



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.

RE-ADVERT

**MANAGER INFRASTRUCTURE DEVELOPMENT
(5 – YEAR FIXED TERM EMPLOYMENT CONTRACT)**

REF: PF-MID/06/2018

Annual Total Remuneration Package: Minimum R 769 844, midpoint R 864 994, maximum R 960 143 per annum for a category 2 Municipality; (*Annual Total Remuneration Package will be determined by competence, qualification, experience and knowledge read together with the guidelines as set out in Government Gazette 41173 dated 10 October 2017*). The successful incumbent shall be expected to sign employment contract, performance agreement and disclosure of financial interest form. The candidates recommended for appointment to the post must undergo a competency assessment and security vetting. The recruitment for the Manager Infrastructure Development is in accordance with the Local Government: Regulations on appointment and Conditions of employment of Senior Managers and other relevant legislations and Regulations.

The incumbent will be stationed at Waterberg District Municipality with its Offices in Modimolle Town.

REQUIREMENTS: Bachelor of Science Degree in Engineering/BTech: Engineering or equivalent. The applicant must have a minimum of five (5) years relevant experience at middle management level, or as programme/project manager; and 3-4 years must be at professional/management level engineering management. Certificate of competency as required in terms of the General Machinery Regulations, 1988; or Registration with a recognised relevant engineering professional body will be an added advantage. The applicant must be computer literate and have a driver's license and his/her own roadworthy vehicle.

KNOWLEDGE:

- Good knowledge and understanding of relevant policy and legislation;
- Good knowledge and understanding of institutional governance systems and performance management;
- Must have extensive knowledge of the public office environment; and
- Must be able to formulate engineering master planning, project management and implementation

The incumbent must have the following Leading and Core Competencies as per the Government Gazette No. 37245 of 17 January 2014:

- Strategic direction and leadership; people management; program and project management; financial management; change management; government leadership
- Moral competence; planning & organising; analysis & innovation; knowledge & information management; communication and results & quality focus

KEY PERFORMANCE AREAS:

As the Manager Infrastructure Development, the incumbent will subject to the policy direction of the municipal council be responsible and accountable for:

- Develops, Implement, Monitor and control capital projects and contract administration;
- Establishing the key performance indicators and measures for determining and accessing the level of service deliver;.
- Ensure the implementation of IDP strategic objectives of the department and district;
- Ensure legal compliance in terms of Occupational Health and Safety Act;
- Project-manage Labour Intensive Projects in line with the Extended Public Works Programme (EPWP) framework and reporting requirements;
- Ensure compliance of all legal aspects and conditions required from the different spheres of government;
- Manage related Municipal Infrastructure Grant Programs (MIG);
- Manage the budget and human resource of the department in line with the council policies;
- Provide institutional and technical support to the local municipalities, Office of the Executive Mayor and Municipal Manager;
- Policy development and technical guidelines and processes;
- Attending Council, Mayoral and Portfolio Committee meetings and implementing the resolutions and policies;
- Liaising with other spheres of government departments and relevant outside bodies.
- Accountable for the development and maintenance of the district roads;
- Efficient and effective development and management of systems, procedures, processes, and resources for the day to day operation of the department;

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 (not older than three months) 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, e-mailed applications and those applications not made on an official application form will not be considered.

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

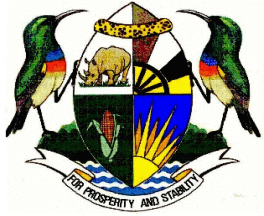
Further enquiries may be directed to Ms. P Makibelo at tel. no. 014 718 3367 during office hours.

CLOSING DATE: 06 JULY 2018 @ 15h00

Should you not be contacted within 90 days of the closing date please accept that your application was unsuccessful. Correspondences will be entered into with shortlisted candidates only.

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

**L G TLOUBATLA
ACTING MUNICIPAL MANAGER**



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SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

CONTROL ROOM OPERATOR – POST LEVEL 10

(STATION – LEPHALALE)

PF – CRO/09/2018

Salary: 180 708.00 per annum

Benefits: Normal municipal employee benefits.

REQUIREMENTS

- Grade 12 (NQF 4), plus computer literacy (MS Word/Excel/PowerPoint) a Call Centre Certificate will be an advantage. Must be in possession of valid South African driver's license (code –08). A minimum of one year switchboard / call centre experience. Language proficiency in Sepedi, English and Afrikaans.

KNOWLEDGE AND SKILLS

- Excellent planning, coordinating and organizational skills
- Telephone etiquette skills;
- Ability to give attention to details;
- Must have knowledge of methods, practices, and techniques of modern call centre operations / management;
- Ability to work adequately, independently, copes with work load pressure and meets deadlines. Must be prepared to work shifts.
- Language proficiency in Sepedi, English and Afrikaans

DUTIES

- Execute procedural applications associated with the operations of the Control Room;
- Facilitate and co-ordinate specific emergency and/or services delivery related action or interventions
- To manage the control room operational and administrative activities;
- Alert the fire service in the event of emergencies;
- Maintain telephone exchange operating procedure;
- Activate alarm in the event of an emergency

- Interacting with the public and providing routine information on the services, activities or procedures of the station and attending to the switchboard;
- Recording and updating registers with details of messages, occurrences and responses;
- Interacting with callers and operational personnel on telephones / two way radios with respects to specific incidents or service related faults / requests needing attention;
- Checking the functionality of communication systems, interacting with technical information technology personnel on trouble shooting and problem solving applications;
- Executing backing up procedures, transferring data files to discs / tapes;
- Log all trips (emergency vehicle) and absenteeism in the occurrence book;
- Ensure that week and month end statistics pertaining to vehicle and equipment are correct;
- Inform duty officers and other interested parties of the important street closures, isolation of water networks, defective alarms;
- Ensure that attendance register is updated every day;

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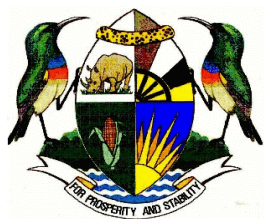
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SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

STATION: THABAZIMBI

FIRE FIGHTER - LEVEL 09

SALARY: R214 128.00 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

Grade 12, Fire Fighter II, Hazmat Operations, First Aid level 3, Level 2 Certificate in fire engineering from SAQA accredited Institutions. The applicant must have plus registration with HPCSA. 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.

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