



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality with ±182 000 citizens, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

3 February 2012

ASSISTANT TOWN ELECTRICAL ENGINEER: ELECTRICAL ENGINEERING SERVICES

DEPARTMENT: TOWN ELECTRICAL ENGINEER

POST LEVEL: 03

SALARY SCALE: R294 258p.a.

Scarcity allowance is subject to authorization. Travelling allowance of 850km/month

REQUIREMENTS: B-degree in Electrical Engineering plus minimum of five years relevant experience or B-Tech degree in Electrical Engineering, heavy current plus five years relevant experience as a Technologist in Electrical Engineering Environment. Must have at least serve two years experience in Management position. Government Certificate of competency literacy (GCC) will be an advantage but is not prerequisite. Computer literacy (MS Office). Report writing and calculation, problem solving and negotiation skills. Good project and financial management skills. Valid Code B Drivers license.

KEY PERFORMANCE AREAS: Budget management, design and planning of power distribution network. Manage and control the expenditure on capital budget. Prepare monthly progress reports on capital projects. Update asset registers. Chair consultant's designs. Attend regular site meetings with consultants and consumers. Apply Council's procurement policy. Management of bulk consumers, new service connections, metering and calculating bulk service contribution. Management of distance control system. Managing and testing of grading duty for protection scheme. Perform standby duties. Supervising and managing staff under your control.

REF: 7002

PMS CO-ORDINATOR (PERFORMANCE MANAGEMENT SYSTEM)

DEPARTMENT: MUNICIPAL MANAGER

UNIT: IDP/PMS

Salary: R266 680, R273 180 p.a. Plus 13th cheque. Plus Travel Allowance for R550km/pm

Requirements: An appropriate B Degree or equivalent qualification. Experience in developmental planning and performance management. Sound knowledge of Local Government and its operations. Computer Literacy. Communication, report writing and presentation skills. Must have his/her own vehicle and be prepared to use the vehicle for official purposes and be in possession of a valid driver's license.

Key Performance Areas: Co-ordinate PMS related activities. Align IDP objectives with performance targets. Coordinate the development of municipal performance plan and departmental plans. Assist during the process of setting municipal objectives, strategies and targets. Coordinate the development and submission of performance reports on quarterly and annual basis. Assist with the coordination of community consultation process.
REF: 0019

JUNIOR LEGAL ADVISOR

DEPARTMENT: LEGAL AND ADMINISTRATION

LEVEL: 05

SALARY: R247 680/R253 905/ R260 283 p.a.

REQUIREMENTS: B Degree in Law and three (3) years experience. Experience in Local Government Environment will be an advantage.

KEY PERFORMANCE AREAS: Responsible for compiling and finalizing reports for Council Committees, attend meetings and implementation of resolution, drafting contracts, updating of all registers, advising Council with new legislation and developments thereto, establishing and maintaining the law library, rendering of legal advice.

REF: 1070

DEPARTMENT: CIVIL ENGINEERING SERVICES

POST TITLE: ENGINEERING TECHNICIAN

LEVEL: 05

SALARY: R247 680/R253 905/ R260 283 p.a.

REQUIREMENTS: National Diploma in Civil Engineering or equivalent qualification. 5 years relevant experience in computer design of roads, sewer, storm water and water sewer networks is a definite pre-requisite. Experience in Civil design is essential.

KEY PERFORMANCE AREA: Surveying. Plan and design roads, storm water, water and sewer networks. Calculate quantities and final bill of materials. Finalize details on construction and building plans.

REF: 5011

SUPERINTENDENT

DEPARTMENT: TRAFFIC & SECURITY SERVICES

LEVEL: 07

SALARY: R193 299/R203 139/ R213 447 p.a.

BENEFITS: Travelling allowance as per Council resolution

REQUIREMENTS: Grade 12, Traffic Diploma, ITO 3 or relevant and equivalent tertiary qualification. Six years experience as a traffic officer and at least two years as a supervisor (must be traffic law enforcement related).

KEY PERFORMANCE AREAS: Assist the Senior Manager and Senior Superintendent of Traffic & Security to supervise staff. Delegate duties and monitor productivity. Daily planning of shifts. Traffic Law enforcement safety promotions, accident investigations and court procedures and TRAFFMAN control.

REF: 3003

SENIOR LICENSING OFFICER - HENDRINA

DEPARTMENT: LICENSING SERVICES

LEVEL: 07

SALARY: R193 299/R203 139/ R213 447 p.a.

REQUIREMENTS: Grade 12, ILO 3 and/or five (5) years relevant experience in Licensing. Computer literate in Microsoft Office software packages. Good communication skills must have experience in a supervisory capacity.

KEY PERFORMANCE AREAS: Supervising the registering and licensing of motor vehicles while maintaining order and legality, and the promotion of Road Safety in general. Exercise management duties in the department in conjunction with the Senior Manager Licensing Services.

