 x MAYCO ADMINISTRATIVE OFFICERS

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Requirements: National Diploma or equivalent qualifications. Computer literate. Driver's license.
Duties: Provides secretarial support to the office and attends to specific clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/correspondence and communicating with officials sourcing and making available routine information pertaining to scheduled activities of the department.

2 X COMMUNITY DEVELOPMENT CO-ORDINATORS

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Requirements: National Diploma or equivalent. Valid drivers license.
Duties: Planning and co-ordination of meetings with various departments, consultants and the public. Interacting with the relevant stakeholders and making available information on the strategy and / or explanations on the different projects. Participating in the determination of functional objectives with due consideration given to the needs of the community encompassed in the Community Development Strategy. Analyzing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on priorities, indicators and action plans.

ADMINISTRATIVE CLERK

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Qualifications: Grade 12 or equivalent and relevant experience in administration functions in the Municipality. Be able to communicate well with members of the public and politicians. Computer literate. Ability to work independently and prepared to sometimes work long hours if required.
Duties: General administrative functions of the section. Provide administrative support to Manager Mechanical Workshop and Supervisors. Answering of the telephone receives and sends faxes and e-mails and making photo copies. Typing of all correspondence and filing. Issue memos and instructions as requested by the Manager.

OFFICE OF THE SPEAKER

MANAGER

Salary: R479 614.82 per annum (Job level 0 of a Grade 8 Municipality)
Requirements: B-degree or equivalent qualifications. Valid driver's license. Experience in a senior supervisory managerial position within the administration field of a large organization.
Duties: general management and administration of the office of the Speaker. Provide support to the Speaker on the political responsibilities of the office. Co-ordinate and facilitate public participation activities. Co-ordinate ward committee meeting s and community development.

PERSONAL ASSISTANT

Salary: R387 208.73 per annum (Job level 2 of a Grade 8 Municipality)
Requirements: Equivalent qualifications. Computer skills. Strong personal and communication skills. Ability to work to deadlines and under pressure. Maintain absolute confidentiality.
Duties: Manage the appointments of the Speaker consistent with the functions, exercise of power and discharge of duties conferred on the Speaker. Perform functions and discharge duties on behalf of the Speaker as delegated by the Speaker. Render support to the Speaker. Facilitate and manage the interface of the office of the Speaker with the administration of the municipality and other stakeholders.

SECRETARY

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Requirements: National Diploma or equivalent qualifications. Computer literate.
Duties: Provide secretarial support to the office of the Speaker and attend to specific office support/clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of document/correspondence and

communicating with visitors and officials. Source and make available routine information pertaining to scheduled activities of the section.

COUNCIL ADMIN SUPPORT

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Requirements: National Diploma or equivalent. Computer literacy, 2 – 3 years' experience.
Duties: co-ordinates activities and requirement associated with the office of the Speaker 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 meeting.

2 X DRIVERS

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Requirements: An appropriate level of Secondary education. A valid drivers license. Advance driving course with accredited institutes will be an advantage.
Duties: Performs tasks/activities associated with the transportation of material/ equipment and personnel from the office of the Speaker and delivering Council's agendas.

OFFICE OF THE MUNICIPAL MANAGER

SECRETARY

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Requirements: National Diploma or equivalent qualifications. Computer literate.
Duties: Provide secretarial support to the office of the Municipal Manager and attend to specific office support/clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of document/correspondence and communicating with visitors and officials. Source and make available routine information pertaining to scheduled activities of the section.

MESSENGER

Salary: R106 975.61 per annum (Job level 12 of a Grade 8 Municipality)
Requirements: Grade 12. Code C1 drivers' license
Duties: Undertakes tasks / activities associated with the collection, batching and distribution of mail and other related correspondence / documentation and providing general office support.

