

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.

OFFICE OF THE MUNICIPAL MANAGER (Ref: 4/3/1- MC36MMDP007)

Position: Chief Operations Officer: Monitoring & Evaluation • Post Level: 02

Salary: R 727 776 basic salary pa, plus 750km travelling allowance (excluding municipal employee benefits)

KEY REQUIREMENTS: B Degree/N. Diploma Qualification in Public Administration. MFMP Certificate will be an added advantage. An institutional transformation within public or private sector will be an advantage. A minimum of five (5) years' experience at Middle Management level must be computer literate and have a driver's license (C1). **KNOWLEDGE:** Knowledge and understanding of relevant policy and legislation; Understanding of institutional governance systems, change management, organisational development and performance management; Understanding of council operations and delegation of powers; Good governance; Audit and risk management establishment and functionality; and Budget and finance management **The incumbent must have the following Competencies:** Moral competence; planning & organising; analysis & innovation; knowledge & information management; communication and results & quality focus. **KEY PERFORMANCE AREAS:** Collaborate with the Municipal Manager to form and develop an economical, effective, efficient and accountable administration; The development, implementation and monitoring of the municipality's integrated development plan (district development model); Coordinate strategic planning process and business strategy management. Oversee development and implementation of anti-fraud and corruption strategy and plan. Work with the Departmental Managers in the strategic and operational development and support the development of the business and its key operational units including the District Development Model, Business Continuity plans. Develop in collaboration with the Municipal Manager and Chief Financial Officer an annual operating plan that supports the Municipality's long term operation strategy. Provide strategic support in alignment of the organisational structure with the IDP and its objectives.

EXECUTIVE SUPPORT OFFICE (Ref: 4/3/1- MC36SESE004)

Position: Chief Operations Officer: Governance & Coordination • Post Level: 02

Salary: R 727 776 basic salary pa, plus 750km travelling allowance (excluding municipal employee benefits)

KEY REQUIREMENTS: B Degree/N. Diploma Qualification in Public Administration. MFMP Certificate will be an added advantage. Extensive knowledge of working and or managing in a political office will be an advantage. A minimum of five (5) years' experience at Middle Management level, must be computer literate and have a driver's license (C1) and his/her own roadworthy vehicle. **KNOWLEDGE:** Constitutional requirements for local government and local government legislation; Political and Municipal administrative procedures; International legislative policy framework; Compilation of management reports; Must have knowledge of service delivery mechanisms; Understanding of institutional governance systems; Understanding of council operations and delegation of powers; IGR framework, administration, national orders, MSA and Local Government Budget. **The incumbent must have the following Competencies:** Excellent planning, leadership, presentation and organizational skills; Communications experience in public sector; Sound understanding of political dynamics. **KEY PERFORMANCE AREAS:** Ensure optimal functionality of the Executive Support Department by supporting all its business units thereby harnessing their efficiency and effectiveness.; Provide strategic leadership in the Executive Support Office; Provide immediate advice to the Executive Mayor; Manage and co-ordinate public attendances of the Executive Mayor; Coordinate strategic business management meetings; Manage the interface between the Office of the Municipal Manager and Senior Managers community members within the Municipality and district wide; Support the development of the political business plans and its key operational units including the District Development Model, Business Continuity plans, Community Participation Strategy etc.

BUDGET AND TREASURY (Ref: 4/3/1- MC36CMFB003)

Position: Creditors Officer • Post Level: 06

Salary: R 394 644 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

REQUIREMENTS: Grade 12 plus National Diploma in Accounting/Financial Management. A certificate in MFMP and knowledge of MUNSOFT will be an added advantage. A minimum of three (3) years' experience in LG Finance. Computer literacy and a valid driver's license (code 08). **KNOWLEDGE AND SKILLS:** Communication, interpersonal, analytical, innovative, problem-solving skill and time-management skills. Thorough knowledge of Local Government Legislation. **KEY PERFORMANCE AREAS:** Performing validity check of creditors and debit orders; Budget verification of payment source before payment (capital projects, retentions, recurring accounts); Review payments supporting documents for correctness; Perform VAT implication check; Review monthly creditors to ensure that all outstanding invoices are paid; Check individual creditors reconciliation per vendor ledger with supplier statement before and after payment for rejected/ unpaid accounts then journalise to clear EFT; Assisting in preparation of the Annual Financial Statement; Perform monthly Bank Reconciliation.