REF: 3128

RECREATION OFFICER

DEPARTMENT: YOUTH DEVELOPEMENT

LEVEL: 07

SALARY: R193 299/ R203 139/ R213 447 p.a.

REQUIREMENTS: Grade 12 plus equivalent diploma or certificate in community and recreational development. Must be physically fit. Three years relevant experience plus a valid drivers license.

KEY PERFORMANCE AREAS: Recreation administration. Establishment of sports and recreation council. Drafting recreation programmes. Monitor all sports development programmes. Assist with moral regeneration programme.

REF: 4549

EXAMINER OF VEHICLES AND DRIVERS LICENSES (3X MIDDELBURG, 2X HENDRINA)

DEPARTMENT: LICENSING SERVICES

LEVEL: 08

SALARY: R170 736/ R179 412/ R188 550 p.a.

REQUIREMENTS: Must be registered as a Grade A Examiner of Vehicles and Drivers Licenses. Must have a Code A and Code EC driver's license.

KEY PERFORMANCE AREAS: Test applicant for drivers licenses, test vehicles for roadworthiness, and assist with drivers license renewals.

REF: 3168, 3121, 3122, 3123, 3124

ASSISTANT SUPERINTENDENT (X2)

DEPARTMENT: TRAFFIC AND SECURITY SERVICES

LEVEL: 08

SALARY: R170 736/ R179 412/ R188 550 p.a.

REQUIREMENTS: Grade 12, Traffic Diploma, ITO 3 or equivalent tertiary qualification and code B or EB drivers license. Five (5) years experience as a traffic officer. Must be able to work under pressure. Able to write and communicate in at least two official languages one being English. Must be able to plan duties and control personnel.

KEY PERFORMANCE AREAS: Assist with planning of duties. Co-ordinate and control of shifts. Maintain standards of the Traffic Services by the application of legislative requirements for the National Road Traffic Act, Road Traffic Act, Criminal Procedure Act and Municipal by-laws. Attending all complaints and any other functions related to Traffic Services issues.

REF: 3020

**CARETAKER – BANQUET HALL,
COMMUNITY HALLS AND MPCC'S.**

DEPARTMENT: LEGAL AND ADMINISTRATION

LEVEL: 09

SALARY: R144 792/ R151 662/ R158 955/ R166 626 p.a.

REQUIREMENTS: Grade 12 plus four (4) subjects towards a relevant degree or national diploma plus four (4) years facility management experience in a municipal environment.

Valid Code B driver's license.

KEY PERFORMANCE AREAS: Administration of Council's community facilities. Supervision of personnel working at the community halls.

REF: 1099

SPECIAL WORKMAN

DEPARTMENT: CIVIL ENGINEERING SERVICES

LEVEL: 10

SALARY: R121 818, R126 933, R132 396, R138 447 p.a.

REQUIREMENTS: Code C1 drivers license. 5 years experience in tar mending work. Must be physically fit.

KEY PERFORMANCE AREA: Supervision of work team on Mending, transporting workers, equipment and tools, operating compacting equipment.

REF: 5317

CLERK GRADE 1

DEPARTMENT: TOWN ELECTRICAL ENGINEER

LEVEL: 10

SALARY: R121 818, R126 933, R132 396, R138 447 p.a.

REQUIREMENTS: Grade 12, Computer literacy in MS word, MS Excel, MS PowerPoint. Good human relations, good communication skills, excellent organizing skills, inter personnel skills, tact, diplomacy and attention to detail.

KEY PERFORMANCE AREAS: Typing, filing, answering telephone, taking of minutes, supervising, scheduling meetings and presentations, dealing with public and assisting consumers, controlling incoming and outgoing post, OHS administration.

REF: 7025

**CLERICAL ASSISTANT GRADE 2 (RECORDS
OFFICE)**

DEPARTMENT: LEGAL AND ADMINISTRATION

LEVEL: 11

SALARY: R107 115/ R110 979/ R115 020/ R119 493p.a.

REQUIREMENTS: Grade 12, Computer literacy, Microsoft Office. Records management experience will be an advantage.

KEY PERFORMANCE AREAS: Filing, Access Control, and Counter Services, Fax documents, data capture and tender documents.

REF: 1054

CLERICAL ASSISTANT GRADE 2 (X2)

DEPARTMENT: YOUTH DEVELOPMENT UNIT

LEVEL: 12

SALARY: R 95 085/ R96 663/ R99 972/ R103 455/ R107 115p.a.

REQUIREMENTS: Grade 12, Computer literacy and good typing skills. Must be proficient in MS Office software package. Good communication and interpersonal skills. Have a good understanding of youth development issues.

KEY PERFORMANCE AREAS: General office administration. Perform typing and document management duties including filing. Manage the diary of the youth manager. Assist with events management in the youth office.

REF: 0031, 0032