

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.

3. DIRECTORATE: COMMUNITY DEVELOPMENT

3.1 HEAD: CIVIL FACILITIES (REF: DCD 3.1)

Salary:

- R 533 772 – R 667 944 / a (Level 2) Plus Transport Allowance

Requirements:

- Bachelor or Diploma in Civil Engineering / Building / Construction.
- 5 years related experience of which 2 years were at management level.

Knowledge and Skills:

- Knowledge of facilities management, building construction and maintenance, National Building Regulations, maintenance methods, all relevant legislations, regulations and policies. Attention to detail, planning and organising, computer literacy, communication (verbal and written), project and contract management, professional and technical expertise.
- Knowledge of Project Management will be an added advantage.

Duties and Responsibilities:

- Oversee all civil construction services in the municipality and ensure adherence to set high standards and compatibility;
- Develop and implement procedures for all Civil Facilities requirements for the municipality in compliance with laid down procedures;
- Manage the provision of all civil facilities in service to the municipality to ensure that all infrastructure is well kept at all times;
- Monitor that policies and decisions of the unit are implemented in a most functional and effective way;

- Responsible for all tender and procurement of Civil Facilities projects, such as tender specifications, advertising, shortlisting, adjudication and recommendation for approval;
- Manage staff, budget and all internal required processes.

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.

4. DIRECTORATE: PUBLIC SAFETY SERVICES

4.1 HEAD: EMERGENCY & DISASTER MANAGEMENT SERVICES (REF: 4.1)

Salary: R 533 772 – R 667 944 / a (Level 2) plus Transport Allowance.

Requirements:

- B -Tech Degree in Fire Technology or relevant Fire Technology qualification plus 6 years relevant experience in Emergency and Disaster of which 4 must be at management level.

Knowledge & Skills:

- Knowledge of emergency and disaster management procedures and skills. Financial management, planning and organising, computer literacy, communication (verbal and written) and project management.

Duties and Responsibilities:

- Manage and control the capital and operational budget of the Unit to ensure effective and efficient functioning within budgetary constraints of Council;
- Oversee the development and implementation of strategic and operational policies in the Unit according to legislation and Council policies and procedures.;
- Manage and facilitate effective post-disaster recovery and rehabilitation that enables risk prevention and/or reduction in the district.
- Implement disaster awareness and education programs aimed at risk communities with the local municipality.
- Maintain and update hazard mitigation, emergency response and recovery plans for the community and mutual aid agreements with neighbouring communities.

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.

5. DIRECTORATE: ROADS & TRANSPORT

5.1. HEAD: ROADS & STORMWATER (REF: RT 5.1)

Salary: R 533 772 – R 667 944 / a (Level 2) plus Transport Allowance.

Requirements:

- B-Sc Civil Engineering or B-Tech Civil, Registration as Professional Engineer or Professional Technical engineer, minimum of 5 years applicable experience of which 2 years should be at management level plus a valid driver's licence.

Knowledge and Skills

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

Duties & Responsibilities

- Main duties will include, but are not limited to: forward planning, performance and personnel management, financial control, contract management, roads and storm water management.

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.

6. DIRECTORATE: CORPORATE SUPPORT SERVICES

6.1 SECTION MANAGER – OCCUPATIONAL HEALTH AND SAFETY (REF: 6.1)

Salary: R 453 024 – R 528 828 /a Plus Transport Allowance Scheme

Requirements:

- Grade 12 plus National Diploma in Safety Management or Equipment or Equivalent, Hazard Identification & Risk Assessment (HIRA), Safety Management Training Course (SAMTRAC), Incident /Accident Investigation Course. Valid Code C driver license.
- 3 years health and safety experience.

Knowledge & Skills:

- Ability to work long hours and meet deadlines, ability to function well under pressure and stressful situations. Thorough knowledge of relevant local legislation, verbal and written communication skills at all levels. Physically capable to carry equipment and physical endurance to perform emergency.

