

RUSTENBURG LOCAL MUNICIPALITY



INTERNAL / EXTERNAL ADVERTISEMENT

"A World Class City where all communities enjoy the high quality of life".

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 MUNICIPAL MANAGER

1.1 MANAGER: STRATEGY& PLANNING (REF: OMM -1.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 50737 dated 30 May 2024 (i.e. Minimum R 1 283 670 Midpoint R1 528 180 and Maximum R1 724 407 /annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- Grade 12
- B-Degree in Strategic Planning / Strategic Management / Public Administration
- 8 or more years' experience in strategic management within local government environment with at least 5 years at management level and have proven successful institution transformation within public or private sector.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with the minimum regulations on competency level of 2007 or attaining within eighteen (18) months from date of appointment.
- Computer literacy
- A valid driver's licence.

Knowledge & Skills

- Planning and organising skills, strategic management skills, business management skills, interpersonal skills, report writing, computer literacy, problem solving skills, presentation skills, analytical skills project management skills, knowledge of planning procedures and regulations, a broad understanding of environment management and a comprehensive understanding of Municipal processes as well as strategy planning and monitoring.

Duties and Responsibilities:

- Implements and contributes to the development and review of credible plans including the Integrated Development Plan (IDP) and Service Delivery Implementation Plan (SDBIP).
- Advises and supports the Municipal Manager on strategic decisions.
- Draws up strategic business plans, oversees the development and monitoring of IDP and PMS.
- Prepares a business and project plan to develop and implement strategic business plans for the Municipality per Directorate.
- Facilitates structured and unstructured PMS related support programs to ensure increased capacity.
- Research & analyse information critical for strategic planning & direction of the Municipality.
- Design strategic business plans for the Municipal Manager with a view to achieving the desired goals of the IDP and related Council policies and resolutions.
- Coordinate the compilation of the strategic plans for the municipality.
- Develop, update and implement the Integrated Development Plan (IDP)
- Monitor the municipality's progress against the IDP by collating performance data
- Evaluate and process the performance data.
- Inform Council of progress against the plan and whether this progress is impacting on achievement of the vision of the Municipality.
- Analyze, collate and edit all the departmental performance reports. Compile the annual performance report in alignment with the reporting format required by the national treasury and MEC for Local Government.
- Submit the report to the Office of the Auditor General, Council and the MEC for Local Government.
- Publish the report for public hearings and comments. Represent the strategy and planning unit in all meetings and forums to ensure good flow of information.
- Assist internal and external auditors ensuring that all matters raised by these auditors in queries, management letters and audit reports are addressed.
- Attend meetings within the Office of the Municipal Manager and with Council.

1.2 RISK OFFICER (REF: OMM -1.2)

Salary: R671 916/a (Level 3) Plus Transport Allowance Scheme

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

Requirements:

- Grade 12
- B-Degree in Commerce/ Accounting or Auditing / Risk Management
- 3 relevant years' experience.
- A valid Driver's License.

Knowledge & Skills:

- Knowledge of governance practices, internal control systems and the ability to monitor Risk Management activities, programs,
- Risk Management concepts and methods, awareness of risk finance and control concepts.
- Ability to build effective relationships with other risk Management performing functions such disaster management, business continuity, health and safety, insurance compliance and fraud prevention.

Duties and Responsibilities:

- Establish, implement and maintain an appropriate risk management strategy, policy and procedure for the municipality.
- Facilitate annual and quarterly risk and fraud assessment exercises and monitor risk register.
- Advise management of risk management issues. Ensure that mitigation plans are implemented as set out.
- Ensure risk management awareness in the municipality.
- Report on risk management progress to the Audit Committee.
- Coordinate the activities of the Risk Management Committee and perform the Secretariat function thereof.
- Provide advisory services to management on risk management matters.
- Develop Strategic and Operational risk Registers for all directorates within the municipality.
- Establish and maintain a control environment on a continuous basis within the municipality on risk related matters.
- Conduct Fraud Risk assessment and awareness.
- Develop Fraud Prevention Strategy.
- Respond to audit findings both internal and external.