UNIT: ROSENDAL

SUPERVISOR

Salary: R235 809.80 per annum; (Job level 6 of a Grade 8 Municipality)
Requirements: Grade 12 or equivalent qualifications with 4 – 5 years' experience in supervision. Code EC drivers' license and valid professional drivers permit license.
Duties: Co-ordinates and control the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives. Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meeting / counselling and / or other approved methods designed to improve and motivate personnel. Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans. Addressing workplace conflict / conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. Assessing and introducing measures to facilitate understanding of processes and procedures with respect to cleaning and waste handling applications and / or providing input into specific training requirements. Co-ordinates specific administrative and reporting requirements, by preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection. Completing instructional / operational documentation (vehicle log sheets; overtime schedules; timesheets) extracting information from activity lists and forwarding for approval and processing. Procedural records and registers of inspections and incidents and, providing details during internal assessment. In order to ensure administrative sequences dictating reporting.

DIRECTORATE: PUBLIC WORKS

SECTION: MECHANICAL ENGINEERING FOREMAN

Salary: R235 809.80per annum (Job level 6 of a Grade 8 Municipality)
Qualifications: N2 motor mechanic+ + trade test. 5 years' experience. Good leadership skills.
Duties: Performs activities associated with maintenance of the fleet, building using hand held tools and equipment and provides guidance to the teams through demonstration or explanations of specific sequences associated with allocated tasks. Supervision of staff. Fleet management i.e. log books, vehicle registrations, accident reports. Report to the Manager.

ADMINISTRATIVE CLERK

Salary: R165 265.11 per annum (Job level 8 of a Grade 8 Municipality)
Qualifications: Grade 12 or equivalent and relevant experience in administration functions in the Municipality. Be able to communicate well with members of the public and politicians. Computer literate. Ability to work independently and prepared to sometimes work long hours if required.
Duties: General administrative functions of the section. Provide administrative support to Manager Mechanical Workshop and Supervisors. Answering of the telephone receives and sends faxes and e-mails and making photo copies. Typing of all correspondence and filing. Issue memos and instructions as requested by the Manager.

3 X ARTISANS

Salary: R198 468.44 per annum (Job level 7 of a Grade 8 Municipality)
Qualifications: N2 + trade test with 2 years' experience.
Duties: Co-ordinates and controls the set-up, work in progress and completion of specialized tasks activities associated with the mechanical maintenance and repairs of diesel / petrol heavy plant and vehicles including monitoring and correcting the productivity and performance output.

3 X ARTISAN ASSISTANTS

Salary: R106 975.61 per annum (Job level 12 of a Grade 8 Municipality)
Qualifications: Grade 12. 2 experience.
Duties: Performs specific mechanical activities supporting the Artisan during the maintenance and repair of plant and vehicles, removing and replacing worn out/punctured tyres, defective components. Loosening and fastening bolts, flushing and cleaning of engines, attending to, and / or holding parts clamps and tension springs during replacement brake linings hoes.

ARTISAN ELECTRICIAN

Salary: R235 809.80 per annum (Job level 6 of a Grade 8 Municipality)
Qualifications: Electrical Artisan with N6. License, single phase tester.
Duties: Performs maintenance, repair, installation and commissioning activities in accordance with safety standards, the Occupational Health and Safety Act and statutory appointments by: conforming to general machinery regulations, general administration regulations, general safety regulations, environmental regulations and driven machinery regulations. Responsible for safe work place and resources. Performing standby duties on a scheduled basis.

2 X METER AND TEST TECHNICIANS

Salary: R266 968.24 per annum (Job level 5 of a Grade 8 Municipality)
Qualifications: National Diploma for technicians (S4/N6) (HC/Power Engineering). ORHVS (Authorised for access and responsible person will serve as an advantage). 2 – 3 years' experience.
Duties: Maintain the accuracy of single and three phase electric meters in residential, commercial and industrial facilities including the repair, maintenance, installation, calibration and testing of single and three phase metes used in a variety of facilities and computer recordkeeping; Test, repairs and adjust protective relays, meters, clocks, recorders and instruments located in substations and pumping stations; tests, repairs and calibrates solid state equipment; performs load surveys by timing watt-hour meters.

