



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.

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

DIVISIONAL MANAGER ABATTOIR: POST LEVEL 03

Ref: PF-DMABT/002

Remuneration: R381 684 per annum plus normal municipal employee benefits

Requirements:

Degree / Diploma in Environmental Health / Business Management / Business and Public Administration / Economic Studies or equivalent and at least a minimum of three years' abattoir experience in a supervisory level. 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 power point). Be able to speak at-least two languages preferably English and Afrikaans

Knowledge:

The incumbent must have extensive knowledge and understanding of abattoir operations. In-depth knowledge of legislations regulating the abattoir and knowledge of all aspects of beef slaughtering plant operations

Skills:

Have finance, planning, organising and marketing management skills. Be able to interface effectively with internal and external clients and suppliers. Be a strong manager, a strong team player and an excellent people motivator. Ability to develop and update policies; Have analysis skills; negotiation skills; project management; networking and presentation skills; planning and conflict management.

Key Performance Areas:

- Take responsibility for the efficient and cost effective running of the Abattoir.
- To manage the operations of the abattoir

- Monitor and organise the removal of extremely high strength waste from the abattoir to the appropriate site for disposal in order to prevent environmental contamination
- Ensure proper supervision of the day-to-day activities of the abattoir personnel in order to obtain best practices within the abattoir.
- Management of the timely and accurate delivery of carcasses to clients
- Responsible for the implementation/conduct of pre-slaughter inspection of facilities/plant and to make certain that hygiene and sanitation measures are always conducted according to the established standard operating procedures.
- Develop and implement a marketing strategy for the abattoir to ensure self-sustainability.
- Ensure compliance in all aspects of legislations and procedures regulating the operation of abattoir.
- Ensure compliance with customer specifications, quality standards, HACCP principles, Occupational Health & Safety principles, Environmental and other regulations.
- Perform internal audits and supplier audits.
- Provide on-going training and verification of all receiving of animals to be slaughtered, dispatching of carcasses, cleaning of slaughtering and surrounding areas.
- Compile reports and follow-up on supplier complaints
- Lead and advise the municipality in all aspects of certifications applicable to Abattoirs
- Perform baseline risk assessment and develop SOP (Standard Operating Procedure)
- Continually review and update job specifications and job descriptions of slaughters to comply with international and local slaughtering standard.
- Manage human resource in terms of all applicable legislation, regulations and conditions of service.

MARKETING AND TOURISM OFFICER (POST LEVEL 6)

Ref: PF-T&MO/002

Salary: R 250 656 per annum plus normal municipal employee benefits

Requirements:

BTech/National Diploma in Marketing Management or Tourism Management, or equivalent, with sound computer knowledge, a driver's licence plus four years' experience in Tourism and Marketing Management.

Key Performance Areas:

- Determine tourism resources in the District,
- Manage the implementation of the Tourism, Marketing and Investment Strategies,
- Identify and formulate relevant policies from the Tourism Strategy Document,
- Conduct research and provide technical support to the Tourism Development and Marketing Section on the international and national trends,
- Liaise with the LED and IDP units of Local Municipalities,
- Compile and maintain database relevant to the district,
- Promotion and development of Waterberg icons,
- Perform daily general and administration in the unit,
- Market the Waterberg Brand
- Prepare business plans for programmes relating to marketing of WDM area

OFFICE OF THE MUNICIPAL MANAGER**RISK AND INTERNAL CONTROL OFFICER - LEVEL 06**

Ref: PF-RICO/002

Salary: R 250 656 per annum plus normal municipal employee benefits

Requirements

B Degree / Diploma majoring in Accounting or Auditing or equivalent tertiary qualification and at least three years' experience in the in risk management or auditing or related field.

A postgraduate qualification in Risk Management will be an added advantage.

Sound Computer literacy on Microsoft Office and knowledge of Team-Mate Audit software will be an added advantage.

Membership of the Internal Auditors or Risk Management professional body will be added advantage.

Advanced knowledge of the Municipal Finance and Management Act and Treasury regulation.

Competencies and skills

- Must have good interpersonal relation, strong public administration knowledge and experience, excellent communication skills, research skills and presentation and report writing skills.
- Supporting and cooperating

- Organizing and executing audits.
- Analysing and interpreting
- Ability to analyze organizational process to highlight significant risk areas.
- Presentation ,facilitation and financial and risk management skills

Key performance areas

- Ensure the development and implementation of the Council Risk Management Strategy
- Facilitate the risk workshop and Compile risk register on annual basis
- Ensure integration of Risk Management with all management activities at all levels
- Ensure compliance with related risk management matters as contained in the applicable legislation.
- Implement business objectives relevant to Internal Audit function.
- Handle relevant client liaison and ensure client service.

RE-ADVERT EXECUTIVE SUPPORT

SECTION: IGR, PROTOCOL AND COMMUNICATION INTERGOVERNMENTAL RELATIONS (IGR) PRACTITIONER: POST LEVEL 06

Ref: PF-IGR/003

Salary: R 250 656 per annum plus normal municipal employee benefits

Requirement

A three year Diploma in Public Administration, International Relations or equivalent.
Must be Computer literate and have understanding of Intergovernmental relations.
A minimum experience of 2 years in local government and stakeholder engagement
Must have valid driver's license.

Key responsibilities

- Performs specific tasks/activities associated with the provision of administrative support
- Coordinate IGR meetings hosted by the Executive Mayor, Chief Whip, Speaker and Manager Office of the Executive Mayor.
- Organizing, confirming and scheduling meetings/appointments with internal departments / external officials and stakeholders.
- Copying, typing and formatting documents/reports and creates presentations using word processing and related office applications.

- Preparing notification and minutes for specific intergovernmental relations meetings and attending to the distribution and /or arranging for the collection of documentation prior to scheduled meetings.
- Assist in branding the municipality during official events.
- Recording minutes during IGR meetings and follow-up on resolution taken.
- Render protocol services on all events, internally and externally
- Maintains and access records of discussions, instructions and correspondence
- Performs tasks associated with the provision of general office support
- Coordinates learning and sharing programmes with national and international institutions
- Facilitates the implementation of Twinning Agreements signed by the municipality.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za & also available at Waterberg District Office's reception area 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 of candidates will be done.

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

Closing Date: 09 May 2014 at 12h00

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.

**PF. NOGILANA-RAPHELA
ACTING MUNICIPAL MANAGER**