1.3 INTERNAL AUDITOR (REF:OMM 1.3)

Salary: R590 052 - R619 944 /a (Level 4)

Qualification requirement:

- Grade 12.
- National Diploma in Internal Audit / BCom in Accounting /Auditing/ Internal Audit/ IAT/PIA qualification.
- Minimum of 3-5 year's relevant experience in an audit work environment.
- Completed articles and driving license will be an added advantage.
- Registered with the Institute of Internal Auditors (IIA)

Knowledge & Skills:

- The ability to understand, interpret and apply relevant legislation, regulations, frameworks, standards and guidelines, Municipal Finance Management Act, National Treasury Internal Audit Framework, Global Internal Audit Standards (GIAS), Generally Recognized Accounting Principles (GRAP).
- Skills in the applications of audit methodology and execution of audit procedures in accordance with the approved strategic operational plan.
- Computer Literate (MS Word, Excel & PowerPoint).
- Good communication, interpersonal, proven analytical thinking, empowerment, adaptability, conceptual, presentation, attention to detail and negotiation skills.
- Project management and financial management skills.
- Competent in interpretation, implementation and enforcement of relevant legislation and applicable policies. The ability to work under pressure, think strategically and creatively.
- Proficiency in conducting audits and investigations, preparing audit work papers and reports, drafting policies, identifying gaps in controls, and recommending systems and controls.

Duties and Responsibilities:

- The ability to understand, interpret and apply relevant legislation, regulations, frameworks, standards and guidelines, Municipal Finance Management Act, National Treasury Internal Audit Framework, Global Internal Audit Standards (GIAS), Generally Recognized Accounting Principles (GRAP).
- Skills in the applications of audit methodology and execution of audit procedures in accordance with the approved strategic operational plan.
- Computer Literate (MS Word, Excel & PowerPoint).
- Good communication, interpersonal, proven analytical thinking, empowerment, adaptability, conceptual, presentation, attention to detail and negotiation skills.
- Project management and financial management skills. Competent in interpretation, implementation and enforcement of relevant legislation and applicable policies.
- The ability to work under pressure, think strategically and creatively.

- Proficiency in conducting audits and investigations, preparing audit work papers and reports, drafting policies, identifying gaps in controls, and recommending systems and controls.

2 DIRECTORATE: CORPORATE SUPPORT SERVICES

2.1 UNIT MANAGER: INFORMATION & TECHNOLOGY (REF: 2.1)

Salary: R 678 204 – R848 664 /a (Level 2) plus Transport allowance Scheme

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

Requirements:

- Grade 12
- B-Degree Information Technology or relevant qualification in ICT.
- 8 years relevant IT experience of which 3 years must be at a management level.
- Valid driver's licence

Knowledge & Skills:

- Knowledge of and experience with: LANS / WANS; Windows Server Environment; Microsoft SQL Server; Microsoft Exchange; Information Services; backup systems; network/workstation peripherals; print servers; firewalls; spam & antivirus hardware / software and computer hardware.
- Knowledge of corporate governance and regulatory framework, including the MFMA, King IV, ITIL and the CGICT Policy Framework.
- Ability to read, analyse and interpret technical procedures, ability to write reports, business correspondence and procedure manuals, ability to effectively present information and respond to questions from managers and end users.

Duties and Responsibilities:

- Manage all enterprise technologies and provide technology support and training.
- Systems and process analysis.
- Develop, implement, and maintain ICT strategy, policies, and procedures.
- Plan and oversee the provisioning of ICT requirements for the organization. Monitor and review ICT practices within the organization.
- Co-ordinate the development, monitoring, and review of key business processes within the organization.

- Develop, implement, and maintain an appropriate ICT governance framework.
- Lead and optimize the organization's use of ERP systems and other software.
- ICT project management, contract management and SLA management.
- ICT risk management.
- General management of the Unit including personnel and financial management responsibilities.

2.2 SECTION MANAGER: OCCUPATIONAL HEALTH AND SAFETY (REF: 2.2)

- **Salary:** R575 616 – R 671 916 /a (Plus transport allowance Scheme)
It will be expected of the successful applicant to provide his/her own suitable vehicle for the execution of official duties, in accordance with the Transport Allowance Scheme.

