



Nketoana Local Municipality

Reitz, Petrus Steyn, Lindley & Arlington

ADVERTISEMENT-PERMANENT POSTS

DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

PMU TECHNICIAN

REMUNERATION: R 442 662,42 per annum, Level 2

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

Requirements: Grade 12, National Diploma in Civil Engineering/ Quantity Surveying/ Project Management, A valid Driver's License without endorsement. Must have own transport. Must have strong management and leadership skills. Ability to communicate in both languages Sotho and English. Computer Literacy. Ability to work on initiative and under pressure. Be able to register with ECSA in terms of Engineering Profession Act of South Africa, 1990 (Act 46 of 2000), proper understanding of government social development programmes and their application in local government.

Experience: 3 years' appropriate proven experience in the Civil Engineering and/or Project Management environment.

Added Advantage: Previous experience in working with the Municipal Infrastructure Grant (MIG).

Key Performance Areas: Delivering technical support and evaluating proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Project – managing labour intensive projects in line with the EPWP framework and the related reporting requirements. Arranging regular project progress meetings. Ensuring compliance with all legal aspects and conditions, as required by the various spheres of government. Conducting site visits / meetings to ensure compliance with business plan conditions. Managing cash flows and committed project expenditure. Verifying payment certificates and preparing monthly payment schedule documentation. Maintaining project performance data on a national database. Assisting with other related municipal infrastructure programmes.

DIRECTORATE: CORPORATE SERVICES

MANAGER LEGAL SERVICES

REMUNERATION: R 493 284,22 per annum, Level 1

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12, A relevant 3-year tertiary qualification preferably in B. Degree LLB/ Proc or LLB. Computer Literacy. Admission as an Attorney/ advocate of the High Court. Have valid driver's license.

EXPERIENCE: 8 years relevant legal experience of which 3 years in the middle management level (either in private practice or municipal environment).

COMPETENCIES: Interpretation of statutes, Local Government legislation, contract management, litigation management, ethics and professionalism, investigative orientation, good judgment and decision making, research and analysis, critical thinking and ability to present persuasive argument and report writing. Information management. Ability to work under pressure. Interpersonal relationships.

KEY RESPONSIBILITIES: Provide the legal advice to council on a wide variety of subjects. Attend to claims instituted by and against council. Draft by laws, research laws interpretation of existing by-laws, comment and report on new legislation and monitor progress. Provide legal assistance in respect of property, housing matters, townships and town planning administration. Attend meeting to provide legal advice to comment on policies of Council to ensure legal compliance and interpret policies. Attend to CCMA/Bargaining Council cases and Labour court cases. Attend to hearings. Draft legal documents and memoranda and reports. Analyse legislation and provide recommendation for appropriate interventions. Draft legal opinion. Conduct legal research documents and memorandum reports. Handle ad hoc tasks in line with instruction. Negotiate, draft, analyze and implement contractual agreements with the service providers. Review municipal and council policies. Draw up contracts of employment. Provide advice on the resolution of legal disputes. Prepare case files. Implement and ensure that the council by laws are adhered to. Screening petitions. Coordinate and manage litigations.

HUMAN RESOURCE AND ORGANISATIONAL DEVELOPMENT PRACTITIONER

REMUNERATION: R 442 662,42 per annum, Level 2

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12. A relevant 3-year tertiary qualification in Human Resource Management/ Development or relevant qualification. A valid driver's licence. Knowledge of Municipal Staff Regulations of September 2001, BCEA. Computer Literacy and must be able to handle Confidential information.

EXPERIENCE: 5-8 years' relevant experience preferably in Local Government.

KEY PERFORMANCE AREAS: Maintains the Organizational structure and verifies placements on the approved structure by allocating unique post numbers to the approved structures. Proposing changes to structures to be drawn on review and submits for authorization. Maintaining approved structures by ensuring all changes are implemented and authorized. Discussing changes with Managers and provides guidance in areas of uncertainty. Verifying that all new posts advertised are on the approved structure. Analysing the organisation's investment in its human capital strategy and preparing and consolidating estimates of requirements to support continuous improvement and personnel development for inclusion into the Organizational Design Budget. Providing advice for Structural Organisational changes to Senior Managers. Maintaining a record of all employees on the post establishment (incoming and outgoing), checking personnel advice received daily prior to submission to the pay office. Providing profiles and post requirements for advertising purposes. Verifying compliance with requirements with the T.A.S.K Job Evaluation System guidelines and provisions of the relevant T.A.S.K Collective Agreement. Identifying unique and generic posts on the organizational structure and verifying uniformity with specific key performance areas. Forwarding completed and authorized job descriptions to the relevant Job Evaluation Committee for evaluations during the maintenance phase. Liaising and assisting Departments in compiling complex job descriptions, including auditing job descriptions. Compiling and distributing a T.A.S.K Results Circular upon receipt of the Final Outcomes Report. Formulating, updating and maintaining a data base for the Organization's job descriptions and ensuring the proper control of data on the database through maintaining a 'master file' of records and amending or adding new information reflective of approved changes to job descriptions and ensuring daily back-up of data.

