

Requirements: • National Diploma in Environmental Health and must be registered with Health Professional Council of South Africa, 1-year experience (Community Service). • Must have a valid driver's license (code 08), be able to cope with workload pressure and be prepared to work long hours. • Computer literacy (MS-word, excel and PowerPoint).
KNOWLEDGE: • The incumbent must have extensive knowledge and understanding of municipal health operations. • In-depth knowledge of legislations regulating the municipal health and knowledge of all aspects of community health operations. **SKILLS:** • Have planning, organising and management skills. • Be able to interface effectively with internal and external clients. • Be a strong team player and an excellent people motivator. • Ability to use the following skills: analysis skills; negotiation skills; project management; networking and presentation skills; and conflict management. **KEY PERFORMANCE AREAS:** • Control premises, facilities and goods to ensure compliance with regulations and procedures. • Control outbreak of communicable diseases to ensure the containment of the 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. • Compile monthly reports on investigations, productivity, etc.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

REQUIREMENTS: • A three year Bachelor's Degree in Environmental Health must be registered with HPCSA as Environmental Practitioner plus 3-4 years' experience in environmental or municipal health related field. • Valid driver's license (code 08).
KNOWLEDGE: • Municipal services program administration. Inspection procedures. Applicable by-laws and procedures. • National Environmental Health legislation, monitoring enforceable compliance with health standards. • Monitor and coordinate environmental health services. **SKILLS AND COMPETENCIES:** • Team leadership and management skills, supervisory and human resource management skills, effective public relations and public speaking skills, cultural awareness and sensitivity skills Computer literate (MS-Word, Excel and PowerPoint). **KEY RESPONSIBILITIES:** • Identifies with the Community Services Strategy with respect to service delivery. • Implements and monitors the short-term plans/objectives for Environment Health functionality. • Directs and monitor the Key Performance Indicators and outcomes of personnel within the Environmental Health Section. • Formulates and implements procedures, systems and control to regulate specific work sequences and general practices. • Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality. • Develop sustainable indicators appropriate for effectiveness of Environmental Management Systems. • Conduct environmental health impacts assessments. Identify pollution agents and their source. • Monitor hygienic working, living and recreational environments. Ensures that personnel act in accordance with powers assigned by legislation and follow correct legal procedures. • Promotes and develops the delivery of a community education/awareness programs. • Prepare and submit reports to the Divisional Manager Municipal Health.

PLANNING & ECONOMIC DEVELOPMENT

REQUIREMENTS: • A relevant degree in Town and Regional Planning, Geography, Geometrics, Environmental Science, Surveying or equivalent qualification plus Geographic Information System (GIS) Certificate. • Minimum of five (3) years' experience in GIS and spatial planning and land use management related fields. • A valid Code C driver's license. • ESRI GIS products, Spatial Planning and land use management experience and registration with a professional body will be an added advantage. **KNOWLEDGE AND SKILLS:** • Excellent planning, and organizational skills; • Ability to pay attention to detail; • High three dimensional ability; analytical thinking; • Problem solver, Good written and verbal communication skills and presentation skills. **DUTIES:** • Operating GIS system components including hardware, software, plotter, digitizer and printer; • Perform field work research and field survey to access spatial information such as historical maps and description; • Supply copies of maps kept in the office in hard copies and digital format; Assist with the provision of advice and information pertaining to GIS to all that require information; • Researching and identifying with the need to amend spatial planning policies and land use schemes and, preparing and forwarding drafts for comments prior to submitting for consideration and adoption.; • Retrieving stored maps and print information requested and assists to queries; • Develop, review and implement Spatial Development Frameworks (SDF's) and Land Use Management Schemes (LUM's); • Assessing and evaluate Land Use applications and Environmental Impact Assessment (EIA) applications; • Prepare land use and spatial planning reports for municipal tribunal; • Assist in the provision of information to all clients and present updated information; • Assist in the implementation of Spatial Planning and Land Use Management Act (SPLUMA).

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 Acting 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: Qualifications, employment background check and a security vetting will be done for all the successful candidates.

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: 21 AUGUST 2020

Correspondence will be limited to short-listed candidates only, 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.

Should you not be



WATERBERG DISTRICT MUNICIPALITY

VISION: "The best energy hub and eco-tourism 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.