Requirements:

- Grade 12
- National Diploma / B-Degree in Safety Management.
- 5 – 8 years relevant experience at least 3 years at supervisory level.
- Safety Management Training Course (SAMTRAC)
- Hazard Identification & Risk Assessment (HIRA)
- Incident / Accident Investigation Course
- Legal Compliance Assessments
- Grade 12 or Equivalent
- Valid Driver's License

Knowledge & Skills:

- Thorough knowledge of relevant local legislation: OHSACT; COIDA; etc.
- knowledge of ISO 9001; ISO 14001 and ISO 45001
- Good interpersonal and facilitation skills
- Physical capable to carry equipment and physical endurance to perform emergency responses
- Team leadership skills
- A valid driver's license
- Ability to work long hours and meet deadlines
- Must be able to visit outside workplaces as and when needed

Duties and Responsibilities:

- Establish the legal and organizational standards that need to be met and the qualifications and/or competence levels that the appointees are required to have
- Establish rules and standards for safe places of work according to relevant legislation
- Eliminate the negative effects of work on the public at large by investigating best

- practice and develop strategies to minimise the impact
- Set up and provide support structures and systems for OHS representatives and committees.
- Stay up to date with all relevant standards and legal requirements
- Liaise with all relevant structures in the application of OHS Act
- Attend, develop and implement training to execute responsibilities effectively
- Train employees to ensure they are able to do their job safely
- Promote awareness and understanding of hazards that can result in harm (Risk assessments)
- Promote good health and safety practices at all levels in all organisations / directorates
- Provide information and training standards so that every employee is able to prevent harm to themselves or others at the point of action
- Co-ordinate internal audits and executive management progress reviews
- Leading incident investigations and report on findings
- Propose actions to ensure that the severity of these incidents is reduced or eliminated
- Facilitating HIRA (Hazard Identification and Risk Assessment) exercises and use the exercises to increase effectiveness of the programs
- Identify and document all significant hazards in the workplace
- Design, implement and maintain safe standards

3 BUDGET & TREASURY OFFICE

3.1 SECTION MANAGER: MUNICIPAL STORES (REF: 3.1)

Salary: R 575 616 – R671 916 / a

Requirements:

- Grade 12
- A National Diploma / B-Degree in SCM/ Logistics / Procurement.
- 5 – 8 years relevant experience at least 3 years at supervisory level.
- A valid Driver's Licence
- Required to work extended hours.

Knowledge & Skills:

- Proven experience in inventory management or a similar role.
- Experience in the public sector environment will be advantageous.
- Excellent ability to work under pressure and solve problems effectively.
- Strong organizational and prioritization skills, with the ability to manage multiple projects and tasks simultaneously.
- Strong data analysis skills, with experience using inventory management software programs and databases

Duties and Responsibilities:

- Inventory management plans, developing inventory control systems and maintaining up-to-date records.
- Design and implement a stock tracking system to optimize stock control procedures. Prepare detailed reports on inventory transactions, stock levels and adjustments.
- Check the quality and quantity of goods received.
- Perform regular physical counts of inventory and compare results to system records to ensure accuracy.
- Collaborate with other directorates.
- Complete store administration and ensure compliance with policies and procedures. Tracking inventory levels to purchasing, replenishment, and managing supplier relationships.
- Monitor inventory levels and demand trends and make informed decisions about inventory levels to avoid stockouts or excess inventory.
- Prepare store reports in line with legislations.
- Continuously evaluate and improve inventory management processes to increase efficiency and reduce waste.
- Provide regular reports on inventory performance and make recommendations for process improvements.

3.2 SECTION MANAGER: SUPPLIER RELATIONS (DEMAND) (REF: 3.2)

- **Salary:** R 575 616 – R 671 916 /a

Requirements:

- Grade 12
- A National Diploma / B-Degree in Supply Chain Management Procurement, Accounting, Financial Management, Public Administration or Public Management
- 5 – 8 years relevant experience at least 3 years at supervisory level.
- A valid driver's License
- Required to work extended hours

Knowledge & Skills:

- Experience in the public sector environment will be advantageous. Extensive knowledge of legislation regulating Supply Chain Management. Must be able to implement MFMA and National Treasury Regulations.
- Attention to detail, ability to work under pressure and meet deadlines under challenging circumstances.
- Advanced computer skills in MS Office packages. Must have good verbal and written communication skills.

