



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 are encouraged to apply.

ADVERT

**OFFICE OF THE EXECUTIVE SUPPORT
EXECUTIVE ASSISTANT PL 02
(5 – YEAR FIXED TERM EMPLOYMENT CONTRACT)**

REF: PF-EAM/06/2017

REMUNERATION : ALL INCLUSIVE PACKAGE R 763 941.42.00

Requirements: National Diploma in Public Administration OR equivalent. The incumbent must have a minimum of five years relevant experience at a middle management level and proven successful institutional transformation within public or private sector. The applicant must be computer literate and have a valid driver's license. An incumbent must be a person of honesty and integrity.

Knowledge:

- Extensive knowledge of legislation applicable to Local, Provincial and National Government;
- Good knowledge and understanding of institutional governance systems and performance management;
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)
- Good understanding and analysis of political environment

- **Skills:** Have finance, planning, organising, leading and management skills. Have Communication (internal & external). Have excellent people motivator. Excellent interpersonal and networking skills, Research and writing skills

CORE/KEY PERFORMANCE AREAS:

- Overall management of the Office of the Executive Support;
- Supervising of the Executive Support staff;
- Handle correspondence with reference to the Executive Mayor, Chief Whip and Speaker;
- Public management and co-operative governance;
- Immediate advice to the Executive Mayor on legislation and related matters;
- Write speeches and accompany the Executive Mayor to official functions / meetings.
- Manage and co-ordinate public appearances of the Executive Mayor
- Accompany Executive Mayor on official visits locally and abroad on special request

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and 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 X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates

Further enquiries may be directed to Ms. P Makibelo at tel. no. 014 718 3367 during office hours.

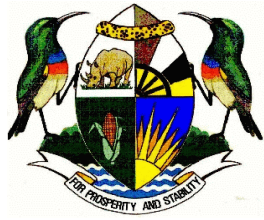
Closing Date: 18 August 2017 @ 15h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

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

MA MAMPA

ACTING MUNICIPAL MANAGER



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ADVERT

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

STATION: LEPHALALE

FIRE FIGHTER - LEVEL 09

REF: PF-FF/07/2017

SALARY: R214 128.00 per annum

BENEFITS: NORMAL MUNICIPAL EMPLOYEE BENEFITS

REQUIREMENTS

Grade 12, Fire Fighter II and Hazmat Operation, or qualification in fire technology with Hazmat Operation or Level 2 Certificate in fire engineering science with Hazmat Operation from SAQA accredited Institutions. The applicant must have completed Fire Fighter I and Hazmat Awareness. Basic ambulance certificate/ Basic ambulance assistance and registration with HPCSA. A minimum of two years' firefighting experience as a Junior Fire Fighter. Computer literacy (Basic MS Word/Excel/PowerPoint). Must be in possession of valid South African driver's license (code -C).

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 Lephalale jurisdictional area.
- Performs testing, maintenance and cleaning functions on all emergency vehicles and equipment in Lephalale Municipality, as well as hydrants and hose reels, including marking, as allocated by the Station Officer.

- 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 report forms and other tasks as allocated responsibility to by the Station Officer.
- 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.

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