

VACANCIES
DATE 12th March – 26th March 2021

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability. Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the Municipality. Candidates whose appointment will enhance representatively of employees from the designated groups are encouraged to apply.



DEPARTMENT : INFRASTRUCTURE PLANNING AND DEVELOPMENT
Unit : Projects, Operations and Maintenance
Position : Manager – Projects, Operations and Maintenance (REF : MLM/ES/POM/001)

Employment Term	Five (5) Year Fixed Term Contract
Task Grade	16
All-inclusive package	R993 143, 97
Advertisement Platforms	Provincial News Paper, Local News Paper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Matric • NQF Level 7 Qualification in Civil Engineering • 5 years' experience in Project and Contract Management in a Local Government sector of which three (3) years must be at a supervisory level • Minimum of 3 (three) years' experience in Municipal Infrastructure planning and design • Good understanding of MIG requirements and GCC • Computer literacy • Valid Code B Driving Licence • Registration with the Engineering Council of South Africa (ECSA) as Tech or PR Tech will be an added advantage • Good communication and presentation/ interpersonal skills.
Key Responsibilities	<ul style="list-style-type: none"> • Provide business plan for capital projects • Prepare annual business plan and budget • Register projects with MIG • Perform quality control and maintenance projects • Identifies and defines the immediate, short and long term objectives/ plans associated with utilization, productivity and performance of personnel within the Roads and Storm Water maintenance section • Prepares capital and operating estimates and controls expenditure against the approved budget allocations • Manages the formulation of specific contracts and tender documents and control contractual obligations • Directs and controls the professional, technical and operational outcomes associated with the functions related to roads and storm water maintenance • Disseminates functional and operational information on the immediate, short and long term objectives and current developments/ problems and constraints • Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Unit: Electrical Services	
Position: Manager – Electrical Services (REF : MLM/ISD/ES/001)	
Employment Term	Five (5) Year Fixed Term Contract
Task Grade	16
All-inclusive Package	R993 143, 97
Advertisement Platforms	Provincial News Paper, Local News Paper, Municipal Website and Municipal Notice Boards
Minimum Requirements	<ul style="list-style-type: none"> • Matric • NQF Level 7 Qualification in Electrical Engineering • Registration with the Engineering Council of South Africa as a Professional Engineering Technician, Technologist or Professional Engineer • Valid Code B Driving Licence • Good communication and presentation skills • 5 Years working experience of which 3 years must be in supervisory level
Key Responsibilities	<ul style="list-style-type: none"> • Identify and define the immediate, short and long term objectives/plans associated with electricity supply and maintenance • Draft, review and prioritize budgets for maintenance activities by drawing up maintenance programs • Directs and controls outcomes associated with utilization, productivity and performance of personnel within the electricity supply and maintenance section • Define, adjust the key performance indicators, job design and role boundaries of personnel against service delivery requirements • Approves and monitors project plan for maintenance and construction by contractors and consultants • Provide a service to other directorates by liaising, advising and providing assistance in order to assist with their electrical requirements • Decide on strategies and direct staff and reduce the incident of vandalism and theft • Disseminates function and operational information on the immediate, short and long term objectives and current developments, problems and constraints, and prepares reports to council via Standing committees by carrying out the necessary research and drafting the report • Conduct SWOT analysis by monitoring staff productivity, training and skills performance so as to improve the affectivity of the functionality. Perform any other relevant duty as may be assigned by competent authority.

COMMUNITY SERVICES DEPARTMENT

Unit: Public Safety

Position: Assistant Superintendent -Traffic Law Enforcement X 2 (REF: MLM/COM/PS/028)

READVERTISEMENT: Candidates who applied earlier need to reapply

Employment Term	Permanent
Task Grade	12
Basic Salary	R 314 663.00 –R408 448.00
Advertisement Platforms	Local News Paper, Municipal Website and Municipal Notice Boards
Fringe Benefits	The following fringe benefits are applicable to this position: Pension, Medical Aid and Housing Allowance.
Minimum Requirements	<ul style="list-style-type: none"> • Matric • National Diploma in Traffic Management • Valid Code B driving licence • Must have 3 years' experience as a Traffic Officer/Law Enforcement Officer • Supervisory experience will be added as an advantage • Must have a clean criminal record and be registered as Traffic Officer with the Department of Transport • Medically fit
Key Responsibilities	<ul style="list-style-type: none"> • Enforces specific by-laws, road traffic and safety regulations • Coordinates specific activities associated with controlling traffic flow and public safety • Management and supervision of traffic and law enforcement teams • Conduct road traffic safety and community safety education campaigns • Undertakes specific activities during disaster/emergency and /or establishes and communicates potential risk and hazard situations • Coordinate activities and safeguard accident scenes • Monitors the local area and attends to specific security operations and acts on situations/behaviour deemed to be inappropriate or non-conforming • Perform any other relevant duty as may be assigned by competent authority.

Closing Date : 26th March 2021 @ 16H00

Enquiries should be addressed to the Manager: Human Resources Management, Mr. C.K. Magadla either by email @ kmagadla@matatiele.gov.za or telephone (039) 737 8134

IMPORTANT NOTE TO APPLICANTS:


- Failure to submit documents listed below will result in disqualification of applicants;
- Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;
- Proof of canvassing will lead to the disqualification of applicants;
- No faxed, emailed and late applications will be considered;
- Correspondence will be limited with selected applicants;
- The Municipality reserves the right not to appoint in respect of the advertised posts; and
- All appointments are made according to the Council conditions of service.

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 26 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code B Driving Licence (where applicable) to:

FOR ATTENTION: THE GENERAL MANAGER - CORPORATE SERVICES DEPARTMENT

*The General Manager: Corporate Services
Matatiele Local Municipality OR
P.O. Box 35
Matatiele, 4730*

*The General Manager: Corporate Services
Matatiele Local Municipality
102 Main Street
Matatiele, 4730*


MR. L. MATIWANE
MUNICIPAL MANAGER
Notice No : 2020/2021-156

The municipality urges all employees, members of Council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management Unit.