

RUSTENBURG LOCAL MUNICIPALITY



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.

A. TECHNICIAN: PROJECT CO-ORDINATOR (PROJECT MANAGEMENT UNIT) (REF: OMM 1.A)

Salary: R371 580 – R410 316 / a (Level 6)

Qualification requirements:

- National Diploma in Civil Engineering or Building and Construction Engineering, and/or Construction Management qualification. The candidate must be registered with South African Council for The Project and Construction Management Professions (SACPCMP), plus 3 years' project management experience in a municipal environment, plus a valid driver's license.

Knowledge & Skills:

- Computer literacy, excellent communication skills, a recognizable experience in MIG processes and procedures. Project Management skills will be an added advantage.

Duties:

- Main duties will include, but not limited to: Delivering of technical support and evaluating proposed projects in alignment with IDP and regional / provincial growth development plans, EPWP framework and the related reporting requirements: Arranging regular project progress meetings; Ensuring compliance with all legal aspects / conditions; Managing cash flows and committed project expenditure, verifying payment certificates and preparing monthly payments schedule documentation; Maintenance of project performance data on a national basis (MIG Programmes); Managing and assisting with other related municipal infrastructure projects and programmes.

2. DIRECTORATE: COMMUNITY DEVELOPMENT

A. SOUND AND LIGHT TECHNICIAN (REF: DCD 2.A)

Salary: R 297 288 – R 328 188 /a (Level 8)

Qualification requirements:

- Grade 12 plus a sound and light technology tertiary qualification.
- 3 years' relevant experience.
- Valid driver's licence.

Knowledge & Skills:

- Sound technology skills.
- Stage and Theatre management.

Duties and Responsibilities:

- Running and coordinating all shows to ensure effective utilization of sound and light equipment;
- Prepare, rig and maintain stage lighting, sound equipment and electrical equipment.
- Responsible for live theatre productions;
- Operating strobes, lasers and pyrotechnics.

B. ARTISAN / PLUMBING: CIVIL FACILITIES (REF: DCD – 2.B)

Salary: R 249 912 – R 289 944 /a (Level 9)

Requirements:

- Trade Certificate in Plumbing.
- 3 years' experience as a plumber.
- Code EB Drivers licence.

Knowledge & Skills:

- Knowledge of heating and ventilation systems as well as apprenticeship.
- Understanding of water distribution and disposal systems in residential, commercial and industrial buildings.
- Ability to handle plumbing tools and equipment (pipe wrenches, pipe cutters, plungers etc).
- Good physical condition and strength with the ability to work in awkward spaces.

Duties and Responsibilities:

- Read blueprints and drawings to understand or plan the layout of plumbing, waste disposal and water supply systems.
- Cut, assemble and install pipes and tubes with attention to existing infrastructure (e.g. electrical wiring).
- Install and maintain water supply lines (e.g. leaks).
- Willing to work overtime (emergencies).

C. ARTISAN / ELECTRICIAN: CIVIL FACILITIES (REF: DCD – 2.C)

- **Salary:** R 249 912 – R 289 944 p/a (Level 9)

Requirements:

- N3 plus Trade Certificate in Electrical.
- A valid code EC Driver's license with PDP.
- Wireman's License and must be able to issue CoC.

Knowledge & Skills:

- 2 years Artisan Electrician experience.
- Must be physically fit, not be colour blind and afraid of heights.

Duties and Responsibilities:

- Perform routine maintenance and repairs on electrical equipment, components and appliances;
- Conduct general inspections to identify problem such as damaged cables, wires and plugs;
- Issuing of CoC after completion of electrical connections;
- Monitoring and supervising 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;
- Maintaining and constructing electrical infrastructure as part of the Municipality's delivery programs;
- Performing driver activities using a vehicle to deliver tools to places of construction to ensure that work is completed according to plan;
Monitoring adherence to legal requirements in terms of electricity supply and issuing notices, when necessary.

3. DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

A. AIR-CONDITIONING TECHNICIAN (REF: DTIS 3.A)

Salary: R 336 564 – R 371 580 / a (Level 7)

Requirements:

- National Diploma in Air – Conditioning and Refrigeration or equivalent qualifications.
- 3 years' experience in air conditioning and refrigeration.
- Valid driver's license.

Knowledge & Skills:

- Knowledge of three phase and single-phase electrical circuit and plumbing.
- Commercial and industrial air conditioning and general handyman duties.
- Skills on dry coil systems and circulation pump.

Duties and Responsibilities:

- Installation and regular maintenance of air condition equipment;
- Improvement and modification to air conditioning equipment;
- Conduct planned and unplanned maintenance of air conditioning equipment.
- Safety adherence;
- Supervision of engineering aides and assistants.

4. BUDGET & TREASURY OFFICE

A. UNIT MANAGER: SUPPLY CHAIN MANAGEMENT (REF: BTO 4.A)

Salary: R533 772 - R667 944 / a

Qualification requirements:

- B. Com Degree specialising in Supply Chain Management / Equivalent NQF Level 7 qualification.
- Minimum competency level in Municipal Finance
- 5 years' relevant experience in Supply Chain Management of which must have been at managerial level.

Knowledge & Skills:

- Sound analytical, interpretive and high -level communication skills;
- A proven track record of the ability to multitask and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems;
- Policy formulation and analysis skills;
- Research and report-writing skills;
- Coordination skills;
- Problem-solving and organisational skills;
- Knowledge of the Municipal Finance Management Act (MFMA) and Supply Chain Regulations.

Duties:

- Co-ordinate the implementation of function procedures, system and control associated with key performance areas and result indicators of the functionality.
- Supervise and control coordinates and control tasks associated with controlling personnel performance, productivity and discipline.
- Demand analysis – execute applications with respect to establishing the required against available resources.
- Be responsible for acquisition, appointment, contractual agreements and disposal.
- Relationship management - maintain relationships with service providers / vendors and contractors.
- Administration – attend to specific administrative recording and reporting requirements.
- This position will authorise orders as determined by the institution's policy on delegations of authority.

B. UNIT MANAGER: FINANCIAL CONTROL (REF: BTO 4.B)

Salary: R 533 772 – R 667 944 /a

Qualification requirement:

- B Com in Financial Management or equivalent.
- 5 years related management experience of which 3 years should be at middle management level plus valid driver's licence.

Knowledge & Skills:

- Computer literacy, a clear understanding of procurement and legislative requirement in Local Government, in depth knowledge of all other financial regulations and budget related legislation, having project management skills, interpersonal and communication skills and the ability to promote team work.

Duties and Responsibilities:

The Main duties will include but not limited to:

- Lead and manage the Financial Control Unit;
- Prepare and manage of Municipal budgets in line with National Treasury guidelines;
- Prepare and or provide guidance in preparation of quarterly, bi-annual and annual financial statements;
- Champion the facilitation of the annual audit by Auditor General;
- Manage regular financial reports to National Treasury and other external stakeholders.

5. DIRECTORATE: CORPORATE SUPPORT SERVICE

A. ORGANISATION DEVELOPMENT & WORKSTUDY OFFICER: (REF: DCS 5.A)

Salary: R 410 316 – R453 024 /a (Level 5)

Requirements:

- A 3 years' tertiary qualification in Human Resource Management, 3 years' applicable experience plus a valid driver license, certificate in Organisational Design will be an added advantage.

Knowledge & Skills:

- Computer literacy, good written / verbal communication skills.
- Knowledge of Job Evaluation System preferably TASK System.

Duties:

- Main duties will include, but not limited: Evaluate organisational structure continuously in terms of effectiveness and functionality; Initiate organisational change intervention; Amend structure as per Council resolutions; Investigate organisational performance problems and make recommendations; Evaluation of optional utilisation and appropriateness of workplaces, furniture, equipment and vehicles, establish and maintain adaptable norms, standards, policies and procedures to ensure effective and efficient utilization of Human Resources.

