

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 vacancy within the Directorate Rustenburg Rapid Transport. **Disabled applicants, who meet the stated requirements of the position, are encouraged to apply.**

1. DIRECTORATE: ROADS & TRANSPORT (RE-ADVERT)

1.1 DIRECTOR: ROADS AND TRANSPORT (REF: RRT 1.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 43122, dated 20 March 2020 (i.e., Minimum R 1 354 200 Midpoint R1 596 747 and Maximum R 1 876 176 / annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- A Bachelor’s degree in Transport Economics or Transport Management
- A Certificate in Municipal Finance Management Program (MFMP) / CPMD in terms of the 2007 Municipal Regulations on Minimum Competency Levels or should be attainable within eighteen (18) months from date of appointment.
- A minimum of 5 years applicable experience, of which 3 years must be at Senior Management level preferably within local government.
- Computer literacy covering all Applications.
- The need to undergo security vetting
- Valid driver’s licence and no criminal record.
- Registration with relevant professional body
- Computer literacy

Knowledge and Skills

- Advanced knowledge and understanding of relevant policy and Legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers
- 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.

Duties and Responsibilities

- Manage and Direct the Roads and Transport Directorate.
- Establish an effective structure and processes of the Directorate.
- Ensure compliance with all statutory requirements.
- Compile reports on the functioning of the Directorate.
- Implement effective capacity building programmes to enhance the professional and technical capacity of the Directorate.
- Good knowledge of supply management regulations and preferential procurement policy framework act.
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain Management.
- Ensure effective planning and execution of Roads and Transport related projects whilst maximising on job creation opportunities.
- Willingness to work long hours and under pressure.

2. DIRECTORATE: CORPORATE SUPPORT SERVICES (RE-ADVERT)

2.1 DIRECTOR: CORPORATE SUPPORT SERVICES (Ref. RLM DCS: 2.1)

Salary:

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 43122, dated 20 March 2020 (i.e., Minimum R 1 354 200 Midpoint R1 596 747 and Maximum R 1 876 176 / annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- Bachelor's Degree in Public Administration/Management Services/Law

- A Certificate in Municipal Finance Management Program (MFMP) / CPMD in terms of the 2007 Municipal Regulations on Minimum Competency Levels or should be attainable within eighteen (18) months from date of appointment.
- Proven successful management experience in Administration.
- A minimum of 5 years applicable experience, of which 3 years must be at Senior Management level preferably within local government.
- Computer literacy covering all Applications.
- The need to undergo security vetting
- Valid driver's licence and no criminal record

Knowledge & Skills:

- Good knowledge and understanding of relevant policies and legislation governing Local Government.
- Good knowledge of Performance Management System.
- Good knowledge of supply management regulations and preferential procurement policy framework act.
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, stakeholders Relations and Supply Chain Management.
- Planning and organising skills
- Interpersonal skills,
- Computer literacy,
- Sound knowledge of Labour Relations, Human Resource Management principles and practices.
- Knowledge of legal principles and discipline.
- Willingness to work long hours and under pressure.

Duties:

- Required to lead and direct the Directorate: Corporate Support Services, which is responsible for Human Resources Management, Administrative Support, Occupational Health and Safety and Information Technology functions.
- Ensure the provision of Optimum Human Resource Management and Development.
- Ensures the provision of effective and efficient Information Technology Management Services.
- Ensures the provisioning of general Administrative Services.
- Ensures the compliance of the Occupational Health and Safety, and Compensation of Occupational Injuries and Diseases Act.
- Provision of Organisational Design and Development Services.

3. DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES (RE-ADVERT)

3.1 DIRECTOR: TECHNICAL AND INFRASTRUCTURE SERVICES (REF: DTIS 3.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 43122, dated 20 March 2020 (i.e., Minimum R 1 354 200 Midpoint R1 596 747 and Maximum R 1 876 176 / annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- A Bachelor of Science Degree in Engineering or BTech: Engineering.
- A Certificate in Municipal Finance Management Program (MFMP) / CPMD in terms of the 2007 Municipal Regulations on Minimum Competency Levels or should be attainable within eighteen (18) months from date of appointment.
- Certificate of competency as required in terms of the General Machinery Regulation of 1998 or Registration with a recognised engineering professional body.
- A minimum of 5 years applicable experience, of which 3 years must be at Senior Management level preferably within local government.
- Computer literacy covering all Applications.
- The need to undergo security vetting.
- Valid driver's licence and no criminal record

Knowledge and Skills

- Advanced knowledge 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 management regulations and preferential procurement policy framework act.
- Ability to be an innovative and strategic leader
- Strategic leadership and Management, Governance, Ethics and values in Financial Management, Stakeholders Relations.