BUDGET AND TREASURY (Ref: 4/3/1- MC36BTEX007)

Position: Salary Officer • Post Level: 06

Salary: R 394 644 Basic Salary per Annum (Excluding Municipal Employee Benefits)

REQUIREMENTS: Grade 12 plus National Diploma in Accounting/Financial Management. A certificate in MFMP and knowledge of Payday System will be an added advantage. A minimum of 2 years' experience in Budget and Treasury Office. Computer literacy and a valid driver's license (code 08). **KNOWLEDGE AND SKILLS:** Payroll procedures; Applications and regulations related to payroll; Good interpretation of the Collective Agreements in relations to employees and councilors benefits and remuneration; Understanding of the MFMA; Time and Financial management, high level of accuracy, confidentiality, diversity management. **KEY RESPONSIBILITIES:** Updates and maintains the payroll information system and processes salary payable to staff members and councilors; Attends to the application of specific processes associated with updating the Payroll System parameters; Co-ordinates specific sequences associated with the employment and terminations of personnel; Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports; Reconciliation and payment of statutory deductions and contributions, e.g. pension, medical aid and SARS; Implement and reconcile salary and other related increases; Preparation of banking advices for various salary payments; Prepare and submit IRP5 reconciliation to SARS; Ensuring monthly audits trails are prepared, authorized and filed for audit purposes; Reconciliation and calculations of leave and provisions.

CORPORATE SUPPORT & SHARED SERVICES (REF: MC36CSAD003)

Position: Cleaner • Station: Disaster Management Centre • Post Level: 15

Salary: R 123 888 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

REQUIREMENTS: A minimum of Grade 8 qualification. must be able to read, write, and communicate in at least two official languages preferably Sepedi and English. **KEY PERFORMANCE AREAS:** Internal cleaning of 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; Assist other cleaners during Council functions and other events in the district.

CORPORATE SUPPORT AND SHARED SERVICES (Ref: 4/3/1- MC36CSIT004)

Position: IT Technician • Post Level: 05

Salary: R 493 272 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

REQUIREMENTS: Grade 12 plus Diploma in IT/Computer Science. Microsoft Certified System Engineering /N+/CompTIA certificates will be an added advantage. Minimum of 3-years working experience in an IT Technical Support field. Must have a valid driver's license (code 08). **KNOWLEDGE AND COMPETENCIES:** Virtual and physical IT infrastructure, Client/server applications architecture, internet technologies, desktop operating system and office productivity tools. Be able to work independently, long hours and under pressure when necessary to meet deadlines. **KEY PERFORMANCE AREAS:** Provide first line technical support and maintenance of desktop computers, Local Area Network and related technology; Install, Configure, maintain and update all Servers/ desktop/laptop/thin client/mobile devices, software/hardware for the entire company; 200+ users; Installs software and hardware systems, including new equipment, anti-virus programs; Perform Installations / Maintenance for Routers, Switches, Firewalls, Network Drives, and Network Security Appliances including content filters ; Assist in training initiatives to new and current employees; Provide End user support and continuous improvement; Administration of Audio Visual, CISCO Unified Communications Manager, Biometric Fingerprint and CCTV Camera Systems; Provide Risk unit with the requested footage from the CCTV camera system; Maintain appropriate and updated IT Asset Register.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES (Ref: 4/3/1- MC36CMFB003)

Position: Fire Station Officer • Station: Mookgophong • Post Level: 06

Salary: R 394 644 basic salary pa (excluding Municipal Employee Benefits)