Duties and Responsibilities:

- Ensuring compliance with relevant regulations, standards, and laws.
- Forecasting to predict future demand for goods, services and purchase requisitions. Review the specifications/Terms of Reference.
- Review external reporting, deviation reporting.
- Finalizing purchase details and approving purchase requests and purchase orders
- Maintaining advantageous relationships with suppliers and managing disputes.
- Managing the procure-to-pay process, including requisitioning, purchasing, receiving, invoicing, and submitting vouchers for payment of goods and services
- Management and supervision of subordinates.
- Managing procurement budgets, strategies, and payment processes.
- Compile reports to the SCM Manager.
- Eliminate and mitigate any supply-related risks in executing the SCM objectives
- Oversee and manage the bid/quotation process.

4. OFFICE OF THE SPEAKER

4.1 MANAGER: OFFICE OF THE SPEAKER: (REF: OS 4.1)

Salary: An all - inclusive remuneration package of R 1 247 748 /a
The position is linked to the current term of the political office bearer.

Requirements:

- Grade 12
- B-Degree in Public Administration / Public Management / Law.
- 5-8years applicable experience in Local Government
- A valid driver's license.

Knowledge & Skills:

- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Good analytical, and interpersonal relation skills. Excellent leadership and management skills.
- Willingness and readiness to work long hours and under pressure.

Duties and Responsibilities:

- Assist and support the Speaker in executing the legislative responsibilities and any other duties and powers delegated by Council.
- Advise and support the Speaker on administrative and strategic decisions.
- Develop, monitor and review policies in line with relevant legislative applicable to the Office of the Speaker.

- Oversee the operation and establishment and operation of Ward Committees.
- Monitor Council Meetings and other responsibilities such as Rules of Order of Council.
- Ability to maintain confidentiality.

5. OFFICE OF THE SINGLE WHIP

5.1 MANAGER: OFFICE OF THE SINGLE WHIP (REF: OSW 5.1)

Salary: Salary: An all-inclusive remuneration package of R 1 247 748 /a
The position is linked to the current term of the political office bearer.

Requirements:

- Grade 12
- B-Degree in Public Administration / Public Management / Law.
- A valid driver's license.
- 5-8years applicable experience in Local Government

Knowledge & Skills:

- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Good analytical, and interpersonal relation skills. Excellent leadership and management skills.
- Ability to maintain confidentiality.
- Willingness and readiness to work long hours and under pressure.

Duties and Responsibilities:

- Deal with high level and confidential correspondence,
- strategically develop and manage programmes of political oversight for the Single Whip.
- Manage and control the budget in the office and liaise with other execution of convey resolution.

6. DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

6.1 UNIT MANAGER: ENTERPRISE DEVELOPMENT (REF: LED 6.1)

Salary: R678 204 – R848 664 /a (Level 2) Plus Transport Allowance Scheme.

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

Requirements:

- Grade 12
- B- Degree in Economic Development / Business studies
- 8 or more years relevant experience with at least 5 years at management level.
- Valid driver's license.

Knowledge & Skills:

- Knowledge in local economic development.
- Strategic and analytical thinker.
- Project management and conceptualization skills
- Administrative and good communication skills.
- Knowledge of Financial management
-

Duties and Responsibilities:

- Provide input to the municipality's IDP and budget (SDBIP)
- Develop tourism and marketing strategy that ensures the branding of the Municipality,
- Source funding by submitting proposals to the Municipal budget for all LED programmes.
- Execute specific LED project / programme requirements and monitor application and outcomes.
- Co-ordinate cross district projects and programmes for Enterprise / SMME purpose.
- Facilitate policy adherence in establishing, developing, and reviewing role definitions of Enterprise / SMME'S structures for participation and stakeholders.
- Communicate with the relevant stakeholders and implement initiatives to build Enterprise SMME capacity within the municipality.

6.2UNIT MANAGER: TRADE & INVESTMENT (INDUSTRIAL DEVELOPMENT & INVESTMENT FACILITATION (REF: LED 6.2)

Salary: R678 204 – R848 664 /a (Level 2) Plus travelling allowance Scheme

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

Requirements:

- Grade 12.
- B- Degree in Economics / Development. A post graduate qualification will be an added advantage.

- 8 or more years relevant experience in economic development / Investment facilitation / Industrial Development with at least 5 years at management level.
- Valid driver's license.

