

VISION: "To be the best energy hub and ecotourism destination in Southern Africa"

MISSION: "To invest in a constituency of talented human capital who are motivated and innovative to build a sustainable economy in the field of energy, minerals and eco-tourism for the benefit of all communities."

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

BUDGET AND TREASURY OFFICE

Division: Supply Chain Management • **REF:** 4/3/1 - MC36BTFM001
Position: Divisional Manager: Supply Chain Management
Station: Modimolle • **Post Level:** 03

Salary: R 687 708.00 (Basic Salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits

Term of appointment: Permanent

REQUIREMENTS: • Grade 12, B Degree or a relevant qualification in the fields of Accounting, Finance or Economics registered on the National Qualifications framework at a level 6 with a minimum of 240 credits. Must have a minimum of 4 years' experience of which at least 1 year must be at middle management level and at least 3 years at any level in a role related to the position of the official; or 6 years at any level in a role related to the position of the official. Certificate in MFMP – (All unit standards required for Heads of Supply Chain Management Units as determined in the Municipal Regulations on Minimum Competency Levels of 2007) will be added advantage. Computer literacy and Code C1 driving license. **KEY RESPONSIBILITIES:** • Manages and establishes an effective Demand Management System for the Municipality; • Develops drafts, formulates and reviews policies, procedures, manuals and produces management reports related to Supply Chain Management; • Manages, monitors, recommends and keeps record of the procurement of goods and services; • Promotes, recommends and implements SMME and BEE and job creation strategies and programs and compiles reports; • Manages and supervise staff in the division; • Assist the CFO with budget compilation, control and monitoring; • Responds and investigates tender and procurement complaints and legal challenges and obtains legal opinion and advice where necessary; • Manages the compilation of Service Provider databases of Professional Service Providers, General Services Providers and Contractors for the entire Municipality; • Management of the internal support to departments on SCM and bidding issues; • Establishing an effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system; • Manages the disposal of municipal goods no longer needed and/or are redundant; • Plans and monitors the municipality's bidding processes; • Establishment through operational procedures, an effective system of acquisition management; • Establish and manage an effective internal monitoring system in order to determine, on the basis of retrospective analysis, whether the authorized SCM process were followed; • Management of the submission of statutory reports in terms of the MFMA and SCM regulations.

OFFICE OF THE MUNICIPAL MANAGER

Position: INTERNAL AUDIT INTERN • (Ref: PF-IAI /01/07/23)

Salary: R 100 000.00 (per annum) an all-inclusive package

Term of appointment: Two-year fixed term-Internship Contract

REQUIREMENTS: Applicants must have a three- year National Diploma in Internal Auditing or Accounting majoring in Auditing or relevant qualification. Have good verbal and written communication skills in English. Must be computer literate. The intern will sign an internship agreement contract which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35. **Internship overview:** The MFMP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007. **KEY PERFORMANCE AREAS INCLUDE:** • Assist with planning and development of audit program. • Assist in execution of audit as per audit program • Assist in reporting audit findings and make recommendations for corrections of unsatisfactory findings • Assist in conducting follow-up audit • Assist in conducting management request or ad hoc audits • Ensure compliance with acceptable audit standards, working papers and pre-set plans. • Give administrative support to audit committee and audit unit • Review the internal control system of the municipality • Ensure municipal compliance to MFMA and other applicable legislations.

BUDGET AND TREASURY OFFICE

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME

Position: Financial Management Intern

REF: 4/3/1 -PF MFMP/21/06/2023

Salary: R 100 000.00 (per annum) an all-inclusive package

Term of appointment: Two-year fixed term-Internship Contract

REQUIREMENTS: Applicants must possess a three- year National Diploma / B. Com. Degree in Financial Management (Economics, Accounting or Finance) including either Risk Management and/or Auditing, among others. No experience required. The intern will work closely with the Chief Financial Officer. The intern will sign an internship agreement contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35. **Internship overview:** The MFMP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007. **KEY PERFORMANCE AREAS INCLUDE:** • Implementation of Change and Budget Reforms • Financial and Performance reporting • Change, Risk and Project Management • Expenditure and revenue management • Supply chain/ procurement management • Implementation of the Municipal Finance Management Act • Asset Management.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

