

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: PLANNING & HUMAN SETTLEMENT

1.1 UNIT MANAGER: ESTATE ADMINISTRATION & LAND SALES (REF: DPHS -1.1)

Salary: R 533 772 – R 667 944 p/a Plus Transport Allowance Scheme

Requirements:

- A Bachelor’s Degree in Public Administration / Property Studies / Legal.
- 4 years’ experience in land acquisition and disposal related matters.
- 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 council 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.

1.2 TOWN PLANNER: LAND USE MANAGEMENT (REF: DPHS -1.2)

Salary: R 410 316 - R453 024 p/a (Level 5) Plus Transport Allowance Scheme

Requirements:

- B. Degree / Diploma in Town and Regional Planning
- 4 years' post qualification experience
- Registration as a Professional / Technical Planner with SACPLAN
- Code 08 driver's license.

Knowledge & Skills

- The professional applications associated with the post necessitate in depth understanding and knowledge of principles, policies and legislative requirements.
- Good human relations, interpersonal and communication skills.

Duties and Responsibilities:

- Provide land use planning comments on building plans referring specifically to the zoning scheme regulations, architectural guidelines and appropriate planning legislation
- Advise applicants and consultants regarding application procedures and town planning issues affecting the decision-making process (public representations, etc.)
- Process applications in terms of laid down guidelines and procedures (advertising for public comments, obtaining views from interested/affected parties, etc.)
- 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

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.

2. DIRECTORATE: PUBLIC SAFETY SERVICES

2.1 SECTION MANAGER: DISASTER MANAGEMENT (REF: DPS 2.1)

Salary: R453 024 – R 528 828 p/a Plus Transport Allowance Scheme

Requirements:

- National Diploma in Disaster Management or an Equivalent qualification in Emergency Management or Disaster Management.
- 5 years relevant experience in Emergency and Disaster.
- Incumbent must be mentally and physically fit
- Have the capability to operate under extreme hazard and traumatic conditions.
- Must be able to work shifts, work at heights, in confined / limited vision conditions.
- Must be able to work extended hours and standby

Knowledge & Skills:

- Sound and in-depth knowledge of concept disaster management to enable the incumbent cope with the challenges in the establishment and maintenance of disaster management services.
- Knowledge of the Fire Brigade Services Act.
- Knowledge of the Disaster Management Act, Frame Work and Fire Brigade Services Act.

Duties & Responsibilities

- Implement and guide disaster management strategy plan and review processes and activities.
- Draft, co-ordinate and integrate a disaster management contingency plan for the municipality to ensure that the municipality reacts appropriately in cases of disasters.
- Develop and implement the section's operational plans to ensure improved service delivery and alignment with the business plans.
- Assess the municipalities relative risks and probabilities of disasters and developing contingency plans.
- Identify the key strategic disaster management and prevention focuses for the municipality.
- Interact with managers of other related services (EMS, protection and services, fire brigade, etc) to forecast patterns and proactively develop appropriate interventions with clear roles and responsibilities.
- Facilitate and co-ordinate the integration of various stakeholders' inputs into an integrated strategic response to disaster management within the local municipality.
- Manage the interface between all relevant stakeholders such as SAPS, Traffic Department, SANDF, etc. during the disaster management operations.
- Communicate designated staff responsibilities, authority and personal performance measurement criteria to ensure understanding of work and to provide a basis for on-going assessment.
- Determine human resource requirements for individual tasks, with input from stakeholders and guidance from project authorities, to determine project staffing levels and required competencies.

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.

3.DIRECTORATE: COMMUNITY DEVELOPMENT

3.1 ARTISAN /PLUMBING: CIVIL FACILITIES (REF: DCD 3.1)

Salary: R249 912 – R289 944 (Level 9)

Requirements:

- Trade Certificate in Plumbing
- Proven 3 years' experience as a plumber
- Valid driver's 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)
- Repair or replace broken drainage lines, clogged drains, faucets etc.
- Repair and maintain gas and liquid heating system (air – conditioning units, radiators etc).
- Install waste disposal and sanitary systems.
- Willing to work overtime (emergencies)

3.2 ARTISAN / ELECRICIAN: CIVIL FACILITIES (REF: DCD 3.2)

Salary: R249 912 – R289 944 p/a (Level 9)

Qualification requirement:

- N3 plus Trade Certificate in Electrical plus valid code EC Driver's licence with PDP. HT Switching and regulations qualifications and experience will be advantageous.

Knowledge & Skills:

- 5 years applicable experience, of which at least 3 years in a local government environment. Must be physically fit, not be colour blind and have fear of heights.

Duties and Responsibilities:

- Execution of consumer complaints.
- HT repairs and switching duties.
- To maintain and repair the electrical distribution network to ensure sustained and reliable power supply to all consumers.
- Installation of new electrical connections to connect new consumers to the electricity supply network.

3.3 SOUND AND LIGHT TECHNICIAN (REF: DCD 3.3)

Salary: R297 288 – R328 188 p/a (Level 8)

Qualification requirement:

- 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.

4. DIRECTORATE: CORPORATE SUPPORT SERVICES

4.1 HEAD: INFORMATION TECHNOLOGY (RE- ADVERT) (RLM – DCS 4.1)

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

Requirements:

- B-Degree or equivalent qualification in Information Technology, plus minimum of 6 years IT experience, of which 4 years must be at management level.

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, COBIT 5 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

- 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 organisation'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.

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.

4.2 ORGANISATIONAL DEVELOPMENT & WORKSTUDY OFFICER (RLM – DCS 4.2)

Salary: R 410 316 – R 453 024 p/a (Level 5) plus Transport Allowance Scheme

Requirements:

- A 3-year tertiary qualification in Human resource Management / Work-study / Management Services.
- 3 years applicable experience
- A valid driver's licence
- Certificate in Organisational Design will be an added advantage.

Knowledge & Skills:

- Computer literacy.
- Good interpersonal skills.
- Be objective, clear thinking and attention to detail.
- Good written and verbal communication skills.

Duties

- Evaluate the organisational structure continuously in terms of effectiveness and functionality.
- Evaluate the ergonomics, interventions and processes based on each case /project scenario
- Initiate organisational change intervention to address problems away.
- Amend the structure as per Council resolutions
- Investigate organisational performance problems and make recommendations
- Evaluation of optional utilisation and appropriateness of workplaces
- Establish and maintain adaptable norms, standards, policies and procedures to ensure effective and efficient utilization of Human Resources.
- Review and update job profiles on an on-going basis.
- Check that positions exist and are budgeted for prior to approving filling of vacancies.
- Conduct investigations into the payment of allowances (e.g. acting/shift allowances), overtime claims and any other payments to ensure adherence to policies.

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 Office at tel. 014-590 3016 Kagiso Mabale.

CLOSING DATE: 08 August 2019

Notice number: 61/2019

FOR OFFICE USE:

Directorate

Planning & Human Settlement
Corporate Support Services
Community Development
Public Safety

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