Knowledge & Skill:

- Good Communication skills. Strong administrative and management skills.
- Budget control.
- Compiling of agendas.
- Meeting procedures, taking of minutes and service level agreement

Duties:

- Manage the development and implementation of catalytic and industrial projects. Manage and monitor the catalytic and industrial projects implementation processes.
- Develop policies and processes for investment and industrial development. Develop the industrial and investment development and attraction programme. Identify and engage key stakeholders for industrial and investment development and attraction.
- Manage the development of investment and tourism promotional material to promote Rustenburg as an investment and tourism destination.
- Monitor and report on the impact of catalytic and industrial projects on the Rustenburg.
- Advocate for local enterprises to benefit from implementation of catalytic projects to support enterprise development programme objectives.
- Regularly review and update investment development and attraction policies. Facilitate policy adherence in establishing, developing, and reviewing role definitions of Enterprise / SMME'S structures for participation and stakeholders.
- Communicate with the relevant stakeholders and implement initiatives to build Enterprise SMME capacity within the municipality.

7. DIRECTORATE: ROADS & TRANSPORT

7.1 UNIT MANAGER: ROADS & TRANSPORT (REF: RRT 7.1)

Salary: R678 204 – R848 664 /a (Level 2) Plus Transport Allowance Scheme

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

Requirements:

- Grade 12
- B-Tech in Civil engineering.

- A valid driver's licence.
- 8 or more years' relevant experience with at least 3 years management experience.

Knowledge & Skill:

- Specialized knowledge of Roads and Stormwater Management.
- Computer literacy (MS Excel, MS Word, PMS, SMS and Tasker programs) Managerial and Supervisory skills.
- Human Relations and communication skills and Conflict handling skills.
- Ability to give attention to detail.
- Able to take high level of responsibility.
- High level of Integrity and ability to work under pressure.

Duties:

- Manage the daily operational aspects of the three subsections of Roads and Stormwater.
- Perform managerial duties regarding service delivery, including responding to public enquiries and complaints via correspondence, telephone or personal interaction related to Roads and Stormwater.
- Plan and manage the execution of specific projects for the improvement, expansion and maintenance of all infrastructure related to Roads and Stormwater and perform financial management duties.
- Submit reports to Head of Department and Council and Management.
- Manage the staff component of the Roads and Stormwater section and perform administrative duties.
- Takes functional engineering and management decisions regarding the provision of applicable services.
- Authorize all expenditure within limits of budgetary provisions and terms specified in agreements with appointed contractors, consultants and suppliers.
- Verify work of appointed contractors and consultants and ensure compliance with specifications.

7.2 UNIT MANAGER: DESIGN AND CONSTRUCTION: RRT (REF: RRT 7.2)

Salary: R 1 247 748 /a 3-year fixed term contract
(An all-inclusive remuneration package)

Requirements:

- Grade 12
- B-Tech in Civil Engineering.
- 8 or more years relevant experience with at least 3 years' experience in the Public Transport field.
- Registration with ECSA as Professional will be an added advantage.

Knowledge & Skill:

- Good strategic planning and management skills, good written and verbal communication skills, must be able to work under pressure and extend hours when necessary, must be able to work independently and innovate.
- Sound understanding of transport policy, legislation, computer literacy.

Duties:

- Manage and leads projects designs and construction to ensure that they are completed within time and costs targets.
- Prepare contract documents, schedules of quantities and project planning programme
- Attendance of technical and site meetings, evaluation of technical reports and projects.
- Ensure compliance with all statutory requirements
- Prepare budgets, performance plan, SDBIP and IDP for the unit.
- Provide technical advisory to the Director: Roads and Transport.

8. DIRECTORATE: PLANNING & HUMAN SETTLEMENT**8.1 SECTION MANAGER: LEASE & PROPERTY MANAGEMENT
(REF DPHS 8.1)****Salary:**

R575 616 – R671 916 /a (Level 3) Plus Transport Allowance Scheme

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

○

Requirements:

- Grade 12
- Diploma in Real Estate/Law/Property Management and Administration.
- 5 - 8 years' experience, with at least 3 years at a managerial level.
- Computer literacy.
- A valid drivers license.

Knowledge & Skills:

- Leadership, achievement focus and concern for quality and order.
- Analytical thinking and attention to detail.
- Written and verbal communication with good report writing skill.
- Contract management knowledge and skill.
- Planning and organizing skills. Computer literacy.
- Good human relations.

