

RUSTENBURG LOCAL MUNICIPALITY



EXTERNAL ADVERTISEMENT

ERRATUM

“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: TECHNICAL & INFRASTRUCTURE SERVICES

A. UNIT MANAGER – MECHANICAL ENGINEERING (REF: DTIS 1A)

Salary: R1 043 400 / a (one year all-inclusive fixed term contract) (Level 2)

Requirements:

- BSc in Mechanical Engineering, plus 6-10 years' experience in mechanical engineering of which 5 years must be in middle management plus a valid driver's licence.

Knowledge & Skills:

- Knowledge of mechanical field and disciplines, fleet / vehicle management, various types of spares and equipment.
- Knowledge of all relevant legislation and regulations, budget control, project management and be computer literacy.

Duties and Responsibilities:

- To manage and control the mechanical and vehicle workshop of the municipality.
- To compile and manage the annual capital and expenditure budgets and to manage all personnel in the Unit.
- To develop and assess project proposals and plans.
- Strategic and Operation planning for the Mechanical Engineering Unit.
- Compile and recommend strategies, policies and procedures in respect of the Unit.
- Responsible for the up-keep, compliance and renewal of RLM Fleet licences according to the prescript of the Road Traffic Act.

- Manage acquisition, maintenance and disposal of Municipal Fleet.
- Manage and maintain Mechanical Engineering infrastructure.

B. UNIT MANAGER – ELECTRICAL ENGINEERING SERVICES (Ref: DTIS 1B)

Salary: R567 132 – R709 692 /a (Level 2) Plus Transport Allowance Scheme

Requirements:

- A BSc – Degree in Electrical Engineering or developed competencies: a minimum of 6-10 years' experience in Electrical Engineering, of which 5 years on Middle management level, a certificate of Competency is required; ideally, the incumbent will be registered as a Professional Engineer.

Knowledge and skills:

- Knowledge of relevant legislation and NRS, good knowledge of Occupational Health and Safety Act (OHSA); working knowledge of heavy and light current electricity. Financial management, planning and organising; computer literacy, communication (verbal and written) and project management.

Duties:

- To lead and manage the Electrical Engineering Unit, which is responsible for the efficient supply of electricity within the requirements as set out in the National Rationalised Specifications (NRS 048 and 047) as approved by the National Electricity Regulator (NER) and to comply with the Municipal Electricity by-laws and the Electricity Act 41 of 1987.
- Manage and oversee the development and implementation of operational plans in the unit.
- Manage the planning of new electrical infrastructure development within the licensed area of Rustenburg Local Municipality.
- Monitor the utilisation of the budget to ensure that expenditure is effectively managed and efficiently deployed in accordance with the MFMA.
- Manage the procurement, distribution and supply of electricity in the licensed supply area of Rustenburg Local Municipality as issued by the Electricity Regulator.
- Develop and oversee the implementation of service level agreements in the unit with all contracted Consulting Engineers and Contractors.
- Manage the upkeep, compliance and renewal of the National Electricity Regulator (NER) license according to the prescriptions of the Electricity Act.
- Oversee and monitor the bulk supply meter readings in the municipality to ensure technical correctness in the billing system of bulk supply meter readings.
- Co-ordinate with Eskom for the supply and delivery of electricity to consumers within the area of supply of Eskom but in the jurisdiction of Rustenburg Local Municipality (NW 373) to ensure customer satisfaction for the community.
- Manage Human Resource within the Unit.

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.

C. SENIOR ENGINEERING TECHNICIAN (PLANNING) (REF: DTIS 1C)

Salary: R493 428 – R518 412 / a (Level 4) Plus Transport Allowance Scheme

Requirements:

- National Diploma in electrical engineering plus 5 years in an electrical environment plus a valid driver's license.

Knowledge & Skills:

- All policies, procedures and strategies in line with legislative and statutory rules, regulations and municipal laws. Knowledge of legislations that has bearing in Local Government. National electricity regulator and the electricity Act.
- People management skills

Duties:

- Management and planning for the electrical distribution network.
- Manage electricity usage on Eskom Supply points.
- Generate monthly electricity bills for special tariffs.
- Manage the capital and operating budget for network planning within the budgetary constraints of Council.
- Develop and implement the network planning operational plans to ensure improved service delivery and alignment with the unit plans.
- Manage the planning for electricity distribution networks for the provision and refurbishment of sustainable electricity supply to rural and township developments.
- Calculate non-technical losses to report to NER and take steps required to curb nontechnical losses.