Duties and Responsibilities

- Manage, Lead and Direct the Directorate: Technical and Infrastructure Services which is responsible for the provision of Water Services, Sanitation

Services, Mechanical Engineering Services and Electrical Engineering Services

- Ensure that water loss is managed.
- Planning and implementation of water sanitation services to the communities of Rustenburg.
- Develop and submit business plans to funding agencies.
- Ensure the effective and efficient operation of both Mechanical Workshop and Electrical Services.
- Regular update of the monitoring and evaluation data-based system.
- Develop and Monitor the budget and expenditure on the Directorate.
- Data analysis, routine data quality management and create data reporting tools.

4. DIRECTOR: LOCAL ECONOMIC DEVELOPMENT

4.1 DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (REF: 4.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 43122, dated 20 March 2020 (i.e., Minimum R 1 354 200 Midpoint R1 596 747 and Maximum R 1 876 176 / annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- Applicable bachelor's degree in business development / Marketing or Economics
- A minimum of 5 years applicable experience, of which 3 years must be at Senior Management level preferably within local government.
- A Certificate in Municipal Finance Management Program (MFMP) / CPMD in terms of the 2007 Municipal Regulations on Minimum Competency Levels or should be attainable within eighteen (18) months from date of appointment
- Computer literacy covering all Applications.
- The need to undergo security vetting
- Valid driver's licence and no criminal record.

Knowledge & Skills:

- Advanced knowledge and understanding of relevant policy legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers
- Good governance
- Ability to prove strategic, visionary, and innovative leadership.
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

Duties and responsibilities

- The incumbent will be expected to lead and direct the Directorate: Local Economic Development, which is responsible for the development of the local economy, SMME Development and Diversification of the Rustenburg Economy in line with the IDP.

5.DIRECTOR: PLANNING AND HUMAN SETTLEMENT

5.1 DIRECTOR: PLANNING & HUMAN SETTLEMENT (REF: DPHS 5.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 43122, dated 20 March 2020 (i.e., Minimum R 1 354 200 Midpoint R1 596 747 and Maximum R 1 876 176 / annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- Bachelor of Science degree in Building Sciences/ Architect / Bachelor degree in Town and Regional Planning of development studies or equivalent.
- A Certificate in Municipal Finance Management Program (MFMP) / CPMD in terms of the 2007 Municipal Regulations on Minimum Competency Levels or should be attainable within eighteen (18) months from date of appointment.
- Have proven successful Profession Development / Town and Regional planning experience.
- A minimum of 5 years applicable experience, of which 3 years must be at Senior Management level preferably within local government.
- Computer literacy covering all Applications.
- The need to undergo security vetting.
- Valid driver's licence and no criminal record.

Knowledge & Skills:

- Advanced knowledge and understanding of relevant policy legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegated powers
- Good governance
- Ability to prove strategic, visionary, and innovative leadership.
- Ability to communicate and negotiate at all levels of government and with all relevant stakeholders.

Duties:

- The incumbent will be responsible for the planning, organising coordination and control of all activities of the Planning developments, estate administration, building control, Housing and in order to achieve strategic objectives to ensure optimum service delivery.
- The budgeting and expenditure control of all projects within the directorate.
- Establishing and managing contractual and other relationships with Government departments, service providers, organized business and other stakeholders bodies through Integrated Development Planning; to ensure sustainable land use management.
- Preparing procedural, financial and performance reports referring to statistical data and qualitative information related to the planning and economic development service delivery initiatives for the attention of the Municipal Manager for consideration and inclusion into Council and sub Committee reports.

6. DIRECTORATE: COMMUNITY DEVELOPMENT

6.1 DIRECTOR: COMMUNITY DEVELOPMENT (REF: DCD 6.1)

FIVE YEAR FIXED TERM CONTRACT

Total remuneration package will be in terms of Government Gazette No. 43122, dated 20 March 2020 (i.e., Minimum R 1 354 200 Midpoint R1 596 747 and Maximum R 1 876 176 / annum) the incumbent will be reporting to the Municipal Manager.

