



on the Go for Growth

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.

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR

(Post level 06)

SALARY: R 219 168 per annum

BENEFITS: Normal Municipal Employee Benefits

REQUIREMENTS:

Applicants must have a three- year tertiary qualification in Accounting, Internal Auditing or equivalent relevant qualification. Three years relevant experience preferably in the public sector, basic knowledge of PFMA, Treasury regulations, Municipal System Act Municipal Structural Act and other relevant legislations and must have a valid driver's licence.

SKILLS

Ability to interpret and apply policy, Analytical and innovative thinking, Research and report writing, Adaptability during changes, Must be computer literate and be able to cope with workload pressure

KEY PERFORMANCE AREAS INCLUDE:

- Prepare planning and implementation of individual project as per operational plan, Audit Committee request and management request.

- Execute audit project and draft reports on audit findings and make recommendations for corrections of unsatisfactory findings
- Conducting follow-up audit on resolution of unsatisfactory findings of Internal Audit reports
- Ensure compliance with acceptable audit standards, working papers and pre set plans.
- Give administrative support to audit committee and audit unit
- Review the internal control system of the municipality
- Ensure municipal compliance to MFMA and other applicable legislations

Applications must be accompanied by a comprehensive CV, originally certified copies of qualifications and academic record, ID, driver's license and covering letter indicating the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality Cnr Harry Gwala and Church Streets, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

All qualifications and references of shortlisted candidates will be verified.

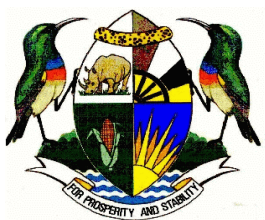
Further enquiries may be directed to Ms. RPT Makibelo tel. no. (014) 718- 3367 during office hours.

Closing date: 28 June 2012

Should you not be contacted within 60 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 posts.

**M V LETSOALO
MUNICIPAL MANAGER**



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OFFICE OF THE MUNICIPAL MANAGER

IDP/PMS OFFICER: POST - LEVEL 06

SALARY: R 219 168 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

A three year National Diploma in Human Resources, Development Studies or Public Administration, NQF Level 5 IDP related Diploma plus 2-3 years minimum experience in Performance Management in the municipal environment will be an added advantage. Computer literacy (MS-word, Excel, Power-point. Valid driver's license (Code C1)

KNOWLEDGE AND SKILLS

A very good understanding of integrated planning management principles; High level of computer literacy and recognized project management systems. Good planning, organising, presentation and communication skills.

KEY PERFORMANCE AREAS

- Collecting and verifying information regarding the various phases of the IDP
- Preparing and submitting draft IDP documents for IDP committees
- Organizing IDP representative Forum meetings and keeping minutes thereof
- Assist in preparing logistics for performance assessments for Senior Management
- Assist in reviewing service delivery and budget implementation plan by discussing and capturing the reviewed and new KPIs and performance targets on the SDBIP
- Rendering assistance internally to departments on the use of computerized PMS
- Providing logistical support to the Performance Audit Committee and Evaluation Panel.
- Assisting in the drafting of mid-year performance management reports by collecting, updating and verifying performance information.
- Assist in addressing performance information and IDP queries by analyzing causes of queries, proposing remedial action and making follow-ups on outstanding queries.
- Assist in providing support to local municipalities on IDP, Performance and Organizational Development

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MUNICIPAL MANAGER



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SOCIAL DEVELOPMENT AND COMMUNITY SAFETY

LEADING FIRE FIGHTER - LEVEL 08

SALARY: R 171 036 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

Grade 12, Higher Certificate in Fire Technology, Fire Fighter I and II or equivalent qualification in fire technology or fire engineering sciences from SAQA accredited South African Institutions, Hazmat Awareness and Operations Certificate. Basic ambulance certificate/ Basic ambulance assistance and registration with HPCSA,. Computer literacy (MS Word/Excel/PowerPoint. Must be in possession of valid South African driver's license (code –C). A minimum of four years' fire fighting experience of which 2 years must be in a Senior Fire Fighter.

