



# AbaQulusi MUNICIPALITY

# EXTERNAL ADVERTISING

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following positions.

## TECHNICAL SERVICES

### WATER AND SANITATION PLUMBER (MONDLO, SONOP)X2

Annual salary: R169 584.72 – R220 125.00 per annum, task level 9 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Plumbing Certificate
- Trade Tested Artisan
- Relevant 1 year plumbing experience
- Code EC driving Licence (PrDP)

#### Key Performance Areas:

- Communicating with the immediate superior and establishing material and resources necessary for the execution of specific works orders.
- Interacting with the Engineering Stores and checking allocated components and materials against job cards prior to commencing with loading.
- Providing guidelines and specific instructions to personnel with respect to the preparation of work site for major/minor works and/or monitoring and rectifying deviations from laid down safety standards.
- Attending to deviations in performance or disciplinary/conflict issues and counseling personnel to correct/adjust behavior prior to applying laid down disciplinary procedures.
- Inserting the relevant information (quantitative/qualitative) and/or details of activities.
- Forwarding to the immediate superior for approval and/or relevant personnel for processing.
- Reading and interpreting drawings/works orders detailing layout and specifications.
- Marking routes for the running in and laying of pipes and/or measuring, marking and drilling compacted surfaces using hand held power tools.
- Installing valves, flow meters and/or bends, joins and, diverts pipes using couplings and/or seam welding techniques.
- Constructing support structures using bricklaying techniques and applying finishing procedures, sealing joints and seams and plastering/covering open spaces.
- Inspecting works and communicating with immediate superior with regards to test outcomes, adjustments and functionality of the installation prior to commissioning and operations.
- Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings.
- Completing critical inspection point cycle and attending to the clearing of drainage systems (unblocking, treatment, etc)
- Removing and replacing valves, seals and filtration devices controlling high and low pressure water reticulation and/or tightening/loosening bolts and checking lubricant levels.
- Inspecting and identifying leaks in the system, isolating defective area and commencing with repair sequence.
- Cutting/removing and replacing defective sections using welding techniques and/or couplings to secure joints.
- Removing and replacing defective flow metering units and connections, adjusting flow rate inlet/outlet settings and inspecting and resolving connectivity faults.
- Checking applications relating to the clearing of blocked drainage and waste water systems using high pressure cleaning systems to remove debris/grit and trapped waste.

#### Notes to prospective applicants':

- A Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.
- No faxed or e-mailed applications will be accepted.
- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2334 & 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right NOT to appoint.

## TECHNICAL SERVICES

### WATER AND SANITATION PROCESS CONTROLLER – (EMONDLO AND BLOEMVELD) X2

Annual salary: R118 404.84 – R153 707.64 pa, task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- National Diploma in Chemical Engineering
- N3 Water and Wastewater
- 2 years experience in relevant field
- Must be able to read and write in IsiZulu and English
- Have good communication skills.
- Unendorsed code EC driving Licence

#### Key Performance Areas:

- Operates Class B, C and D Plants with a design capacity of 12 ml/day.
- Conducting visual inspections to establish functionality levels of systems and components and / or communicating and clarifying instructions or requirements with the immediate superior.
- Checking and recording numerical readings from metering devices indicating flow, levels and/or outputs.
- Performing specific water tests to determine performance, applying established methods and specific testing apparatus or equipment and recording test outcomes on control forms.
- Attending to remedial, corrective and procedural requirements (backwash), replacing faulty parts manually using hand held tools, engaging pumps and blowers.
- Measuring, mixing and diluting purifying chemicals to enable destruction of micro-organisms present in water / wastewater.
- Calibrate testing equipment.
- Report chemical stock levels to supervisor.
- Control water loss by recycling.
- Cleaning clarifier channels, walls, filter channels, clear water loss and reservoirs.
- Monitoring process from intake, holding dams, pre-chlorination, coagulation, flash mixing, flocculation, sedimentation, filtration, disinfection reservoirs, wash water recovery unit and drying beds from taking over to handing over.
- Calculate daily dosage and chemical used.
- Assist outside contractors by supplying necessary information.
- Updating procedural records and registers of investigations, inspections and plant and system operational performance.
- Report, verbally and in writing through completion of instructional/procedural forms, requirements, deviations, incidents and security breaches to the immediate superior.
- Answering telephone calls, recording complaints/messages and forwarding to the immediate superior for attention and response.
- Cleaning plant sections, removing debris or grit using hand held tools (spades, rakes, etc) and/or mowing lawns using manually operated petrol or electric equipment.
- Picking up litter and/or other items within the vicinity and/or sweeping walkways and common areas, removing waste to designated areas for collection.