2 X SPECIAL WORKMEN (SEMI-ELECTRICAL)

Salary: R165 265.11 per annum (Job level 8 of a Grade 8 Municipality)
Qualifications: Grade 12 or equivalent qualifications with 1 – 2 years' experience. Basic electrical engineering theory (Module 0 – 3 or N2)
Duties: Maintains equipment and structures by: responding to call outs and prompts from the dispatcher during abnormal conditions and power supply interruptions. Restoring equipment and structures on lines and substations by replacing, securing and cleaning plant and equipment under supervision. Executing foot and vehicle patrols to identify capture and report faulty plant and abnormal conditions. Reporting all safety incidents, unsafe conditions and abnormal conditions to immediate supervisor. Using and caring for personal protective equipment as per requirement.

12 X GENERAL WORKERS

Salary: R87 723.52 per annum (Job level 18 of a Grade 8 Municipality)
Qualifications: Grade 10
Duties: Performing general labour activities associated with the section in which the vacancy exist, using hand held tools and materials needed to complete certain task related to specific position.

SECTION: TOWN PLANNING

MANAGER: TOWN PLANNING

Salary: R479 614.82 per annum (Job level 0 of a Grade 8 Municipality)
Qualifications: B Degree / BTech in urban or regional planning, environmental planning, urban design. A 5 year appropriate qualification experience. Registered with SACPLAN. Good communication and negotiating skills. Valid driver's licence.
Duties: Thorough knowledge of the principles and practices of municipal land use planning. Knowledge of the subdivision and shoreland and municipal zoning statutes. Some knowledge of civil engineering including use of survey equipment, map making and reading, and photo interpretation. Ability to analyze and interpret laws, ordinances, rules and regulations. Ability to keep varied records, to assemble and organize data, and to prepare standard reports from records. Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public. Knowledge of the principles and practices of planning, design and development. Knowledge of the techniques of graphics and layout.

SECTION: WATER AND SANITATION

MANAGER: WATER AND SANITATION

Salary: R479 614.82 per annum (Job level 0 of a Grade 8 Municipality)
Qualifications: National Diploma. Civil Engineering. Applicable knowledge and experience in the field or water and sewerage supply and purifications.
Duties: Water and sanitation design, construction and maintenance, determination of bulk contributions, WSDP development and implementation, engineering surveying, project management, management of carants and internal infrastructure programmes, management of Blue and Green Drop.

SENIOR PROCESS CONTROLLER – WATER TREATMENT WORKS

Salary: R266 968.24 per annum (Job level 5 of a Grade 8 Municipality)
Qualifications: National Diploma in water care or equivalent qualification. 3-4 years' experience for water and sanitation. Valid drivers' license.
Duties: Will be responsible for all the operations of water purification and distribution. Waste water collection and purification in terms of general standards applicable to waste water treatment. Will ensure the implementation of Emergency Response Protocol in case of any failure. Attend Catchment Management Forum meeting to represent Dihlabeng Local Municipality. Will oversee the implementation and updating of Water Safety and Security Plan from time to time. Will ensure the implementation of Drinking Water Quality Monitoring Programme in all the Water Scheme in Dihlabeng. Will ensure the compliance of standards applicable to maintenance and repairs of all water and sewer infrastructure. Enforce the water and sewer by-laws. Manages the staff and maintain discipline. Ensure the Blue and Green Drop regulation and standards.

UNIT CLARENS

HOUSING CLERK

Salary: R165 265.11 per annum (Job level 8 of a Grade 8 Municipality)

Qualifications: Grade 12 or equivalent and relevant experience in administration functions in the Municipality. Be able to communicate well with members of the public and politicians. Computer literate. Ability to work independently and prepared to sometimes work long hours if required.
Duties: General administrative functions of the section. Provide administrative support to Manager Mechanical Workshop and Supervisors. Answering of the telephone receives and sends faxes and e-mails and making photo copies. Typing of all correspondence and filing. Issue memos and instructions as requested by the Manager.

