



RUSTENBURG LOCAL MUNICIPALITY

**“A World Class City
where all communities enjoy the high quality of life”.**

EXTERNAL ADVERTISEMENT

The Rustenburg Local Municipality seeks to fill the following vacancies.

Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.

1. OFFICE OF THE SPEAKER

1.1 RESEARCHER: MPAC (REF: OS 1.1)

Salary: R432 252 / a (Level 3)

Qualification Requirements: National Diploma in Public Administration, plus 3 years applicable experience, plus a valid driver's licence.

Knowledge & Skills: Computer literacy, good communication skills, conflict resolution and report writing.

Duties: Main duties will include, but not limited to research of information from different departments: Outside and internal for the sufficient and effectiveness administration in the MPAC.

1.2 UNIT MANAGER: PUBLIC PARTICIPATION (SPEAKER'S OFFICE) (REF: OS 1.2)

Salary: R 436 296 – R545 964 / a (Level 2) plus Transport Allowance Scheme

Qualification Requirements: B-Degree of equivalent qualification in Local Government and Policy Development, plus a minimum of years applicable experience of which 3 years must be at middle management level, plus a valid driver's licence.

Knowledge & Skills: Good planning and organisation skills, computer literacy, decision – making and analytical skills, problem solving and report writing skills, basic understanding of public participation process through understanding of Local

Rustenburg Local Municipality: Unit: Human Resources, P O Box 16, Rustenburg, 0300. Tel: (014) 590 3016/3200. **““A world-class city where all communities enjoy a high quality of life”**

Government legislation, previous work experience in Local Government

Duties: Responsible for providing / refining and implementing public participation process and policy, conduct research on public participation process, coordinate all public participation programmes for different directorates, provincial and national.

The successful applicant will be expected to provide his/her own suitable vehicle to execute official duties, in accordance with the Transport Allowance Scheme.

2. DIRECTORATE: PUBLIC SAFETY

2.1 MANAGEMENT REPRESENTATIVE (REF: DPS 2.1)

Salary: R 303 720 – R335 388 / a (Level 6)

Qualification requirements: Gr. 12 plus a Examiner of vehicles Grade “A” Diploma. At least 2 years’ experience as Management Representative VTS or Senior Examiner of vehicles.

Knowledge & Skills: Trained to be fully conversant with the procedure’s as contained in the latest procedure as contained in the latest procedure manuals for e-Natis operators. Sound knowledge of the National Road Traffic Act 93/96, SANS 10047 and SANS 10216.

Duties and Responsibilities: Ensure that all levels of technical and managerial competence required at the station are maintained. Submission of statistical returns to the MEC North West Province. Handle technical queries and customer complaints. Maintaining of the quality management system.

2.2 STATION COMMANDER: SAFETY (EMERGENCY & DISASTER) (REF: 2.2)

Salary: R 275 100 – R 303 720 / (Level 7)

Qualification Requirements: A higher certificate in Fire Technology plus Basic Ambulance Certificate BAC, SAESI 1041 Fire Service Instructor accreditation, and Valid Level 3 First Aid Certificate, plus valid code C Driver’s License, plus 5 years applicable experience, whereof 3 years in supervisory capacity, plus Fire Investigating or Advance Fire Prevention.

Knowledge & Skills: Management skills, fire safety knowledge, pre-plans, OHS Act, Municipal Law Enforcement, SANS Codes of practice and computer literacy. Knowledge of rational designs and analysis of Fire Safety plans for new and existing structural developments compliance. Knowledge in fire safety audits. Multi discipline / multi sectoral Law enforcement operations and enforcement of municipal by-laws in field of operation and competency. Compressed hours including standby duties apply to this position.

Duties: Conduct inspections in all developments in municipal jurisdiction and provide valid records on Certificates of Occupancy (CoC) to be issued regarding Departmental turnaround time. Attend to administrative matters relating to Fire Safety, compile written reports of all inspections conducted including architectural meetings, conduct pre-planning and inspections, compilation of fire safety procedures (SOP's), conduct public safety awareness campaigns, conduct / apply law enforcement and institute legal proceedings where offence occurs, respond to all categories of incidents.

3. DIRECTORATE: ROADS & TRANSPORT

3.1 COORDINATOR: INDUSTRY TRANSITION (REF: 3.1)

Salary: R466 716 / a (An all - inclusive package on a 3-year fixed term contract)

Qualification Requirements: National Diploma Transport, Logistics or equivalent. Code EB driver's licence. 2 – 3 years' experience

Knowledge & Skills: Computer literacy (MS Word, Excel, Power Point and MS Project. Managerial and supervisory skills. Human relations and communication skills. Ability to give attention to detail and can work under pressure. Conflict handling skills.