Requirements:

- An applicable NQF Level 7 qualification/B Degree plus a valid driver's license.
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007, Municipal Regulations on Minimum Competency Levels or should be attainable within eighteen (18) months from date of appointment.
- Certificate of competency as required in terms of the General Machinery
- A minimum of 5 years applicable experience, of which 3 years must be at Senior Management level preferably within local government.
- Computer literacy covering all Applications.
- The need to undergo security vetting
- Valid driver's licence and no criminal record

Duties

- Required to lead and direct the Directorate: Community Development, which is responsible for the provision and management of Community Facilities, Civil

Facilities, Waste Management and Library and Information Services plus Integrated Environmental Management

- Manage and control the Capital and Operational Budget of the directorate.
- Evaluate the directorate's performance against the approved budget.

Knowledge & Skills

- Planning and organising skills, comprehensive financial management skill, people management skills, interpersonal skills, decision making and analytical skills, problem solving skills, bilingualism (2 or more of the official languages) and the knowledge of administration and management principles.

7. OFFICE OF THE EXECUTIVE MAYOR

7.1 MANAGERS IN EXECUTIVE OFFICES X2:

- OFFICE OF THE EXECUTIVE MAYOR
- OFFICE OF THE SPEAKER

The positions will be linked to the Political Officer Bearers.

Salary: R 862 042 – R 1 078 728 /a (Total Cost to Company)

Requirements:

- NQF Level 6 in Administration
- 4-5years applicable experience in Management.

Knowledge & Skills

- Understanding of Municipal Systems Act, Municipal Structures Act and Municipal Finance Management Act.
- Good analytical, and interpersonal relation skills
- Excellent leadership and management skills
- Willingness and readiness to work long hours and under pressure.

Duties and Responsibilities:

- Provide admin to the Executive Offices (i.e.: Executive Mayor and the Speaker).
- Financial management of the budget, strategic planning management of the Executive Offices.
- Assist and support the Executive Mayor and the Speaker in executing the legislative responsibilities and any other duties and powers delegated by Council.

- Advise and support the Executive Mayor, and the Speaker on administrative and strategic decisions.
- Develop, monitor and review policies in line with relevant legislative applicable to the Executive Offices.
- Monitor Council meetings and other responsibilities such as Rules of Order of Council (Office of the Speaker)

7.2 EXECUTIVE SECRETARY: OFFICE OF THE EXECUTIVE MAYOR X1 OFFICE OF THE SPEAKER X1

Salary: R600 112 - R 662 659 / a (Total Cost to Company)

The position will be linked to the Political Officer Bearer

Requirements:

- Grade 12 plus a Secretarial Diploma / Diploma in Office Administration.
- Knowledge of municipal environment, plus 3 years' experience.

Knowledge & Skills:

- Computer literacy
- Knowledge of political protocol,
- Filing, telephone etiquette and communication skills

Duties:

- Receiving, scrutinizing and diverting all telephone calls.
- Interacting with staff, Councillors and the public
- Booking meeting venues, typing of letters. Speeches and reports.
- Maintain the diary of the Political Office Bearer

7.3 ADMINISTRATIVE OFFICERS TO MEMBERS OF MAYORAL COMMITTEE: X11 (REF: MMC 7.3)

- BUDGET & TREASURY OFFICE
- COMMUNITY DEVELOPMENT
- LOCAL ECONOMIC DEVELOPMENT
- PLANNING & HUMAN SETTLEMENT
- CORPORATE SUPPORT SERVICES
- PUBLIC SAFETY
- TECHNICAL & INFRASTRUCTURE SERVICES
- INTERGRATED DEVELOPMENT PLANNING
- ROADS & TRANSPORT
- SPECIAL PROJECTS
- CHIEF WHIP

The positions will be linked to the Public Office Bearers

Salary: R 543 547 – R600 113 /a (Total Cost to Company)

Qualification Requirement:

- Grade 12
- Secretarial / Management assistant or Administrative Qualification
- Plus any related administrative experience will be an added advantage
- Maintain confidentiality

Knowledge & Skills:

- Computer Literacy
- Knowledge of Political Protocol
- Typing, filing and telephone etiquette
- Communication and administrative skills

Duties and Responsibilities:

- Main duties will include but are not limited to: Arrange meetings and venues for the MMC's.
- Keep track of the MMC's Diary
- Prepare reports for MMC's.
- Receiving, scrutinizing and diverting all telephone calls.
- Interacting with staff, Councillors and the Public.