D. SENIOR ENGINEERING TECHNICIAN (MAINTENANCE) (REF: DTIS 1D)

Salary: R493 428 – R518 412 / a (Level 4) Plus Transport Allowance Scheme

Qualification Requirements:

- National Diploma in electrical engineering plus 5 years in an electrical environment plus a valid driver's license.

Knowledge & Skills:

- All policies, procedures and strategies in line with legislative and statutory rules, regulations and municipal laws.
- Knowledge of legislations that has bearing in Local Government. National electricity regulator and the electricity Act.
- People management skills.

Duties:

- Develop and implement maintenance and operational plans.
- Manage the Capital and operation budget for maintenance.
- Oversee the execution of the maintenance plan by the maintenance team.
- Design and maintain the street light programme. Update the 33kv and 11kv sematic diagrams.
- Motivate the budget and budget amendments to the planning engineer for approval
- Develop and implement the maintenance operational plans to ensure improved service delivery and alignment with the unit plans
- Conduct investigations and gather information to draft a maintenance plan and continuously update according to maintenance needs
- Document practical procedures for the maintenance operations
- Design, implement and maintain fault grading systems
- Conduct site visits to monitor maintenance procedures and progress according to the maintenance plan

D. ENGINEERING TECHNICIAN (PLANNING) (REF: DTIS 1E)

Salary: R435 960 – R518 412 / a (Level 5 – 4) Plus Transport Allowance Scheme

Qualification Requirements:

- National Diploma in electrical engineering plus 3 years in an electrical environment plus a valid driver's license.

Knowledge & Skills:

- All policies, procedures and strategies in line with legislative and statutory rules, regulations and municipal laws.
- Knowledge of legislations that has bearing in Local Government. National electricity regulator and the electricity Act.
- People management skills.

Duties:

- Represent the Rustenburg Local Municipality as project manager, Clerk of Works and Storeman by co-ordinating all disciplines in electrification projects
- Enforce standard and specification during projects and take disciplinary and or take corrective steps.
- Take responsibility for quality control during all phases of the work.
- Evaluate community financial income levels to determine electricity design levels
- Prioritise the electrification needs of the township or rural area by communicating with relevant stakeholders
- Design the electricity distribution networks and create plans and diagrams for construction purposes.

F. MAINTENANCE OFFICER (WATER SERVICES) (REF: DTIS 1F)

Salary: R 394 800 – R 435 960 / a (Level 6) plus Travelling Allowance Scheme

Qualification Requirements:

- N6 in Civil Engineering plus Plumbing Trade Certificate. Minimum of 3 years' relevant experience plus a valid driver's license with PDP.

Knowledge & Skills:

- Knowledge of water reticulation systems.
- Communication and conflict management skills. □ Computer literacy will be an added advantage.

Duties:

- Drafting and implementation of maintenance plans of all water infrastructure.
- Supervise installations of water connections.
- Ensure water meter testing and maintenance.
- Coordination of water projects.

G. MAINTENANCE OFFICER (SANITATION SERVICES) (REF: DTIS 1G)

Salary: R 394 800 – R 435 960 / a (Level 6) plus Travelling Allowance Scheme

Qualification Requirements:

- N6 in Civil Engineering plus Plumbing Trade Certificate. Minimum of 3 years' relevant experience plus a valid driver's license with PDP.

Knowledge & Skills:

- Knowledge of sewer network systems.
- Communication and conflict management skills.
- Computer literacy will be an added advantage.

Duties:

- Drafting and implementation of maintenance plans of all sewer infrastructure.
- Supervise installations and unblocking of sewer pipes.
- Ensure sewer pipes maintenance.

H. FOREMAN (WATER SERVICES) (REF: DTIS 1H)

Salary: R 357 600 – R394 800 / a (Level 7)

Qualification Requirements:

- N4 in Civil Engineering plus Plumbing Trade Certificate. 3 years' experience and driver's license with PDP.

Knowledge & Skills:

- Supervising in water pipe maintenance, meter maintenance and pipe fitting knowledge, supervisory, conflict management, and the ability to work in extreme conditions. Knowledge of area of work will be an added advantage.

Duties:

- Supervising in water pipes maintenance, meter maintenance repairs and preventative.
- Supervise water teams and quality control.
- Work standby as and when required.

I. FOREMAN X 2 (SANITATION SERVICES) (REF: DTIS 1I)

Salary: R 357 600 – R394 800 / a (Level 7)

Qualification Requirements:

- N4 in Civil Engineering plus Plumbing Trade Certificate. 3 years' experience and driver's license with PDP.