Duties and responsibilities: Coordination of input regarding the annual capital and operational budget of the RRT
Coordinate budget control and implementation of methods to stay within budget limits.
Compiling monthly and quarterly reports
Assist in monitoring of the taxi and bus industry transition to ensure transformation and ensure smooth process on the engagements between the taxi and bus representative structure and RLM.
Attendance of meetings, makes recommendations and action items

4. DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

4.1 MECHANIC (PETROL & DIESEL) (REF: 4.1)

<u>Salary:</u>	R 204 276 – R 236 988 / a (Level 9)
<u>Qualification requirements:</u>	N2 plus Mechanic with Trade Certificate and 2 years' experience after apprenticeship plus valid driver's license.
<u>Knowledge & Skills:</u>	Extensive knowledge of heavy duty diesel vehicle and / or light duty petrol vehicle plus ability to work after working hours if required.
<u>Duties:</u>	Repair and maintain of heavy and light duty vehicles. Attend to complaints and breakdown calls. Order spares as required. Attend to hydraulics mechanical and electrical breakdowns.

4.2 ARTISAN (BOILER-MAKER) (REF: 4.2)

<u>Salary:</u>	R 204 276 – R 236 988 / a (Level 9)
<u>Qualification Requirements:</u>	N2 plus National Trade Certificate, valid EB driver's license and 2 year's relevant experience.
<u>Knowledge & Skills:</u>	To fabricate, lay-out, position, and fit parts of structural metal products and thereby ensuring minimum plant downtime with maximum performance.
<u>Duties:</u>	Good housekeeping, regular plant maintenance improvement and modification of equipment, conduct planned and un-planned maintenance, safety adherence, supervision of engineering aides and assistants.

4.3 ARTISAN (FITTER) (REF: 4.3)

<u>Salary:</u>	R 204 276 – R 236 988 / a (Level 9)
<u>Qualification Requirements:</u>	N2 plus National Trade Certificate (Fitter), valid EB driver's license and 2 years relevant experience.
<u>Knowledge & Skills:</u>	Excellent knowledge in the operation and maintenance of pumps, ability to work under pressure and to work overtime and standby when needed.
<u>Duties:</u>	Oversee operations and maintenance of Water and sewer pumps.

4.4 SUPERINTENDENT (MECHANICAL WORKSHOP) (REF: 4.4)

Salary: R 303 720 – R 335 388 / a (Level 6) plus Travelling Allowance Scheme

Qualification Requirements: National Diploma in Mechanical and Trade Test, plus 3 years' experience in Mechanical engineering background and Supervision, plus valid drivers license.

Knowledge & Skills: Knowledge of plant plan preventative maintenance, critical thinking and good communications, section planning and budget management and knowledge of Microsoft Office and Internet. Section planning & budget management experience.

Duties: Management performance of routine maintenance work as per schedule. Identify faults and repair breakdowns, maintain safe, health, efficient and clean working environment, apply safe working environment, order spares and components as needed, manage projects where cross cutting solutions regarding similar breakdown problems are implemented and monitor general maintenance standards of structures and machinery.

Please note that **NO** application without certified copies of qualification certificate and other relevant documents will be considered. Successful candidate will be subjected to security clearance and criminal record and qualification verification.

You are invited to submit a comprehensive CV quoting the relevant reference number to the Directorate: Corporate Support Services, Cnr Nelson Mandela & Beyers Naude Drive – Rustenburg or P. O. Box 16, Rustenburg, 0300.

Mark your envelope “**VACANCY**” and please note that **NO** application without certified copies of qualification certificates and other relevant documents will be considered.

Any further telephonic enquiries should be directed to the Directorate: Corporate Support Services, at telephone number (014) 590 3016: Ms Kagiso Mabale / 014 590 3200 Mr Gabriel Chauke

Preference will be given to applicants in line with the approved Employment Equity Plan of the Rustenburg Local Municipality. Asians, Coloureds, Whites and disabled people are also advised to apply for the positions.

All positions will be subjected to security clearance and criminal record and qualification verification.

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CLOSING DATE: 23 JUNE 2017 AT 16:00

Notice number: 22/2017

FOR OFFICE USE:

The affected Directorates are expected not to do the shortlisting without Human Resources representative or Employment Equity Manager. Failure to do so, shortlisting will not be considered.

Directorate / s

Office of the Speaker
Technical & Infrastructure Services
Rustenburg Rapid Transport
Public Safety

Reference no: 4/4/2/2
Vote number : 030/044/0101

PLACING

City Press : 04 June 2017
Platinum Weekly : 02 June 2017