- Fluency in English and at least two of the commonly spoken languages within the municipality
- Deal with enquiries for leasing of Council owned land.
- Monitor that lessees honour their contractual obligations.
- Provide information on land related enquiries e.g. stand sizes.
- Verify property details and ownership.
- Refer all enquiries to the relevant Directorate or external department.
- Guide and educate the public on property matters.
- Conduct public participation exercises to inform the public.
- Attend meeting with the public, other directorates and private companies regarding land issues.
- Control and Managing of Lease Register.

8.2 SECTION MANAGER: SERVITUDE (REF: DPHS 8.2)

Salary: R575 616 – R671 916 /a (Level 3) Plus Transport Allowance Scheme

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

Requirements:

- Grade 12
- Diploma in Real Estate/Law/Legal Assistant (Paralegal) / Property Management and Administration.
- 5-8 years' experience, with at least 3 years at management level.
- Computer literacy.
- Valid drivers license.

Knowledge & Skill:

- To be knowledgeable with Estates and land administration. Good human relations
- Fluency in English and at least two of the commonly spoken languages within the municipality. Leadership, achievement focus and concern for quality and order.
- Analytical thinking and attention to detail
- Written and verbal communication with good report writing skill
- Contract management knowledge and skill
- Planning and organizing skills

Duties:

- Handle all land applications for registration of servitudes.
- Receive and respond to applications and enquiries.
- Determine purchase price of properties in collaboration with the Legal & Valuation Section.

- Publish advertisements /Notices.
- Compile necessary council resolution reports and handle objections to ensure compliance with section 14 of MFMA and Municipal asset transfer regulations.
- Receiving of Notarial Deeds and supporting documents and verifying necessary information before signature by Municipal Manager.
- Provide information to the public on general land related enquiries.

9 DIRECTORATE: PUBLIC SAFETY SERVICES

9.1 UNIT MANAGER: LAW ENFORCEMENT AND SECURITY (REF: 9.1)

Salary: R678 204 – R848 664 /a (Level 2) Plus Transport Allowance Scheme

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

Requirements:

- Grade 12,
- B - Degree or B-Tech in Policing.
- Must be able to attain a Security Clearance.
- 5 – 8 years' experience in Policing, Law enforcement or Security environment, with at least 3 years at management level.
- Computer literacy.
- Contract management skills.
- Must be physically fit to investigate crime scenes.
- Valid driver's license.

Duties:

- Oversee the development and implementation of strategic and operational policies and procedures.
- Devise all security measures and procedures for the whole institution, based on the security policy.
- Act as a key point of contact within the municipality and presenting project outcomes to political and administrative executives as and when required. Initiate networks with the SAPS ,DoJ, Correctional services to ensure input and guidance from Municipal Policing and security Department in the formulation of regulations and agreements.
- Attend the Public Safety Portfolio meetings and management meetings to implement Council resolutions and give feedback to all staff in the Unit.
- Manage the representation of the unit on every local area/provincial policing co-ordinating committee, established in terms of the SAPS Act.
- Oversee the management of CCTV cameras in the CBD and initiate expansion of CCTV coverage.

- Monitor the security of council movable and immovable assets and staff to ensure that the municipality is a safe place to work in and that council property is safeguarded.

10 DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

10.1 SECTION MANAGER: SANITATION (DTIS 10.1)

Salary: R575 616 – R671 916/ a (Level 3) Plus Transport Allowance Scheme

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

Requirements:

- Grade 12
- National Diploma Civil Engineering or B. Degree Civil Engineering.
- 5 - 8 years relevant experience, with at least 3 years at supervisory level.
- A valid driver's license.
- The incumbent will be required to work extended hours.

Knowledge & Skill:

- Communication and problem-solving skills.
- Knowledge of all policies, procedures and strategies in line with legislative and statutory rules, regulations and Municipal by-laws.
- Municipal Systems Act, Municipal Structures Act, Employment Equity Act, Skills Development Act
- Any other legislation that has a bearing in local government.
- All applicable Council Policy, Procedural Imperative. Administrative processes and procedures.
- Water and Sanitation by-laws and applicable legislation. Monitor that funds are utilized efficiently and effectively within the allocated budget.
- Implement the sections operational plans to ensure improved service delivery and alignment with the unit plans. Adhere to existing Policies and Procedures of Council in undertaking duties.
- Manage the incident protocol when major incidents occur
- Participate in risk assessments, planning and risk mitigating initiatives
- Facilitate compliance to the Green Drop certification.
- Manage the implementation and smooth running of maintenance projects by recording all problems and achievements.
- Monitor the maintenance of sewerage networks, intervene where necessary and remedy any shortcomings in capacity or decision making. Facilitate smooth communication amongst all stakeholders in the sanitation services provision sector within Rustenburg.
- Communicate designated staff responsibilities, authority and personal performance measurement criteria.
- Implement staff development and training to achieve overall objectives.

