

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.

CORPORATE SUPPORT AND SHARED SERVICES

REF: PF-4/3/1/ MC36CSLA001

Division: Legal and Administration

Position: Divisional Manager Legal & Admin

Station: Modimolle

Post Level: 03

Salary: R 718 656.00 (Basic Salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits plus 750km travelling allowance.

Term of appointment: Permanent

REQUIREMENTS: Grade 12, A degree in Law/LLB or equivalent. Be admitted as an Attorney. Must have 5 years relevant experience 3 of which must be at supervisory level within the legal field. Experience in municipal environment will be an added advantage. Must be computer literate and possess a valid driver's license (code 8). **COMPETENCIES:** Be able to communicate complex legal information in understandable documents for specific audiences. The ability to articulate complex legal concepts in an understandable, convincing manner. The ability to develop and present client or Municipality interests in appropriate forums, presenting and negotiation the best possible outcomes. Have the ability to identify and deal with ethical issues and conflicts of interest. Be able to understand the municipality's objectives, and the impact of legal decisions on the community and the functioning of the various directorates. Be able to manage legal disputes brought against the municipality through applying legal procedures and managing stakeholders in order to resolve the legal. Ability to break a legal problem into component parts, identify key issues, locate authority in the form of statute and case law and compile cogent legal arguments to support a position. **KEY PERFORMANCE AREAS:** Formulates and implements the broad Legal and Administration Services strategy and, defines, implements and monitors short term plans/objectives; Manages the key performance areas and result indicators associated with the provision of an effective legal service to core service delivery functions by developing, amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines; Manages the implementation of financial controls/procedures and provides information to support financial planning sequences; Responsible for legal awareness, registry, litigation, by-laws, contract management, disciplinary hearings and legal advice to council; Representing the municipality at disciplinary hearings and CCMA (bargaining council); Updating and maintaining the 'codes of delegations', Unit's standing orders and relevant legislation and informing/ circulating to Management and support personnel; Negotiating contractual terms and conditions of contracts with service providers/ vendors; Development and management of contracts with the aid of legislation in order for agreements to be concluded with suppliers, clients and employees.

OFFICE OF THE MUNICIPAL MANAGER
REF: PF- 4/3/1 - MC36MMDP004
Division: Strategic Support and Planning
Position: Admin Assistant IDP
Station: Modimolle
Post Level: 09
Salary: R 310 044.00 (Basic Salary per annum excluding Municipal Employee Benefits)
Term of appointment: Permanent
REQUIREMENTS: Candidate must have Grade 12. Must have a Certificate in Secretarial / Administration / Public Relations. A minimum of one year experience in Office Administration/ Public Relations. Must have Computer Literacy – 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 the administrative requirements associated with the section. Render the section's record keeping and information processing. Monitors the consolidation, processing and presentation of functional information. Be involved in the day-to-day office management of the section. Co-ordinates the administrative dimension associated with the processing of section's related queries and complaints. Organise and arrange meetings, conferences workshops for the section (logistics support). Liaise with internal and external stakeholders with regard to meetings, workshops etc. Render typing services to the section, data capturing and updating information on the system (IDP and PMS)

EXECUTIVE SUPPORT

(Employment contract linked to term of Office of the Speaker)

Position: Personal Assistant: Speaker

Post Level: 06

Salary: R 595 518.44 (All inclusive remuneration package)

REF: 4/3/1/PF- MC36SESE004

REQUIREMENTS: Grade 12 and Certificate in Secretariat / Office Management / Public Relations or equivalent. Computer literacy plus 3 years' experience as an administrator. Knowledge of Local Government operation. **COMPETENCIES AND SKILLS:** Good interpersonal relation, strong office administration, communication skills, time management. Must have strong computer knowledge (office applications)

KEY PERFORMANCE AREAS: Scheduling, confirming and updating the diary of the Speaker and alerting or indicating priority/urgent meeting requiring attention. Organising, confirming and scheduling meetings / appointments with internal departments and external stakeholders. Arrangements of travelling logistics for the Speaker and full time members of the Mayoral Committee. Perusing Council and Committee Agenda and Minutes of meetings and identifying with items requiring the attention of the Speaker. Maintains and access records of discussions, instructions and correspondences. Screen all calls and visitors, take messages and returns calls. Receiving and communicating with guests, complaints and/or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention. Attend to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding sequences to facilitate accessibility to information. Performs administrative activities associated with preparation of documents and correspondence for circulation.