Knowledge & Skills:

- Supervising in sewer pipe maintenance, pipe fitting knowledge.
- Supervisory, conflict management, and the ability to work in extreme conditions. □ Knowledge of area of work will be an added advantage.

Duties:

- Monitor that pipes are properly connected, facilitate safety of public, workers and properties.
- Supervise sanitation teams and quality control.
- Investigate complaints with regard to sewer blockage.
- Work standby as and when required

J. JET CLEANER (SANITATION SERVICES (REF: RLM DTIS – 1J)

Salary: R221 100 – R253 176 (Level 10)

Qualification Requirements:

- Grade 12 plus Operation Certificate, with 2 years' relevant experience plus a valid code 14 driver's license with PDP.

Knowledge and skills:

- Knowledge of sewer network lines within the various communities around Rustenburg jurisdiction.

Duties and Responsibilities:

- Fill-up the tank with water and unblocking sewer lines within various communities.
- Identify, report challenges and inspection of jet cleaner before filling up with water.
- Ensure that safety procedure is adhered to.
- Maintain daily logbook and populate work orders.
- Responsible for the general maintenance of the jet cleaner.

2. DIRECTORATE: PLANNING & HUMAN SETTLEMENT

A. UNIT HEAD: ESTATES ADMINISTRATION AND LAND SALE (REF: DPHS 2A)

Salary: R 567 132 – R709 692 (Level 2) Plus Transport Allowance Scheme

Qualification Requirements:

- A Bachelor's Degree in Property Studies / Real Estate / Law
- 6-10 years' managerial applicable experience in land acquisition and land disposal (sale and lease) related matters of which 5 years must be at middle management level.
- A valid driver's license.

Knowledge & Skills

- Extensive knowledge of the constitution, key local government legislations, policy and legislation on municipal integrated development planning.
- Sound knowledge of financial management including budget, cash control, operating costs and financial reporting.
- Knowledge of property marketing, contracts law and property valuations.
- Understanding of title deeds and the deeds Registry Act.
- Sound organizing, problem solving, interpersonal and dispute resolution/conflict management skills.

Duties:

- Manage the daily administrative duties regards estates and land sales,
- Manage the disposal of real estate (Land),
- Draft policy framework/ guidelines on how to deal with estate matters,
- Manage all contracts of sale, Lease and any other contracts in respect of land,
- Coordinate the transfer of property,
- Ensure compliance of parties to special clause in the contracts,
- Administer and manage register of servitudes.

3. BUDGET & TREASURY OFFICE

A. UNIT MANAGER: FINANCIAL MANAGEMENT SERVICES (REF: BTO 3A)

Salary: R 567 132 - R709 692 /a (Level 2) Plus Transport Allowance Scheme

Qualification Requirements:

- BCom Accounting qualification plus 6-10 years' relevant experience of which 5 years should be in the Middle Management level, plus valid driver's licence.

Knowledge & Skills:

- Knowledge of financial policies and legislations.
- Knowledge of Query view program. Report writing skills. Ability to work under pressure.
- Analytical and critical thinking skills. Ability to work long hours and meet deadlines. Good communication skills

Duties:

- Compile strategic business plan in line with council, strategic plans and operational plans.
- Monitor and manage the development and maintenance of the financial systems.
- Compile and monitor annual operating budget of the municipality.
- Compile monthly financial results and annual financial statements and report to council, municipal manager and executive mayor as prescribed in legislation.
- Manage and direct the financial management services unit to meet the objectives of the unit, directorate and Council.
- Schedule and monitor month end and year end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines
- Compile specifications for system enhancements and improvements
- Ensure proper maintenance of the financial systems /software
- Compile monthly financial results and annual financial statements and report to council, municipal manager and executive mayor as prescribed in legislation
- Control and authorize monthly closing off and review results
- Analyse results and report matters of concern and identify financial risks
- Oversee monthly reconciliations on financial transactions

4. DIRECTORATE: COMMUNITY DEVELOPMENT

A. FOREMAN: DOMESTIC & CBD AREA (REF: DCD 4A)

Salary: R 357 600 – R394 800 / a (Level 7)

Qualification requirements:

- National Diploma in Environmental Health / Management / Sciences / Natural Sciences. Valid Driver's license and 2 years relevant experience.

Knowledge & Skills:

- Human relations and interpersonal skills. Organizing skills and the ability to work independently. Ability to implement Environmental Management Systems. Ability to implement Integrated Waste Management Plans. Computer literate.