6. DIRECTORATE: ROADS & TRANSPORT

A. SECRETARY: OFFICE OF THE DIRECTOR (ROADS & TRANSPORT) (REF: RT 6.A)

Salary: R 327 132 / a (All-inclusive 3 years fixed term contract)

Requirements:

- Grade 12 Plus Secretarial Diploma or equivalent and 2 years' applicable experience.

Knowledge & Skills:

- Computer literacy including Microsoft Word, Excel & PowerPoint.
- Strong office administration skills, excellent typing skills, telephone etiquette and knowledge of record keeping.

Duties:

- Main duties will include typing, daily record keeping of correspondence, managing the Directors diary, telephone calls, meetings and visitors and budget consolidation for the Director.

B. UNIT HEAD: ROADS & STORMWATER (REF: DRT 6.B)

Salary: R533 772 – R667 944 /a

Requirements:

- Civil Engineering Degree / B Sc. Civil or relevant equivalent NQF 7
- Compliance in terms of the Financial and Supply Chain Management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 will be an added advantage
- 5 years related management experience of which 3 years should be at middle management level plus valid driver's licence.
- Be registered with the relevant professional registered body.

Knowledge & Skills:

- Management experience at senior level in the Civil Engineering field procedure and personnel management, report writing and communication skills.

Duties & Responsibilities:

- Develop, plan and manage the maintenance of roads, streets, bridges, sidewalks and storm water systems and infrastructure;
- Direct and control the professional, technical and operational outcomes associated with the functions related to roads, storm-water maintenance;
- Implement procedures, systems and controls to regulate specific work sequences/ operations within the functionality;
- Manage the planning, design and construction of extensions, upgrading and modifications to the roads and storm water infrastructure;
- Ensure that the unit complies with applicable legislation and Risk Management strategies;
- Analyse; monitor and report on expenditure of the unit (capital and operational) in accordance financial policies and Supply Chain Management procedural applications;
- Advise the municipality on strategic, and developmental infrastructure services of roads and storm water management;
- Coordinate and control the performance management of the human capital of the unit
- Disseminates information on outcomes, current developments, problems and constraints regarding the functionality;
- Render management and line function administrative support services to the unit;
- Keep abreast of current trends, legislative changes and developments in the profession.

C. UNIT MANAGER: OPERATIONS AND TECHNOLOGY (REF: DRT 6.C)

Salary: R 982 020 /a (All – inclusive 3 years fixed term Contract)

Qualification requirements:

- Degree in Transport or related NQF 7 qualification.
- 3 years' relevant experience.
- Code EB driver

Knowledge & Skills:

- The duties pertaining to the post require adequate technical knowledge
- Ability to give attention to detail.
- Ability to work under pressure

Duties:

- Develop and manage the entire transport sector in Rustenburg
- Develop the sector plans for transport and manage the two sub-unit under the Unit
- Ensure the management of the operators of the Ya-Rona Bus services in line with the contractor to be entered into between the Municipality and the bus operating Company.
- Ensure call centre operations, security and query management systems are in place to respond to passenger queries and complaints.
- Evaluation of technical reports, tenders and projects
- Report writing to Council and to National Department of Transport.
- Reports to Roads & Transport Director and Council regarding technical matters with a view to gaining their approval on recommendations or conveying important information and statistics.
- Evaluation of reports and recommendations regarding appointment of consultants, contractors and other services
- Compilation of reports on policy recommendations

D. UNIT MANAGER: MARKETING AND COMMUNICATIONS (REF: RRT 6.D)

Salary: R982 020 / a (All inclusive 3 years fixed term contract)

Qualification requirements:

- Degree in Marketing, Communications or Public Relations or equivalent qualification.
- Code EB driver's license
- Computer Literacy (MS Word / Excel / PowerPoint Ms Project
- 5 years' experience in a Marketing and communications environment.

Knowledge & Skill:

- Managerial and supervisory skills
- Human relations and communication skills
- Conflict handling skills
- Adequate technical knowledge, strategic and managerial expertise in the appropriate fields.