8. OFFICE OF THE MUNICIPAL MANAGER

8.1 LEGAL ADVISOR: LABOUR LAW (REF: OMM 8.1)

Salary: R610 044 – R615 744 (3rd Reporting Level)

Requirements:

- Bachelor of Law Degree and LLB including Qualifications on Labour Law.
- 3-4 years' experience in the handling of labour disputes including strike management and labour litigation in terms of labour legislation

Knowledge & Skills:

- Practical Knowledge on the applicable Labour Law in the Municipal environment.
- Ability to work under stressful conditions
- Planning and Organising skills
- Computer literacy and document handling skills

Duties and Responsibilities:

- Attending to all queries on contingent liability by Auditor General.
- Admission as an attorney with right of appearance before the court will serve as an additional advantage
- Handle and advice municipality on labour cases or disputes appearing before the bargaining council/ labour court/ tribunal
- Attending and advising the municipality on disciplinary matters and local labour forum
- Preparing and presenting reports to the risk management committee and performance audit committee including other committee of the council
- Representing the municipality in bargaining council matters / labour court
- Conduct investigations on labour cases and other legal matters.
- Analyse all legal documents on the implications and make recommendations to the Head: Legal and Valuation

Must be prepared to work under pressure and after hours and where possible will be required to do travelling outside the jurisdiction of municipality using municipal Transport.

8.2 LEGAL ADVISOR: LITIGATION (REF: OMM 8.2)

Salary: R610 044 – R615 744 / a (3rd Reporting Level)

Requirements:

- Bachelor of Law Degree or LLB.
- Admission as an attorney with right of appearance before the court will serve as an additional advantage.
- Must have at least 3-4 years' experience in a legal environment and experience in handling or dealing with local government legislation and or cases.

Knowledge & Skills:

- Extensive practical knowledge of legislation, practical knowledge of Legal Costing
- Ability to work under stressful conditions
- Planning and Organising skills
- Communication skills, Conflict resolution skills and Interpersonal skills.
- Computer literacy and document handling skills

Duties and Responsibilities:

- To update on daily basis the Litigation Report including the filing of legal documents
- Attending to Appeals in terms of SPLUMA legislation
- Recommending Attorneys to be utilised to the Manager Legal Unit for appointment
- Representing the municipality in Bargaining Council matters, tribunal and Labour Court;
- Preparing legal opinions and contracts on behalf of the Municipality;
- Preparing and presenting litigation report to the Risk Management Committee and Performance Audit Committee and any other committee of the Council;
- Preparing Legal Comments on items to be served before the committees of council
- Communication with external legal advisors concerning or addressing queries raised by A-G or the Municipal Manager or Manager in the Office
- Ensure that legal matters are timeously attended by Attorneys, ensure that invoices from Attorneys are timeously attended

Must be prepared to work under pressure and after hours and where possible will be required to do travelling outside the jurisdiction of municipality using municipal transport.

9. OFFICE OF THE SPEAKER

9.1 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): LEGAL ADVISOR (REF: OS 9.1)

The position will be linked to the Political Officer Bearer

Salary: R854 062 – R862 042 /a (Total Cost to Company)

Requirements:

- B-Degree in Law (LLB) or equivalent NQF Level 7 Qualification, Postgraduate Qualification will serve as an advantage.
- Certificate in Municipal Finance Management Programme (MFMP) OR Certificate Programme in Municipal Development (CPMD)
- A minimum of 3 – 5 years relevant experience as a Legal Advisor (admitted Attorney) in the Municipal environment
- A valid Driver's Licence

Knowledge and Skills:

- Extensive knowledge of Municipal Governance and Administration in terms of Good Governance and Accountability.
- In-depth knowledge of Local Government Legislation.

- Exposure and specialisation in litigation/contract management and Local Government.
- Good planning, analytical, negotiation, facilitation; high-level communication; report writing and organizational skills.
- Ability to work under strenuous working conditions.

Duties & responsibilities:

- Assist the committee in investigating and processing the Unauthorised, Irregular, Fruitless and Wasteful expenditure along with legal parameters.
- Assist the committee in drafting the in-year and oversight reports and make recommendations to ensure effective oversight and compliance with legislation.
- Constantly peruse and review the reports received from the Council or Management and develop recommendations for the committee.
- Give legal written or verbal legal advice and support to the committee on all matters which may have legal implications including financial misconduct;
- Attend committee meetings and give legal advice when there is a need.
- Liaise with key assurance providers on behalf of the committee within the municipality.

9.2 CO-ORDINATOR: PUBLIC PARTICIPATION (REF: OS 9.2)

Salary: R572 073 - R 631 714 /a (Total Cost to Company)

The position will be linked to the Political Office Bearer.