Duties:

- Supervise and monitoring of street cleaning and waste collection.
- Plan refuse removal schedule and daily to be done.
- Undertake inspections to ensure that all waste activities are carried out in an acceptable manner and according to standards.
- Develop collection route and manage refuse removal fleet.
- Submit monthly reports to Section Manager: Refuse removal.
- Attend to routine personnel administrative matters.
- Liaise with service providers to ensure that collection is done.
- Supervise the performance of subordinates.

5. DIRECTORATE: CORPORATE SUPPORT SERVICES

A. LABOUR RELATIONS OFFICER (REF: DCSS 5A)

Salary: R 435 960 – R481 344 / a (Level 5) Plus Travelling Allowance Scheme

Qualification requirements:

- B Degree, majoring in Labour Law, a Post Graduate Qualification in Labour Law Practice or LLB will be an added advantage.

Knowledge & Skills:

Good interpersonal and negotiation skills. Verbal and written communication skills at all levels. Be objective, clear thinking and attention to detail. Must be able to function under pressure, stressful and conflict situations, Must be computer literate.

Duties:

- Provide a professional labour relations service in the municipality to ensure that the

- Municipality is informed and given professional advice on all labour relations matters.
- Coordinate dispute referred to the Bargaining Council, CCMA to ensure Council's interests are represented.
- Build a constructive relationship with the trade unions.
- Experience in representing the Employer in Arbitrations, Conciliations and Con-Arbs.
- Liaise with relevant trade unions in the preparations of the agendas for the Local Labour Forum.
- Monitor the execution of decisions and coordinate the proceedings of the Local Labour Forum to ensure effective/efficient decision making.
- Giving advice to management, employees and union representatives with regards to labour relations matters, policies and procedures to ensure compliance with Labour Legislations.

**B. TECHNICIAN: APPLICATIONS SUPPORT (INFORMATION TECHNOLOGY)
(REF: DCSS 5B)**

Salary: R 357 600 – R 394 800/ a (Level 7)

Qualification requirements:

- A 3 years tertiary qualification in Information Technology or IT Business Applications or A+ and N+ Certificates. One (1) year to Two (2) years with appropriate experience in an Information Technology environment. Knowledge and experience of IT support within the municipality environment will serve as advantage. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Office suite. Understanding of Virtual Platforms and Open Source will also serve as an advantage. A valid driver's license.

Knowledge & Skills:

Computer literacy, must be able to troubleshoot, diagnose and assist Users with technical problems. Must have outstanding interpersonal skills to interact with user technical support telephonically.

Duties:

- Detect and repair faults on LAN / WAN, PC's, peripherals, network points and software.
- Assist with solving, monitoring and implementation of LAN / WAN infrastructure services.
- Provide and maintain user support from transversal systems e.g SAGE, Payroll, MS teams, data STOR and SAGE.
- Provide advanced desktop application support, monitor and maintain a virus free network.
- Perform daily maintenance on end user(s) hardware, monitor wide and local area networks.
- Install and support software / application.

C. **SECTION MANAGER – RECRUITMENT (Ref: DCSS 5C)**

Salary: R481 344 – R 561 876 /a (Level 3)

Requirements:

- Diploma in Human Resources Management or developed competencies.
- A minimum of 3 years' applicable experience, of which 2 years in managing personnel and administration issues within a large sized organisation.

Knowledge & Skills:

- Knowledge of relevant HR legislation, personnel and administration management as well as HR processes, attention to detail, planning and organisation skills.
- Computer literacy and excellent communication skills with specific emphasis on report writing skills and policy drafting skills including typing.
- Project management skills, excellent administrative skills and the ability to deal effectively with a very extensive workload and high stress level.
- Knowledge of Labour Budget will be an added advantage.

Duties:

- Co-ordinate and supervise the Recruitment Section of the Human Resources Management Unit.
- Develop and review sectional policies in line with relevant legislation.
- Manage the personnel HR information system.
- Ensure that employees are paid in accordance with the approved salary scales.
- Manage the administration of benefits schemes.
- Assist internal and external auditors with queries relevant to the recruitment section.

6. OFFICE OF THE MUNICIPAL MANAGER.

A. PROJECT CO-ORDINATOR (PROJECT MANAGEMENT UNIT) (REF: OMM 6.A)

Salary: R394 800 – R435 960 / 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.

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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. 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.
 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. Please mark envelope and email "VACANCY". Administrative enquiries may be directed to Human Resources at tel. 014-590 3016 Miss Kagiso Mabale / 014 -590 3200 Mr Gabriel Chauke. Application form can be downloaded from the Rustenburg Local Municipality's website.

CLOSING DATE: 18 MAY 2021

Notice number: 15/2021

Reference no: 4/1/2/1/7

FOR OFFICE USE:

Directorates

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