

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. DIRECTORATE: ROADS AND TRANSPORT

1.1 DIRECTOR: ROADS AND TRANSPORT

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016 (i.e. Minimum R1 267 055, Midpoint R1 535 832 and Maximum R1 804 596 /annum) the incumbent will be reporting to the Municipal Manager

REQUIREMENTS

- A Bachelor's degree in Transport Economics or transport Management
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- Five years' experience at middle management level as programme/project manager.
- Registration with relevant professional body
- Computer literacy and a valid drivers licence.

DUTIES

Manage and direct the Roads and Transport project office. Establish an effective structure and processes of the Road and Transport project. Ensure compliance with all statutory requirements. Compile reports on the functioning of the Roads and Transport project. Implement effective capacity building programmes to enhance the professional and technical capacity of the Roads and Transport project office. Ensure effective planning and execution of Roads and Transport related projects whilst maximising on job creation opportunities. Ensure internal and external participation of all stakeholders in relation to the Roads and Transport project. Monitor the budget and expenditure on the Roads and Transport project.

KNOWLEDGE

- Advanced knowledge and understanding and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers
- Good governance
- Budget and finance management
- Ability to be an innovative and strategic leader

- Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain Management

2. DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

2.2 DIRECTOR: TECHNICAL AND INFRASTRUCTURE SERVICES

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 38946, No. 40118 dated 4 July 2016 (i.e. Minimum R1 267 055, Midpoint R1 535 832 and Maximum R1 804 596 /annum) the incumbent will be reporting to the Municipal Manager

REQUIREMENTS

- Bachelor of Science degree in engineering / BTech: Engineering, or equivalent plus a minimum of five years' experience at senior management level or as programme / project manager; and 3 – 4 years must be at professional / management level with engineering management experience.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007.
- Certificate of competency as required in terms of the General Machinery Regulations, 1988 or registration with a recognised engineering professional body will be an added advantage
- Computer literacy and a valid driver's licence.

KNOWLEDGE

- Advanced knowledge and understanding and understanding of relevant policy and Legislation
 - Advanced understanding of institutional governance systems and performance management
 - Advanced understanding of Council operations and delegated powers
 - Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act; 2000 (Act no 5 of 2000)
 - Good governance
 - Must be able to formulate engineering master planning, project management and implementation.
 - Ability to be an innovative and strategic leader
 - Strategic leadership and Management, Governance, Ethics and values Town planning Management and stakeholders Relations.
- NB** APPLICANTS WHO HAVE APPLIED PREVIOUSLY NEED NOT RE-APPLY**

3. DIRECTORATE: PUBLIC SAFETY

1. MANAGEMENT REPRESENTATIVE (REF: DPS 3.1) (MARIKANA STATION)

Salary: R326 076 – R 360 072 / a (Level 6)

Requirements:

- Grade 12 plus Examiner of vehicles Grade “A” Diploma. At least 2 years’ experience as Management Representative VTS of Senior as Management Representative VTS or Senior Examiner of vehicles.

Knowledge & Skills:

- Trained to be fully conversant with the procedures 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:

- 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.

**3.2 STATION MANAGER: REGIONAL – LICENSING AND TESTING
REGISTRATION AUTHORITY (REF: DPS 3.2) (MARIKANA STATION)**

Salary: R 360 072 – R 397 548 (Level 5)

Requirements:

- Transport Management Diploma
- Grade 12 plus e-Natis certificate
- 3 years eNatis experience, Examiner for Driving / Motor Vehicles licence.
- Valid driver’s licence.

Knowledge and skills:

- Knowledge of e-Natis system
- Computer and basic management principles
- Sound of knowledge of National Road Traffic Act & e-Natis supervisor modules

Duties and responsibilities:

- Supervise and manage the substation implementation of applicable rules and regulations (National Road Traffic Act ’93 of ’96, e-Natis Security Policies) by immediate subordinates, Management Representatives and Supervisors of station.
- Supervise and monitor operations of Registration and Licensing of motor vehicles and Testing of Learners Licenses at Sub Stations.
- Monitor the tests of learners and eye testing compliance with all regulations.
- Authorise the licensing of clearing certificates for motor vehicles and the issuing of special or temporary permits when appropriate and suspend for non-compliance in accordance with relevant legislation and policies.
- Meet with Provincial officials to discuss administration systems and
- the Auditors to discuss audit finding.

3.3 EXAMINER – LEARNER DRIVER’S LICENCE (REF: DPS 3.3) (MARIKANA STATION)

Salary: R 219 312 – R254 436 / a (Level 9)

Requirements:

- Grade 12 plus Diploma for Examiner of Driver’s Licences, plus Registration Grade A plus valid driver’s licences, Code A + EC, plus 1-year applicable experience.

Knowledge and skills:

- Knowledge of e-Natis system
- Knowledge of National Road Traffic Act '93 of 96
- Knowledge of K53 will be an added advantage

Duties:

- Ensure that the specific applicant presenting himself/herself to be tested complies
- with the correct date and time for the applicable test as in section 18 (2) of the Act.
- Verify the info supplied on form DL 1 is correct.
- Ensure that he/she uses a stopwatch which is in a good working order as prescribed in the applicable K53 driving licence test.
- The examiner shall capture the results of every test conducted on the system if pass or fail.
- Attend court when need arises regarding fraudulent learners, driving licence.

4. DIRECTORATE: COMMUNITY DEVELOPMENT

1. LIBRARIAN (REF: DCD 4.1)

Salary: R260 880 – R288 000 p/a (Level 8)

Requirements:

- National Diploma in Library and Information Science. Minimum of 1 year of professional experience in a library setting with supervisory and administrative experience.

Knowledge & Skills:

- Good interpersonal and community relations. Energetic, ability to perform manual work. Knowledge of library procedures and policies. Ability to prepare written reports and to solve problems.

Duties:

- Controlling library functions.
 - Managing the library users
 - Supervisory duties
 - Revenue management
 - Outreach and Marketing
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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. No faxed applications or emailed copies will be accepted.
4. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
5. 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 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 3048 /3016 / 3514

CLOSING DATE: 07 SEPTEMBER 2018

Notice number: 63 / 2018

FOR OFFICE USE:

Directorate

Directorate: Public safety

Directorate: Community Development

Rustenburg Rapid Transport

Directorate: Technical & Infrastructure Services

Reference no. : 4/4/2/2

Vote number : 030/044/0101

PLACING

City Press : 19 August 2018
Rustenburg Herald : 22 August 2018