RE-ADVERTISEMENT

CORPORATE SUPPORT AND SHARED SERVICES

NETWORK ADMINISTRATOR • REF: 4/3/1 PF-MC36CSIT001

Division: Information Communication and Technology

Position: Network Administrator • Post Level: 04

Salary: R 505 560 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

REQUIREMENTS: • Grade 12, National Diploma in IT or Networking Engineering or Microsoft Certified System Administration Certificate and Microsoft Certified System Engineering Certificate. • A minimum of 3 years' working experience in municipal IT management systems. • Valid driver's license (code 08). **KNOWLEDGE AND COMPETENCIES:** • Good interpersonal report writing, research and communications skills. • Must have knowledge of project management, data management, network technology, networking standards relevant, IDP, PMS, Budget processes, municipal legislations and value chain analysis. • Ability to deal with confidential information. • Be able to work independently, long hours and under pressure when necessary to meet deadlines. **KEY RESPONSIBILITIES:** • Manage and provide first line Network Support. • Analyses and provides recommendations pertaining to the information systems hardware; software; and capacitates end-user on specific applications. • Responsible for supervising subordinates in the ICT Section. Develop, implement and monitor ICT and security policies. • Manage and provide support associated with capability of application networks, servers, software, peripheral devices, connectivity and functionality devices. • Responsible for monitoring bandwidth. • Installation of new systems and software. • Ensure that users' equipment and software in the municipality are kept up to date, to keep abreast with new technology. • Ensure that the latest anti-virus software, patches and fixes are loaded on the servers as well as user's computers. • Ensure that internet security, network security and physical security measures are taken against malicious harm and theft. • Ensure that network printers are fully operational, shared for specific users and configurations are set for optimal printing. • Manages the effective backups and backup strategies are implemented. • Perform day-to-day network maintenance, check graphs and monitor the overall health of the network functions.

DEPARTMENT: BUDGET AND TREASURY

Division: Supply Chain Management

Position: Clerical Assistant - SCM • Post Level: 11 • REF: 4/3/1/PF- MC36BTSM005

Salary: R 192 636 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

REQUIREMENTS: • Candidate must have Grade 12. • A Certificate in Accounting / Local Government Finance will be an added advantage. • A minimum of one year relevant experience in clerical / office administration. • Proficiency in MS Office Applications and a valid driver's license. **COMPETENCIES AND SKILLS:** • Must have good interpersonal relation, strong office administration, communication skills, time management and basic financial administration. **KEY PERFORMANCE AREAS:** • Perform tasks/activities associated with the processing / updating of Supply Chain information. • Attends to office support applications with respect to the communication procedural information. • Ensuring that an effective archiving systems are in place as prescribed by the Archives Act.

COMMUNITY PARTICIPATION

Position: HIV/Aids Coordinator

Post Level: 08 • Ref: MC36SEPP005

Salary: R 307 968 (Basic Salary Per Annum excluding Municipal Employee Benefits)

REQUIREMENTS: • Grade 12 plus a minimum of 2 years' experience in HIV/AIDS or Community development related work. • Computer literate (MS Word, Excel, Power-point) and a valid driver's license. • Good interpersonal, negotiations, human relations and communication skills. • Must have knowledge of legislations that are related to HIV/AIDS activities. **Key Performance Areas:** The HIV/AIDS Coordinator will be responsible for: • Planning, coordinating and managing primary and community health projects such as HIV/AIDS projects to ensure efficient control over the projects; • Educating and training public and staff to enhance primary and community health awareness; • Co-ordination of HIV/AIDS programs in the District; • Prepare documentation for convening district HIV/AIDS structures; • Co-ordinates the activities of the district Aids Council and the Technical Structure; • Monitoring and supervising activities to ensure that work is performed according to normal operating activities or ad-hoc instructions received from the Supervisor and report on activities performed; • Planning, coordinating and ensuring utilization, application and maintenance of resources to ensure and determine work performance; • Compile and keep records and minutes of meetings related to HIV/AIDS structures; • Coordination of capacity building and support to District and Local Aids Councils; • Compilation of quarterly reports to the Provincial Aids Council; • Development & implementation of HIV/AIDS awareness programmes.

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDIT INTERN • (Ref: PF-IAI /07/2020)

(Two-year fixed term – internship contract)

STIPEND: R100 000 PER ANNUM (ALL INCLUSIVE)

REQUIREMENTS: • Applicants must have a three- year B-com degree or Diploma in Commerce majoring in Accounting and Auditing or relevant qualification. • Have good verbal and written communication skills in English. • Must be computer literate. • The intern will sign an internship agreement 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.