Division: Fire Services

Position: Fire Prevention Officer • **Post Level:** 06

Salary: R 451 608.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits

Term of appointment: Permanent

Station: : Lephalale

REQUIREMENTS Grade 12, Higher Certificate in Fire Technology or Fire Engineering, Fire Fighter I and II. Hazmat Awareness and Operations plus First Aid Level 3 or Basic ambulance assistance certificate (Registered with HPCSA). A minimum of six (6) years' experience in

a Fire Services as a Leading Fire Fighting (Platoon Commander). Must be in possession of valid South African driver's license (code –C1) for heavy duty vehicles including a valid Driving Permit. **KNOWLEDGE AND SKILLS:** • Excellent planning, and organizational skills • Must have knowledge of methods, practices, and techniques of modern fire fighting, fire prevention, fire inspection, fire apparatus and equipment purchasing, hazardous material mitigation and emergency management services. • Ability to work adequately, independently, copes with work load pressure and meets deadlines. • Knowledge of Disaster Management Act, Fire Protection Regulations, Fire Brigade Services Act. **DUTIES :** • Supervise the operational and administrative activities of the all shifts; • Supervising the Fire Safety and Operational section of the Fire Services; • Assessment of building plans and recommendation for approval by the Building Control Officer; • Responding to major accidents • Perform law enforcement of fire safety regulations and notices; • Monitoring compliance with a predetermined standard of effectiveness and efficiency within the fire station; • Assist in the formation of and monitoring Fire Protection Associations for agriculture and related sectors; • Perform daily inspections of all vehicles, building, machinery and equipment; • Take charge of all daily parades and conduct inspections on personnel; • Supervise control room duties; • Compile reports for each attended or inspection conducted; • Preparing Monthly, Quarterly and Annual reports to the Chief Fire Officer; • Coordinate demonstration to the visiting schools and the public; • Conduct fire safety inspections and awareness campaigns; • Ensure that subordinates are able to meet their objectives.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

Division: Fire Services

Position: Fire Fighter

REF: 4/3/1 - MC36CMFB008 • **Post Level:** 09

Salary: R 296 688.00 Basic Salary per Annum (Excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits

Term of appointment: Permanent

Station: Bella Bella

REQUIREMENTS: Grade 12, Fire Fighter I and II, Hazmat Awareness and Operations from SAQA accredited Institutions, First Aid level 3 plus 2 year working experience. Must have a valid South African driver's license (code –C1. **KNOWLEDGE AND SKILLS:** Thorough knowledge of Standard Operating Procedures, language proficiency and outstanding leadership qualities, must be computer literate. Must be courageous and yet be calm, be initiative and possess a keen sense of discipline. **CONDITIONS OF SERVICE:** • Working shifts; • Working six days a week; • Be on standby as per shifts. **KEY PERFORMANCE AREAS:** • To perform effective firefighting, special and rescue services in and outside Thabazimbi jurisdictional area. • Performs testing, maintenance, cleaning functions, hydrants and hose reels on all emergency vehicles and equipment. • Performing, on a shift basis, communication center functions. • Receiving classroom and in-task training in firefighting, Emergency medical services, rescue, hazardous materials response, and basic fire prevention; fire department rules, regulations and procedures; studies fire hazards, firefighting techniques, fire codes and related subjects; participates in fire prevention inspections and programs. • Responding to emergency calls within prescribed reaction times to incidents in the area of jurisdiction as well as areas subject to agreements made by the Waterberg District Municipality. • Handling tasks related to testing and maintenance, fire call and reports. • To give demonstration regarding fire safety/first aid firefighting to educational institutions, retirement homes, hospitals, commerce and other institutions. • To assist the Fire Prevention function of the fire service.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

Division: Municipal Health Services

Position: Environmental Health Practitioner X4

Post Level: 08

Salary: R 352 428.00 (Basic salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits

Term of appointment: Permanent

Station: Mogalakwena, Modimolle, Bella Bella and Thabazimbi

REQUIREMENTS: Grade 12, National Diploma in Environmental Health, must be registered with HPCSA as Environmental Practitioner plus 1 years' experience (Community Service). Must have a valid driver's license (code B). Koma graduates will be an added advantage (proof in the form of an affidavit properly commissioned must be attached). **KNOWLEDGE:** Be able to apply basic concepts and knowledge to the municipal and environmental health functions. **SKILLS:** Ability to use the following skills: analysis; negotiation; project management; networking and presentation skills and conflict management. **KEY PERFORMANCE AREAS:** • Control outbreak of communicable diseases. • To implement municipal health principles. • Execute municipal health procedures by investigating and monitoring compliance with statutory municipal and environmental health legislations and by-laws. • Identify and control activities that present health threat to the communities within Waterberg. • Create awareness of the importance of health.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: The successful incumbent shall be expected to sign Declaration of Interest Form. Qualifications, employment background check and a security vetting will be done for the recommended candidates. A municipal staff member is prohibited from holding political office in a political party, whether in a permanent, temporary or acting capacity.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr J Matlou at 014 718 3339 during office hours.

Closing Date: 29 September 2023 at 16:00

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

P RAPUTSOA
MUNICIPAL MANAGER



WATERBERG DISTRICT
MUNICIPALITY