Duties:

- To manage the marketing and communication Unit, internal and external communications as well as to establish relations with all stakeholders.
- Develop and manage a comprehensive marketing, communications and stakeholder strategy for the RRT project.
- Management of communication medium to the RRT including social media, website, mobile applications and social media to keep the public informed and abreast of the RRT.
- Act as a spokesperson for the RRT across the media and public engagement
- Report writing to Council and to the National Department of Transport
- Guidance and determination of operational policies.
- Coordination of input regarding the annual capital and operational budget of the RRT
- Evaluating reports and recommendations to Council regarding application of allocated funds.
- Undertake product design and brand positioning of the YARONA brand by ensuring that the brand is present on all marketing collateral and at all external events.
- Establishing of a publication internally & externally by writing, editing and printing the publication because the internal newsletter is necessary to keep people within the municipality connected as a corporate unit.

E. UNIT MANAGER: BUSINESS DEVELOPMENT (REF RRT 6.E)

Salary: R 982 020 / a (All - inclusive 3 years fixed term contract)

Qualification requirements:

- Degree in Transportation or related field
- 5 years' relevant managerial experience
- Code EB driver's license.

Knowledge & Skills:

- Adequate technical knowledge
- Computer literacy (MS Word, Excel, PowerPoint MS Project)
- Managerial and supervisory skills
- Specialised knowledge of design and planning, project management, management information systems and environmental management

Duties & responsibilities:

- To manage the Unit of Business Development of the Rustenburg Rapid Transport
- Leading the Public Transport Transition Process with Taxi and Bus Operators.
- Ensuring public participation sessions with Transport Operators and other Stakeholders as required.
- Produce, implement and maintain RRT Bus Operating Company and Affected Operators
- Personal interaction with the public, Councillors, other directorates and Units, private sector and government departments.
- Coordination of input regarding the annual capital and operational budget of the RRT
- Making comprehensive budgetary recommendation to the Council via the Head of Department

- Evaluating reports and recommendations to Council regarding application of allocated funds
- Report to RRT Director and Council regarding technical matters with a view to gain their approval on recommendations or conveying important information and statistics, by compiling monthly reports, analysing data and evaluation of reports and recommendations regarding appointment of consultants, contractors, and other services.
- Measure and evaluate the performance of staff and take corrective actions where necessary.
- Attend to personnel administrative matters such as approval of attendance records, overtime and leave applications in respect of direct subordinates.

D. CO-ORDINATOR – INTELLIGENT TRANSPORT SYSTEMS (REF: RRT – 6.D)

- **Salary:** R 570 997/a (An all – inclusive package on 3 years fixed term contract)

Requirements:

- National Diploma or Higher in Systems Engineering or related - NQF 5 or Equivalent.
- Code EB driver's license.

Knowledge & Skills:

- The post requires adequate technical knowledge.

Duties and Responsibilities:

- Develop and manage the entire transport sector in Rustenburg.
- Develop the sector plans for transport and manage the two sub-unit under the Unit
- To incorporate the existing transport operators – taxis and other bus operators onto the IPTN through information technology and fare collection systems.
- Manage the Bus contractor for schedule adherence, Intelligent transport management
- Control transport operations of all modes of transport in Rustenburg.
- Work with taxi industry, operators and problem resolution to the negotiations.
- Report to the Roads & Transport Director and Council regarding technical matters with a view of gaining their approval on recommendations or conveying important information and statistics.
- Evaluate reports and recommendations regarding appointments of consultants, contractors and other services.

7. DIRECTORATE: PLANNING & HUMAN SETTLEMENT

A. UNIT MANAGER: ESTATE ADMINISTRATION AND LAND SALES (DPHS – 7.A)

Salary: R 533 772 - R 667 944 p/a

Requirements:

- A Bachelor's Degree in Property Studies /Real Estate/ Legal .
- 5 years' managerial experience in land acquisition and disposal related matters of which 3 years must be at middle management.
- Code 08 driver's license.