UNIT FOURIESBURG

STADIUM CARE TAKER

Salary: R165 265.11 per annum (Job level 8 of a Grade 8 Municipality)
Qualifications: Grade 12
Duties: Co-ordinates and control activities associated with cleaning and maintenance requirements, allocating tasks and monitoring performance levels external and internal personnel.

4 X GENERAL WORKERS

Salary: R87 723.52 per annum (Job level 18 of a Grade 8 Municipality)
Qualifications: Grade 10
Duties: Performing general labour activities associated with the section in which the vacancy exist, using hand held tools and materials needed to complete certain task related to specific position.

STORES CLERK

Salary: R165 265.11 per annum (Job level 8 of a Grade 8 Municipality)
Qualifications: Grade 12 or equivalent and relevant experience in administration functions in the Municipality. Be able to communicate well with members of the public and politicians. Computer literate. Ability to work independently and prepared to sometimes work long hours if required.
Duties: General administrative functions of the section. Provide administrative support to Manager Mechanical Workshop and Supervisors. Answering of the telephone receives and sends faxes and e-mails and making photo copies. Typing of all correspondence and filing. Issue memos and instructions as requested by the Manager.

UNIT BETHLEHEM

5 X DRIVERS

Salary: R106 975.61 per annum (Job level 12 of a Grade 8 Municipality)
Qualifications: An appropriate level of Secondary education. A valid drivers license. Advance driving course with accredited institutes will be an advantage.
Duties: Performs tasks/activities associated with the transportation of material/ equipment and personnel from the office of the Speaker and delivering Council's agendas.

5 X GENERAL WORKERS

Salary: R87 723.52 per annum (Job level 18 of a Grade 8 Municipality)
Qualifications: Grade 10
Duties: Performing general labour activities associated with the section in which the vacancy exist, using hand held tools and materials needed to complete certain task related to specific position.

UNIT PAUL ROUX

HOUSING CLERK

Salary: R165 265.11 per annum (Job level 8 of a Grade 8 Municipality)
Qualifications: Grade 12 or equivalent and relevant experience in administration functions in the Municipality. Be able to communicate well with members of the public and politicians. Computer literate. Ability to work independently and prepared to sometimes work long hours if required.
Duties: General administrative functions of the section. Provide administrative support to Manager Mechanical Workshop and Supervisors. Answering of the telephone receives and sends faxes and e-mails and making photo copies. Typing of all correspondence and filing. Issue memos and instructions as requested by the Manager.

SWITCHBOARD OPERATOR

Salary: R145 363.52 per annum (Job level 9 of a Grade 8 Municipality)
Qualifications: National Diploma or equivalent qualifications. Computer literacy. Excellent communication skills.
Duties: Assist with the switchboard operations eg. Answering all incoming calls, transfer them through to the person requested, taking messages at the request of officials who are not available, handling enquiries concerning changed telephone numbers as and when required to do so.

Applicants should submit their letters of application, CV and certified copies of their certificates to:

Corporate Services
PO Box 551
BETHLEHEM
9700

Not later than Friday 14 October 2016 at 16h30.
NB: Faxed applications shall not be considered.
Enquiries: Mr T E Posholi, Tel: 058 303 5732 x 3006

Council reserves the right to appoint or not appoint any candidate if in its view no suitable candidate could be found. Canvassing for appointment to the position and corroborating proof thereof will result in the disqualification of a candidate. Candidates, who meet the abovementioned competencies, will be discretion of the Council be formally assessed as part of the selection process. If interested in these challenging and well rewarding positions please send a complete CV, certified copies of the required qualifications and application letter to the **Corporate Services, Municipal Head Quarters, Bethlehem. 9700.** Only short listed candidates shall be communicated with. If you have not received a response within 30 days after the closing date, consider your application as unsuccessful.

BUSA MOLATSELI
MUNICIPAL MANAGER
NOTICE NO: 9/2016