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## CORPORATE SERVICES DEPARTMENT

### MANAGER FLEET MANAGEMENT

Annual salary: R337 333.20-R437 883.96 pa, task level 14 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Grade 12
- Degree in Public Management / Fleet Management / Logistics Management or any NQF Level 7 relevant qualification.
- Unendorsed Code EB driving licence
- Computer Literate
- Minimum of 3-4 years working experience in fleet or transport management sub directorate in Local or Public sector.
- Knowledge and understanding of any vehicle tracking system.

#### Key Performance Areas:

- Manage the fleet of the Municipality
- Implement the fleet management Policy
- Allocate and keep records of all vehicles of the Municipality
- Maintain the information system related to Council's fleet by capturing fleet utilization and maintenance data, accessing specific fields and inserting information

pertaining to distance traveled, fuel consumption, service or breakdown, etc.

- Monitor the use and maintenance of all Municipal vehicles;
- Ensure that all information relating to all vehicles is filed in Registry and is ready for use by auditors;
- Supervise the municipal drivers within the directorate
- Updating insurance, licensing and road traffic offence records, referring to source documentation to extract details and or completing and submitting procedural documentation to inform renewal and/or registration requirements;
- Preparing graphical representation of analysis with interpretations on vehicle and driver performance in respect of fuel/oil consumption, breakdown, and or traffic offences;
- Ensuring that all instructions relevant to the use of operating and maintenance of vehicles are complied with;
- Provide fleet information and alerting Manager Administration of deviations requiring response or attention;
- Inspect all vehicles to ensure that vehicles are maintained and kept clean;
- Issue trip authority forms to municipal vehicle users;
- Convene monthly meetings with all municipal vehicle users;
- Liaise with municipal departments concerning transport matters;
- Keep Register of all accidents involving municipal vehicles;
- Assist drivers involved in accidents and filing of insurance claims;
- Accessing and merging specific database records to draw and examine relationships between data (e.g. fixed variables maintenance costs against time spread, lifespan of replacement parts);
- Preparing comprehensive monthly and quarterly reports on fleet utilization and costs and submitting for approval and inclusion in the relevant portfolio committee;
- Arrange for the installation of vehicle tracker system and monitor tracker at all times;
- Attending to queries relating to transport activities of all municipal departments;
- Arrange for the acquisition of new vehicles where necessary; and - Assist in the disposal of vehicles where necessary.

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## TECHNICAL SERVICES

### ARTISAN ASSISTANT X 2 (MECHANICAL)

Annual salary: R93 736.32 – R121 675.44 per annum, task level 3 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- An appropriate NQF 2 secondary Education
- Inherent requirements to perform the functions associated with post.
- Trade test Artisan
- Relevant plumbing experience (12-18)

#### Key Performance Areas:

- Communicating with immediate superior and establishes specific servicing or repair requirements and/or sequences to be applied in connection with specific repairs.
- Attending to replacement worn or damages brushes, bearing and bushes, reinstalling/wiring hand held equipment motors and switches.
- Checking oil levels, electronic components and breaking devices and / or replacing defective parts.
- Flushing water systems and replacing anti-coolants and/or cleaning and removing blockages or other forms of debris from inlets/outlets restricting flow of fluid/ lubricants to movable parts and/or replacing broken/ineffective pipes.
- Removing and replacing gaskets, seals-belts and bearings and/or attending to the lubrication of movable parts.

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## FINANCE SERVICES DEPARTMENT

### MANAGER (ASSET MANAGEMENT)

Annual salary: R337 333.20-R437 883.96 pa, task level 14 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Grade 12
- B Com, Financial Accounting or any NQF Level 7 relevant qualifications
- Unendorsed Code EB Driver's License
- Computer Literacy
- Minimum 3-4 years' experience in a relevant managerial position