REQUIREMENTS: Grade 12 plus National Certificate in Fire Technology/ Fire Engineering. Fire Fighter I and II. Must have First Aid level 3 / Basic ambulance assistance and Hazmat Awareness & Operations Certificates. Hazmat Technician Certificate will serve as an added advantage. Computer literacy. A valid South African driver's license (code –C) A minimum of 8 years' experience in a firefighting of which 1 year must be at a supervisory role. **KNOWLEDGE AND SKILLS:** Extensive experience in Plan appraisal and ability to interpret SANS code of Practice (SANS 400 etc.); Knowledge of methods, practices, and techniques of modern fire fighting, fire prevention, fire inspection, fire apparatus and equipment purchasing, hazardous material mitigation and emergency management services.; Disaster Management Act, Explosives Act, Building Standard Act, Disaster Management Act, Fire Protection Regulations, Fire Brigade Services Act, National Fire Codes. **CONDITIONS OF SERVICE:** Working shifts; Working six days a week; Be on standby as per shifts. **KEY PERFORMANCE AREAS:** Responding to incidents involving HAZMAT, Fire and Extrication: To Lead responding platoons on the fire ground: Coordinate the operational and administrative activities of shifts; Ensuring community preparedness for emergencies; Perform law enforcement of fire safety regulations and notices; Assist in the formation of and monitoring Fire Protection Associations for agriculture and related sectors; Perform daily inspections of all vehicles, building, machinery and equipment; Coordinate demonstration to the visiting schools and the public; Conduct fire safety inspections and awareness campaigns.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES (Ref: 4/3/1- MC36CMFB011)

Position: Divisional Manager Fire Services • Post Level: 03 • Salary: R 600 960

basic salary pa, plus 750km travelling allowance (excluding Municipal Employee Benefits)

REQUIREMENTS: Grade 12 plus B-Tech in Fire Technology. Fire Fighting I & II, Hazmat Awareness & Operations, Ambulance Emergency Assistant certificates. Driver's license (code –C). Computer literate. A minimum of 15 years extensive experience in all major functions of a Fire Department of which 3 years must be at a supervisory level. **KNOWLEDGE AND SKILLS:** Planning, leading , organizing and coordinating skills; Advanced methods, practices, and techniques of modern fire fighting, fire prevention, fire inspection, fire apparatus and equipment purchasing, hazardous material mitigation and emergency management services; Knowledge of Municipal Fire Safety By-Laws, Disaster Management Act, Fire Protection Regulations, Fire Brigade Services Act. **KEY PERFORMANCE AREAS:** Manage, plan , lead and co-ordinate fire services in the Waterberg District; Support district disaster management plans and standard operating procedures; Directing investigations to determine cause and origin of fires and assist in the prosecution of arsonists; Initiating the formation of and monitoring Fire Protection Associations for agriculture and related sectors within the Waterberg District; Performing Peace Officer duties related in the application and enforcement of any other statutory powers granted under any legislation pertaining to Fire Brigade Services; Developing and implementing departmental policies and operational guidelines; Manage departmental staff / subordinates to ensure they are able to meet their objectives.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES (REF: 4/3/1 - MC36CMEM012)

Position: Environmental Health Practitioner • Station: Lephalale • Post Level: 08

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

Requirements: National Diploma in Environmental Health. Must be registered with Health Professional Council of South Africa, 1 year experience (Community Service). Must have a valid driver's license (code 08), Computer literacy. **Knowledge and Skills:** Municipal health operations, legislations regulating the municipal health, organizing analysis; project management; networking and presentation and problem solving skills. **Key Performance Areas:** Control outbreak of communicable 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.

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. (Covid-19 regulations must be adhered to) 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 (criminal record check) will be done for the successful candidate. 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: 07th of May 2021 at 15:00.

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



**WATERBERG DISTRICT
MUNICIPALITY**