INFRASTRUCTURE DEVELOPMENT

REF: PF-4/3/1/ MC36ISPM001

Division: Capital Projects

Position: Divisional Manager Capital Projects

Station: Modimolle

Post Level: 03

Salary: R 718 656.00 (Basic Salary per annum excluding Municipal Employee Benefits)

REQUIREMENTS: Grade 12 and Certificate in Secretariat / Office Management / Public Relations or equivalent. Computer literacy plus 3 years' experience as an administrator. Knowledge of Local Government operation. **COMPETENCIES AND SKILLS:** Good interpersonal relation, strong office administration, communication skills, time management. Must have strong computer knowledge (office applications)

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INFRASTRUCTURE DEVELOPMENT

REF: PF-4/3/1/ MC36ISPM001

Division: Capital Projects

Position: Divisional Manager Capital Projects

Station: Modimolle

Post Level: 03

Salary: R 718 656.00 (Basic Salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits plus 750km travelling allowance.

Term of appointment: Permanent

REQUIREMENTS: Grade 12, a degree in Civil Engineering, registration with a professional body. Must have 5 years relevant experience in civil engineering 3 of which must be at supervisory level. Must be computer literate and possess a valid driver's license (code EB). **COMPETENCIES AND SKILLS:** • Must be able to prepare and present high quality reports. • Project management and co-ordination skills • Political sensitivity and highly developed ability to identify and manage confidential and sensitive information and to operate with professionalism and integrity. • Ability to form productive, professional working relations with service providers / stakeholders and staff at all levels. • Have excellent interpersonal skills, outstanding planning, organizational and people management skills. **KEY PERFORMANCE AREAS:** • Identifies and defines the immediate, short and long term objectives/plans associated with capital projects e.g. roads, sanitation and storm-water maintenance; • Directs and controls outcomes associated with utilization, productivity and performance of personnel within the capital Projects Division; • Prepares capital and operating estimates and controls expenditure against the approved budget allocations; • Manages the formulation of specific contracts and tender documents and controls contractual obligations; • Directs and controls the professional, technical and operational outcomes associated with the functions related to capital projects - roads and storm water, sewer, sanitation and maintenance • Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

REF: 4/3/1 - MC36CMDM003/05

Division: Disaster Management Centre

Position: Control Room Operator

Station: Modimolle

Post Level: 10

Salary: R261 648.00 Basic Salary per Annum (Excluding 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.

CORPORATE SUPPORT & SHARED SERVICES

Position: Cleaner

Post Level: 15

Salary: R 148 152.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

Reference No. : MC36CSAD003

Benefits: Normal municipal benefits

Term of appointment: Permanent

REQUIREMENTS: A minimum of Grade 10 qualification, 6 months experience in a cleaning environment and basic knowledge of general hygiene practices. The incumbent must be able to read, write, and be able to communicate in at least two official languages preferably Sepedi and English. **KEY PERFORMANCE AREAS:** • Internal cleaning offices, passages, kitchens and toilets etc • Making tea and coffee for visitors • Safekeeping of cleaning equipments • Assist with arrangements and catering during functions and meetings • Preparing offices for new employees with regards to cleanliness • Reporting all non-functioning equipments to the Supervisor. • Attends to specific requirements associated with the movement of office furniture.

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: 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: 10 January 2025

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**