LABOUR RELATIONS PRACTITIONER

REMUNERATION: R421 241.38 per annum, Level 3

Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance, cellphone allowance and transport allowance)

REQUIREMENTS: Grade 12 (Matric) 3 Years tertiary qualification in Labour Relations (NQF Level 6) or relevant qualifications. Valid driver's license. Knowledge in LRA, BCEA and SALGBC Collective Agreement.

EXPERIENCE: 5-8 years' relevant experience preferably in Local Government.

COMPETENCIES: Conflict resolution, communication skills, employee relations, mediation and arbitration, policy development, advisory role, negotiation skills, confidentiality and ethics, documentation and record keeping.

KEY RESPONSIBILITIES: Evaluating current practices against market trends and statutory legislation. Mapping out current and future Labour Relations requirements taking into consideration operational needs, policies and adaptation to labour legislation and relevant agreements as influential factors. Drafting immediate and short- and long-term result indicators to address critical Labour Relations needs and interventions for key functional areas within the organisation in accordance with statutory legislation (e.g. Labour Relations Act, BCEA, Employment Equity, HIV/ AIDS Awareness) and the organisation vision and mission statement. Researching and interpreting compliance requirements included in statutory legislation and national policy framework guidelines. Evaluating the adequacy of current policies and contractual employment agreements and assessing comments on the need for change and alignment of terms and conditions to best practices and legislation. Advising/ informing the organization on non – compliance outcomes with a view to supporting arguments for positive change. Providing specialist advice on appropriate procedural action in respect of identified issues. Monitoring and investigating employee grievances reported of any perceived unfairness or unfair labour practices by co-employees or management, interviewing the parties concerned and advising on best method of managing such grievance, attending grievance hearings and ensuring that correct procedures are applied for overall fairness. Preparing and submitting the necessary documentation/ application forms indicating the Municipality's intention to proceed with the disciplinary action or, defend the grievance lodged or, appeal against an outcome/ award. Preparing and submitting the necessary documentation/ application forms indicating the Municipality's intention to proceed with the disciplinary action or, defend the grievance lodged or, appeal against an outcome/ award. Keeping staff informed of new developments, legislation, circulars and policies. Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.

EXECUTIVE SECRETARY TO THE DIRECTOR LED, TOURISM AND PLANNING

REMUNERATION: R 313 137,49 per annum, Level 4/4.

Annual salary plus medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

Requirements: Grade 12, Certificate in secretarial or equivalent qualification. Computer literacy. Planning, Organizing, and Decision-making skills. Ability to work under pressure without supervision. Ability to work with people. Open and Friendly disposition in all communication. Confidentiality and reliability. Ability to handle documents and correspondence. Willingness to work irregular hours.

Experience: 3-5 Years' relevant experience.

Key Performance Areas: Arrange meetings for the Director LED, Tourism and Planning. Perform general administration duties e.g. send and receive faxes, e-mail, make photocopies, type letters, memos, agendas, reports, and schedule and update appointments. Record queries from the public and personnel. Provide secretarial support for meetings. Organize travel and accommodation arrangements for the Director LED, Tourism and Planning. Maintain proper filing system in the office of the Director LED, Tourism and Planning. Maintain strict confidentiality when working with documents related to staff members or other matters. Effective monitoring of time sheet in Director LED, Tourism and Planning and general customer services.

Enquiries: J Mokwena @ 058 050 3168 / 69 / 70

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

- Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from the Government Notice No.45181 of 20 September 2021 from the government website at www.gpwonline.co.za.
- No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, certified original copies of qualifications not older than 3 months, Identity document, and covering letter depicting the post applied for. Faxed or e-mailed applications will not be considered.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
- The successful candidate will be required to sign an Employment Contract on or before assumption of duty and the necessary Disclosure of Financial Interest Forms.
- Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of 90 days after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
- The municipality reserves a right not to appoint any applicant to this position.
- A candidate who canvasses for preference will be disqualified.
- Fraudulent qualifications, information or documents will disqualify any applicant.
- Candidates from the designated groups, including those with disabilities are encouraged to apply.
- The Municipality will never request money from a candidate in exchange of being awarded a vacant post, we are not selling posts, should such act occur please report it to the Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
- Shortlisted candidates will be required to bring along their original qualification's certificates.
- No subsistence costs will be paid to any candidates invited for interviews.

Application forms, Covering Letter with comprehensive CV's and certified copies of qualifications must be posted to the address below, or be hand delivered at Cnr. Church & Voortrekker St, Reitz.

Nketoana Local Municipality, PO Box 26,, Reitz, , 9810

CLOSING DATE: 30 JUNE 2025 @ 13:00

MR SM NHLAPO MUNICIPAL MANAGER

SW

Please check and email signed copy

Name:..... Size:..... 39x4

Company:.....

Signature:..... Cost:.....

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