Requirements:

- National Diploma in Public Administration / Communication.
- A valid driver's license
- 3 years applicable experience within the local government.

Knowledge & Skills:

- Extensive knowledge of the Rustenburg Local Municipality jurisdiction.
- Planning and organising skills.
- Good communication skills.
- Prioritising and ability to maintain confidentiality.

Duties:

- Co-ordinate the activities of the Office of the Speaker,
- Provide general administrative support to Councillors and Ward Committees.
- Perform liaison function with various community interest groups.

- Responsible for managing Ward Committees and co-ordinating / enhancing public participation within the Municipality.
- Co-ordinate logistics for Ward Committees and events

10. TECHNICAL & INFRASTRUCTURE SERVICES

10.1 MAINTENANCE OFFICER (WATER) (REF: DTIS 10.1)

Salary: R 428 652 – R473 328 /a (Level 6)

Requirements:

- National Diploma in Civil Engineering
- Plumbing Trade Certificate.
- Minimum 3 – 4 years relevant experience.
- Plus a valid driver's licence with PDP.

Knowledge & Skills:

- Knowledge of water network systems,
- computer literacy,
- Communication and conflict management skills.

Duties

- Drafting and implementation of maintenance plans for all water infrastructure, supervise installations of water connections, ensure meter testing and maintenance and coordination of water projects.

10.2 MAINTENANCE OFFICER (SANITATION) (REF: DTIS 10.2)

Salary: R 428 652 – R473 328 /a (Level 6)

Requirements:

- National Diploma in Civil Engineering
- Plumbing Trade Certificate.
- Minimum 3-4 years relevant experience.
- Plus a valid driver's licence with PDP.

Knowledge & Skills:

- Knowledge of sewer network systems,
- computer literacy,
- Communication and conflict management skills.

Duties

- Drafting and implementation of maintenance plans for all sewer infrastructure, supervise installations of sewer connections, ensure meter testing and maintenance and coordination of sewer projects.

10.3 FOREMAN: MAINTENANCE (ELECTRICAL) (REF: 10.3)

Salary: R 388 248 – R428 652 /a (Level 7)

Requirements:

- N4 in Electrical Engineering
- Electrical Trade Certificate
- Additional qualification in Electrical High Voltage Switching
- Minimum 3 years' applicable experience
- Plus a valid driver's licence with PDP

Knowledge and Skills:

- Extensive knowledge of high voltage switching up to 88kv.
- Physically fit
- Not have fear of heights
- Not to be colour blind
- Must be able to work under stressful conditions
- Must be able to work long hours

Duties and Responsibilities

- Main duties will include, but not limited to: upgrading and maintenance of electricity networks, perform take-over inspections of existing electricity networks, management of Maintenance Section, execution of maintenance projects, control over budget expenditure, supervision to ensure work flow, responsible for all high voltage switching and responsible for Occupational Health and Safety of Section

10.4 TECHNICIAN TELEMETERING (WATER) (REF: DTIS 10.4)

Salary: R 428 652 – R473 328/ a (Level 6)

Qualification Requirement:

- National Diploma in Electronics or Water Management
- 3 years applicable experience
- Valid driver's licence.

Knowledge & Skills:

- Knowledge in the water demand management
- Water loss management and reservoir monitoring.
- Report writing skills, computer literacy, good communication skills.

Duties:

- Monitoring of reservoirs
- Monitoring of water demand,
- Monitoring of zonal and point of sale meters,
- Report writing,
- Monitoring of teams working with bulk water.
- Maintaining good relationships with Water Boards.

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- 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.
 - 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.
 - Application can be forwarded to: applications@rustenburg.gov.za
 - 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.
 - 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. Applications can also be dropped off at Reception (Ground Floor) Municipal Main Building. Please mark envelope "VACANCY". Administrative enquiries may be directed to tel. 014-590 3200/3016.
 - Kindly note that applicants must complete the official senior managers employment application form.

N.B: ALL PREVIOUS APPLICANTS ARE WELCOME TO RE-APPLY

CLOSING DATE: 23 AUGUST 2022

Notice number: 43/ 2022

FOR OFFICE USE:

Directorates

Corporate Support Services
Road & Transport
Technical and Infrastructure Services
Planning & Human Settlement
Local Economic Development
Office of the Speaker
Office of the Municipal Manager

Reference no.: 4/4/2/2

Vote number : IE00757/F2496//X051/RO332/001/030

PLACING

Sunday World : 31 JULY 2022
Platinum Weekly : 03 AUGUST 2022