#### Key Performance Areas:

- Monitor records of asset items that are kept, verified and balanced regularly.
- Monitor and control that all moveable assets are properly tagged and accounted for.
- Ensure that the asset verification is conducted and that scanned assets are compared to the Fixed Asset Register.
- Report on the asset verification and ensure that the report reflects the following:
  - A complete list of all assets found during the verification.
  - Whether appropriate records have been maintained reflecting what articles have been found during verification.
  - Any discrepancies between the articles found during verification and the complete record referred to above.
- Manage the Fixed Asset Register and ensure it balanced annually with the general ledger and the financial statements.
- Control and ensure that the Auditor General or his personnel is provided, on request, with the financial records relating to assets belonging to Council as recorded in the Fixed Asset Register.
- Updating the Fixed Asset Policy and procedures where applicable.
- Obtaining relevant information relating to the calculation of depreciation from the Department.
- Provide the depreciation calculations to the Budget and Treasury sections in the prescribed format.
- Control the asset requisitions are allocated to the correct asset location and Department.
- Manage and control that before accepting on obsolete or damaged asset or inventory form, a complete disposal form is completed and counter signed by the CFO.
- Manage and ensure that a verifiable records is kept for all obsolete, damaged and unused asset or asset inventory items received from Department.
- Compile a list of the items auctioned in accordance with guidelines specified in the Supply Chain Management Policy.
- Ensure that the Procurement section is notified of any auctioning or disposing of written-off asset inventory items.
- Control that completed projects are capitalized and co-componentized according to applicable GRAP standards.

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## DEVELOPMENT PLANNING

### MANAGER: HOUSING AND LAND

Annual salary R388 914.72-R504 835.68 per annum, task level 15 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to

#### Local Government.

#### Requirements:

- Grade 12
- A relevant tertiary qualification in Estate/Housing Administration (NQF Level 7)
- Unendorsed Code EB driving licence
- Computer literate
- 3-4 Years' experience in real estate/project management
- In-depth understanding and knowledge of legislative requirements, acceptable practices and procedures

#### Key Performance Areas:

- Drafting the Housing Plan for the local area detailing planned interventions necessary to sustain delivery levels with due consideration given to the dynamics relating to land ownership in the local area.
- Interpreting National and Provincial Government strategic objectives and legislation with view to providing input and recommendations on appropriate policies to direct housing delivery .
- Devising methodologies and approaches to facilitate engagement of key role players with respect to constraints/obstacles or the delivery process.
- Assessing and evaluating the capacity and capability of internal resources to execute specific programmes and aligning functional priorities to address demand and maintain service.
- Analyzing service delivery trends and capacity against requirements to facilitate the preparation of capital and operational expenditure estimates to support plans and objectives.
- Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counseling and/or other approved methods designed to improve and motivate personnel.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.
- Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals.

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## CORPORATE SERVICES

### COMMUNICATION OFFICER

Annual salary: R225 406.02 – R292 604.04 per annum, task level 11 of a Grade 3 Local Municipality (task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- NQF 6 in Communications, Public Relations or equivalent relevant qualification.
- Code EB Driver's License
- Computer Literacy
- 1 – 2 Years relevant experience in Local Government

#### Key Performance Areas:

- Co-ordinate media briefings on behalf of the Communications Manager and the Mayor.
- Co-ordinates and champions the internal newsletter.
- Co-ordinates and solicit inputs and articles for municipal external newsletter.
- Facilitate and co-ordinate the seating of internal communications committee and provide admin support.
- Co-ordinates and present communications paper on behalf of the Manager in his absence.
- Liaise with the service providers and monitor their progress on behalf of the manager.
- Monitor and prepare reports on departmental SDBIP's.
- Support formulation council's annual report through co-ordination of inputs from all council departments.
- To ensure accurate information is published or communicated and the Municipality is prepared and positioned to effectively address media enquiries and requirements.
- Support the manager with the release of media statements and arranging of media briefings.
- Responsible for monitoring/scanning print and electronic media in relation to the municipality.
- To ensure the image of the Municipality is upheld through the application of a professional approach in co-ordinating and arranging strategic functions, ceremonial events or hosting of guests.
- Attend all municipal events with a purpose of writing stories and taking pictures of the event.
- Develop and maintain digital media platforms for the municipality
- Solicit information from departments for the purpose of posting to the municipal website. This will be done liaising with the IT section.

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## ENVIRONMENTAL SERVICES

### DRIVER/SUPERVISOR

Annual salary: R110 658.72-R143 652.00 pa, task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

#### Requirements:

- Matric
- Code 14 Drivers License
- Good communication and interpersonal skills.
- Minimum of 3-4 months experience in a similar/relevant position

#### Key Performance Areas:

- Transporting personnel to locations, monitoring the collection activities and/or communicating with personal with regards to the cleaning of spillages
- Operating specific equipment installed on the vehicle, depressing levers/switches to activate/stop waste crushing mechanisms or trolley bin attachments.
- Attending to queries from personnel with regards to specific waste items, assessing and providing information on the need for separation or continuation with collection sequence.
- Driving to waste disposal sites, monitoring the offloading of waste from the vehicle, informing personnel of specific guidelines with respect to waste separation where necessary

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The AbaQulusi Municipality is committed to complying with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons. If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

Closing Date : 29 August 2018 at 16h00

MR BE NTANZI  
MUNICIPAL MANAGER