11.DIRECTORATE: COMMUNITY DEVELOPMENT

11.1UNIT MANAGER: COMMUNITY FACILITIES (REF: DCD 11.1)

Salary: R 678 204 – R848 664 /a (Level 2) plus Transport allowance Scheme

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

Requirements:

- Grade 12
- Bachelor's Degree in Public Administration / Facilities Management or Horticulture.
- 8 or more years relevant experience with at least 5 years in management level.

Knowledge & Skill:

- Management and maintenance of community facilities
- Communication and problem-solving skills.
- Knowledge of all policies, procedures and strategies in line with legislative and statutory rules, regulations and Municipal by-laws.
- Municipal Systems Act, Municipal Structures Act, Employment Equity Act, Skills Development Act
- Any other legislation that has a bearing in local government.
- All applicable Council Policy, Procedural Imperative. Administrative processes and procedures.
- Monitor that funds are utilized efficiently and effectively within the allocated budget.

Duties:

- Oversees the development and implementation of strategic and operational policies in the community facilities unit according to legislation and council policies and procedures.
- This includes ensuring those policies and decisions of the unit community facilities are implemented in the most functional and effective way.

11.2 SECTION MANAGER: CIVIC & COMMUNITY HALLS (REF 11.2)

Salary: R575 616 – R671 916/ a (Level 3)

Requirements:

- Grade 12
- National Diploma or Bachelor's Degree in Public Administration / Facilities Management or Horticulture.
- 5 - 8 years relevant experience, with at least 3 years at a management level.

- A valid driver's licence.

Knowledge & Skill:

- Management and maintenance of community facilities
- Communication and problem-solving skills.
- Knowledge of all policies, procedures and strategies in line with legislative and statutory rules, regulations and Municipal by-laws.
- Municipal Systems Act, Municipal Structures Act, Employment Equity Act, Skills Development Act
- Any other legislation that has a bearing in local government.
- All applicable Council Policy, Procedural Imperative. Administrative processes and procedures.
- Monitor that funds are utilized efficiently and effectively within the allocated budget.
- Problem solving and decision-making skills to manage people, property and day to day challenges.
- Ability to perform effectively, given frequent interruptions and deadlines.

Duties:

- Responsible for the control and management of the Civic centre and community halls.
- Oversee the caretaking and maintenance of facilities by liaising with caretakers. Management and control of bookings by ensuring access to all facilities promptly and in a neat, tidy state.
- Control of both operation and capital budget.
- Attending to queries and complaints of customers and addressing them to their satisfaction.
- Supervise general maintenance duties in all halls.
- Prepare SDBIP and identify training needs.

-
1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
 2. Candidates will be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal and credit records. The candidate will be required to disclose all financial interests.
 3. No electronic copies will be accepted.
 4. All applications must be submitted with a detailed CV, Certified copies of qualifications, ID document and driver's licence, the names of three references from current and previous employers and a fully completed official application form, as available from the municipal website or the Human Resources Department.

5. Applications to be couriered or hand delivered to Directorate: Corporate Support Services, Unit: Human Resources, c/o Nelson Mandela & Beyers Naude Drive, Rustenburg 0299, P O Box 16, Rustenburg 0300. Please mark envelope "VACANCY".

Administrative enquiries may be directed to Human Resources at tel. 014-590 3018/3039/3514.

CLOSING DATE: 14 MARCH 2025

Notice number: 06/2025

FOR OFFICE USE:

Directorate:

Office of the Municipal Manager
Office of the Speaker
Office of the Single Whip
Budget and Treasury
Roads and Transport
Planning & Human Settlement
Corporate Support Services
Public Safety
Technical & Infrastructure Services
Local Economic Development

Reference no. : 4/1/2/1/4

Vote number :



MR. LINDA TEBE

ACTING MUNICIPAL MANAGER

24/02/2025