Knowledge & Skills

- Extensive knowledge of the Constitution, key local government legislation, policy and legislation on municipal integrated development planning, knowledge of property marketing, contracts law and property valuations, thorough understanding of title deeds and the Deeds Registries Act;
- Sound knowledge of financial management and financial reporting;
- Sound organising, problem — solving, interpersonal and dispute resolution / conflict management skills, must be innovative, creative, programmatic and self-motivated plus computer literate.

Duties and Responsibilities:

- Facilitating the acquisition of land for human settlement;
- Manage the process of land expropriation;
- Conduct a land assembly exercise to plan for land acquisition, budget and development plans;
- Negotiate fair prices for the Municipality for land acquisitions, expropriations and disposal;
- Manage all municipal owned land;
- Manage the lease of land to mining, telecommunications and other organisations;
- Issue rights to use land for servitudes and regulate the use of the land;
- Maintain the asset register;
- Manage the performance of subordinates.

B. TOWN PLANNER - FUTURE PLANNING (REF: DPHS 7.B)

Salary: R 410 316 – R 453 024 / a (Level 5)

Qualification Requirements:

- B. Degree in Town/Regional Planning or equivalent.
- 3 years post qualification experience
- Registered with SACPLAN or eligible for registration as Technical or Professional Planner
- Valid driver license.

Knowledge & Skills:

- Must be able to do site inspections
- Conflict management

Duties & Responsibilities:

- Review previous policies or guidelines about town planning issues
- Provide input in the drafting of policies/guidelines about town planning issues (dwellings, churches, rezoning, subdivision, home enterprises, guest houses, pre-schools etc.)

- Distribute approved new policy or a guideline document to Council for final approval after Portfolio meeting
- Advise and provide guidance to the public, applicants and contractors regarding land use issues affecting the approval of building plans (height restrictions, building lines, etc.)
- Draft the terms of reference for future planning projects and appoint consultants in line with the approved budget
- Manage the projects and monitor that specifications and timelines are adhered to
- Appoint and manage consultants to prepare future planning documentation.

C. TOWN PLANNER: LAND USE MANAGEMENT (REF: DPHS 7.C)

Salary: R 410 316 – R 453 024 /a (Level 5)

Requirements:

- B. Degree in Town/Regional Planning or equivalent.
- 3 years post qualification experience
- Registered with SACPLAN or eligible for registration as Technical or Professional Planner.

Knowledge & Skills

- Good human relations, interpersonal and communication skills
- Ability to deal with conflict situations and work under pressure

Duties:

- Provide land use planning comments on building plans referring specifically to the zoning scheme regulations, architectural guidelines and appropriate planning legislation;
 - Assess applications (rezoning, subdivision, departure, consent use, street and open spaces closures, trade- and liquor licenses, removal of title deed restrictions, etc.) for compliance with specific town planning regulations, environmental and related legislation and/or input from internal/external commentators;
 - Coordinate and follow-up on the administrative process (compilation of notices and advertisements, etc.) including obtaining the necessary comment from internal and external departments;
 - Undertake need and desirability assessments, site inspections and investigate the development history of sites;
 - Compile reports motivating recommendations on the assessment of applications and appropriate requirements and conditions of approval for specific applications.
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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. It would be expected of candidates to 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. Certified electronic copies will also 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, to be couriered or hand delivered to Directorate: Corporate Support Services, Unit: Human Resources, c/o Nelson Mandela & Beyers Naude Drive, Rustenburg 0299, or emailed to recruitment@rustenburg.gov.za. Please mark envelope and email "VACANCY". Administrative enquiries may be directed to Human Resources at tel. 014-590 3016/3514. Application form can be downloaded from the Rustenburg Local Municipality's website.

CLOSING DATE: 23 JULY 2020

Notice number: 26/2020

FOR OFFICE USE:

Directorate

Office of the Municipal Manager
Community Development
Technical & Infrastructure Services
Budget & Treasury
Corporate Support Services
Roads & Transport
Planning & Human Settlement

Reference no. : 4/4/2/2