Duties and Responsibilities:

- To collect data on work environment for analysis, develop, implement and monitor the organisations health and safety programmes, evaluate their effectiveness in limiting negative exposure to employees, ensure that the organisation is compliant with the health and safety legislation; and to reduce or prevent hazards, dangers and accidents.

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.

7..DIRECTORATE: BUDGET & TREASURY

FINANCIAL INTERNS (REF: 7.1)

Salary: An all – inclusive remuneration package of R120 000.00 / a

Requirements:

- Grade 12 with Accounting as a subject
- B-Comm of National Diploma in Accounting / finance / Internal Audit

Knowledge & Skills

- Strong work ethics and enthusiasm to learn various components of financial management.
- Must be computer literate.

Duties:

- Assist in developing financial policies and procedures, compilation of financial statements and management reports, compilation of the annual budget, control and management of municipal bank accounts and investment, assist in management of debtors and credit control processes and reconciliations and financial analysis, effective supply chain management and management of assets and liabilities.

8. OFFICE OF THE CHIEF WHIP

RESEACHER: OFFICE OF THE CHIEF WHIP (Ref: OCW 8.1)

Salary: R 528 828 – R 533 772 /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 & Responsibilities:

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

8.2 SENIOR ADMINISTRATIVE OFFICER – OFFICE OF THE CHIEF WHIP (REF: OCW 8.2)

Salary: R 371 580 – R 410 316 / a (Level 6)

Qualification Requirements:

- Grade 12 plus applicable tertiary qualification in Public Administration plus 3 years applicable experience.

Knowledge & Skills:

- Computer literacy, including Microsoft Word, Excel, PowerPoint, excellent office administration skills, financial management skills for budget compilation, control and procurement of equipment and stationery and communication skills.

Duties

- Lead the staff in the office of the Chief whip, ensure efficiency in the office of the chief Whip and ensure that objectives are met, provide an office management function to the Chief Whip so that effective protocol and administration is provided, assist and support the Chief Whip in executing his/her role and responsibilities and duties and power delegated by Council, liaise with Managers: office of the Executive Mayor, Office of the Speaker and Office of the Municipal Manager and report back to the Chief Whip.

9. DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

9.1 ENGINEERING TECHNICIAN (REF: DTIS 9.1)

Salary: R 410 316 – R 453 024 / a (Level 5) Plus Transport allowance Scheme

Requirements:

- National Diploma in Electrical Engineering with appropriate electricity design subjects.
- 3 years in electrical service or 4 years as a Senior Technical Assistant in a municipal environment.
- Physically and mentally fit to conduct site inspections.
- Valid drivers license.

Knowledge & Skills:

- Knowledge to design, plan and research for electrical distribution network assets maintenance.

Duties and Responsibilities:

- Represent the Municipality as project Manage, Clerk of Works and Storeman by co-ordinating all disciplines in electrification projects.
- Evaluate and select the best material for the job and order the necessary material.
- Take responsibility for quality control during all phases of the work including the issuing of variation orders and corrective procedures on site.
- Measure work done and certify payment of contractor and consultants.
- Determine the needs and wishes of the community in collaboration with elected

community representatives and councillors.

- Measure and do cost estimates for new and upgrading of existing electrical connections as requested by consumers.
- Report to town planning Portfolio Committee on estimates and feasibility of amendment schemes.
- Generate statistics on the maximum electrical demand required by own networks to apply for upgrades for Eskom at least 18 months ahead of time.
- Generate reports on status of network load shedding
- Apply for funding of electrification projects by the National and Provincial government institutions.

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.

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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 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, 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 3016 Kagiso Mabale / Gabriel Chauke Ext 3200 / or Katlego Mako Ext 3514.

CLOSING DATE: 09 SEPTEMBER 2019

Notice number: 71/2019

FOR OFFICE USE:

Directorate :
Budget and Treasury
Community Development
Roads and Transport
Technical & Infrastructure Services

Corporate Support Services
Office of the Chief Whip

Reference no. : 4/4/2/2

Vote number : IE00757/F246/X015/RO332/001/0030