KNOWLEDGE AND SKILLS

Though 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.

KEY PERFORMANCE AREAS

- To perform effective firefighting, special and rescue services in and outside Lephalale jurisdictional area.
- Perform general maintenance and cleaning in and around the quarters and the station
- Host demonstration to visiting schools and public
- Participate in the compilation of the station budget proposals
- Compile reports for each incident attended or inspection conducted.

- Perform any other duty as prescribed by the Station Officer
- Participate in the pre-planning activities of the station
- Ensuring that routine fire inspections regarding fire safety and pre-planning (including hydrant flow and pressure tests) are carried out by platoons
- Carrying out routine and technical inspections regarding fire safety, hazardous materials , inflammable liquids and gas

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All qualifications and references will be verified.

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

Closing Date: 28 JUNE 2012

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

Should you not be contacted within 30 days of the closing date please accept that your application had been unsuccessful.

M.V LETSOALO

MUNICIPAL MANAGER



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**EXECUTIVE SUPPORT
PERSONAL ASSISTANT: CHIEF WHIP – LEVEL 06
(Employment contract linked to term of Office of the Chief Whip)**

All inclusive remuneration package: R317 887.88 per annum

REQUIREMENTS

- Grade 12 certificate, Computer literacy plus 2-3 years' experience as an administrator in a political environment. Knowledge of Local Government operation.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management, be able to take minutes and have report writing skills. Must have strong computer knowledge (office applications)

KEY PERFORMANCE AREAS

- Scheduling, confirming and updating the diary of the Chief Whip 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 Chief Whip 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 Chief Whip.
- 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.

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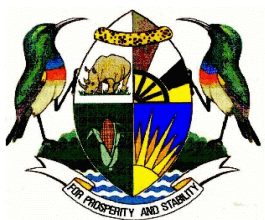
Further enquiries may be directed to Ms Portia Makibelo at tel. no. (014) 718- 3367 during office hours.

Closing date: 28 June 2012

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**M.V LETSOALO
MUNICIPAL MANAGER**



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SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

AIR QUALITY ASSISTANT – POST LEVEL 08

Salary: R171 036 per annum

Benefits: Normal municipal benefits.

REQUIREMENTS:

- N. Diploma in Environmental Management / Health / Sciences plus 1-2 years experience in an environmental health management /science related field. Valid driver's license.

KNOWLEDGE:

- Environmental management legislation.
- Inspection procedures
- Applicable by-laws and procedures
- Air quality management systems
- National safety standards and health legislation, monitoring compliance with health standards

SKILLS AND COMPETENCIES:

- Team leadership and management skills, supervisory and human resource management skills, effective public relations and public speaking skills, cultural awareness and sensitivity skills
Computer literate (MS-Word, Excel and PowerPoint)

KEY RESPONSIBILITIES:

- Implementation of the legislative requirements, norms, standards, programs and policies,
- Update and collate Air Quality monitoring data from the industry,
- Promotes and develops the delivery of a community education/awareness programs,
- Prepare and submit reports to the Air Quality Officer

- Participate in compliance activities involving the ambient air quality standards,
- Review of applications for authorizations related to air quality management,
- Disseminate information and provide technical and procedural advice to applications,
- To attend to enquiries, and compile reports, including documents for the division on air quality matters,
- Engage industry with regard to projects targeting climate change and/or greenhouse gases reduction,
- Assess the awareness level of climate change and prepare awareness and educational materials in the district,
- Collate data and input on the development and preparation of the district state of air quality report,

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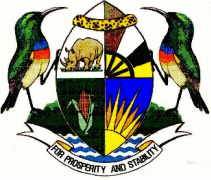
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EXECUTIVE SUPPORT

INTERGOVERNMENTAL RELATIONS (IGR) PRACTITIONER: POST LEVEL 08

SALARY: R 171 036 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENT

- Grade 12, Certificate in Public Administration, Communication, Protocol or equivalent, Computer literacy; must have the understanding of how spheres of government and their stakeholders operates. A minimum experience of 2years and a 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

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