



**Nketoana Local Municipality
Reitz, Petrus Steyn, Lindley & Arlington**

ADVERTISEMENT-PERMANENT POSTS

DIRECTORATE: CORPORATE SERVICES

EXECUTIVE SECRETARY TO DIRECTOR CORPORATE SERVICES

REMUNERATION: R 308 509.85 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: 2 -5 Years' experience preferably in Local Government

Key Performance Areas:

Arrange meetings for the Director of Corporate Services. 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 Corporate Services. Maintain proper filing system in the office of the Director of Corporate Services. Maintain strict confidentiality when working with documents related to staff members or other matters. Effective monitoring of time sheet in Director Corporate Services office and general customer services.

DIRECTORATE: COMMUNITY SERVICES

(RE – ADVERTS)

SENIOR SUPERVISOR: WASTE MANAGEMENT

REMUNERATION: R 414 989.54 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 car allowance)

REQUIREMENTS: Grade 12 or equivalent technical qualification (N3) will be an added Advantage. Code C driver's license. Basic computer literacy. Relevant legislation Knowledge of Microsoft (Word, Excel, and Power Point) programs Report writing skills

EXPERIENCE: 5 + relevant experience at supervisor level preferable in Waste Management The successful applicant / candidate must possess relevant competencies of the section waste management.

COMPETENCIES: Relates to people at all levels of the organization and communicates effectively with all levels; Shows confidences in engagement with internal and external stakeholders: Share work instructions with team members: Write Monthly reports, program plans and program update reports; Communities key messages to team members for dissemination to individuals, Facilitates meetings. The ability to understand the Municipality objectives, and the impact of decisions on the community and the functioning of the Department.

KEY RESPONSIBILITIES: Monitoring the condition of the sites to meet the Minimum requirements of Waste disposal sites and collection as set in the NEMA, NWMA and Environmental Conservation Acts. Checking Waste Collection on household, businesses and Industries is adhere to, checking all disposal facilities by visiting sites, authorizing change of methods as the need arises and giving instructions to labour teams to improve the disposal and collection system are operating in required procedures to ensure proper management of the section. Control leachate by collecting samples when composition of waste changes i.e. bacteriological and chemical samples for analysis in the laboratory to ensure good quality of leachate. Ensuring that operating procedures are adhered to by issuing instruction and planning the operational procedures to ensure compliance. Ensure that proper landfill management is adhered to by physical and random visits to the sites and provision of required resources. Minimize illegal dumping along streets and landfill access routes. Attending to complaints regarding collection, illegal dumping and landfill sites issues. Formalizing, controlling and managing reclaimers at the landfill sites. Formalizing, controlling labour under the section waste management and managing EPWP supported programs. Performing functions related to the sectional administration, presentations and tools, equipment and fleet management for the section. Ensuring compliance with Occupational Health and Safety

SENIOR SUPERVISOR: PARKS AND CEMETERIES (Re – Advert)

REMUNERATION: R 414 989.54 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 car allowance)

REQUIREMENTS: Grade 12 or equivalent technical qualification (N3) will be an added Advantage. Code C1 driver's license. Basic computer literacy

EXPERIENCE: 5 + relevant experience at supervisor level preferable in Parks, Cemeteries and Recreation The successful applicant / candidate must possess relevant competencies of the section.



COMPETENCIES: Relates to people at all levels of the organization and communicates effectively with all levels. Shows confidence in engagement with internal and external stakeholders. Share work instructions with team members. Write Monthly reports, Program plans and program update reports. Community's key messages to team members for dissemination to individuals. Facilitates meetings. The ability to understand the Municipality objectives, and the impact of decisions on the community and the functioning of the Department.

KEY RESPONSIBILITIES: Monitoring the condition of the Parks, Cemeteries, Open Space sites to meet the Minimum requirements of greening strategy, biodiversity and burials. Checking parks, open spaces, recreation facilities methods by visiting sites, authorizing changes of methods as the need arises and giving instructions to improve the greening of municipal lands and operating procedures to ensure proper management of sites related to parks, cemeteries and recreational sites. Control systems for cleaning, cutting grass, pruning of trees and shrubs. Maintenance of plant materials by applying herbicides, pesticides chemicals and maintenance of all recreational facilities. Control cemeteries management by checking on all burial systems are complying with burial standards, operating procedures, on burials, exhumation and top on top burials. Ensuring that operating procedures are adhered to by issuing instruction and planning the operational procedures to ensure compliance. Attending to complaints regarding parks, cemeteries and recreational facilities issues. Formalizing, controlling labour under the section's parks, cemeteries and recreational facilities and managing EPWP supported programs. Performing functions related to the sectional administration, presentations and tools, equipment and fleet management for the section. Ensuring compliance with Occupational Health and Safety.

DIRECTORATE: TECHNICAL & INFRASTRUCTURE SERVICES

MECHANICAL SUPERINTENDENT (Re – Advert)

RENUMERATION: R 414 989.54 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)

Requirement: Grade 12. Petrol / Diesel Mechanic Trade Test Certificate or 3 years National Diploma in Mechanical Engineering. Computer Literacy. Drivers Licence.

Experience: 3 – 5 Years relevant experience in a supervisory technical position is required.

Knowledge: Must have operational control and responsibility over mechanical workshop. Draws up operational work plans and maintenance programs. Must have supervisory control over foreman / Senior and Artisans. Responsible for general administrative duties, including the budget. Works independently within works / maintenance program and with less regular report-backs to the Manager.



Key Performance Areas: Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures. Removing and replacing defective parts with re-conditioning or new spares. Cleaning and removing blockages or other forms of debris from inlets/ outlets restricting flow of fluid/ lubricants to movable parts and/ or replacing broken/ defective pipes. Checking the functionality of replacement parts and executing the necessary adjustment and setting sequences. Checking the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor. Checking oil levels, electronic components and breaking devices and/ or replacing defective parts. Flushing water systems and replacing anti-coolants. Removing and replacing gaskets, seals, v-belts, bearings and, setting/ adjusting brakes, carbonator, turning engine and aligning/ balancing tires to manufactures specification. Cleaning and/ or replacing air, oil and dust filters and / or replacing hose clamps, screws and protective covers. Driving and testing vehicles to assess operating functionality and safety. Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders. Interacting with the Engineering Stores and checking allocated components materials against job cards prior to commencing with loading. Providing guidelines and specific instructions to personnel with respect to the preparation of work site for major/minor works and/ setting up of traffic signage. Attending deviations in performance or disciplinary/conflict issues and counseling personnel to correct/adjust behavior prior to applying laid down disciplinary procedures. Plan and assign duties to subordinates on a weekly basis and monitor performances.

X2 SENIOR ELECTRICIAN

1 Reitz

1 Lindley

RENUMERATION: R 414 989.54 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)

Requirement: Grade 12. Electrical Trade Test. Computer Literacy. Drivers Licence

Experience: 3 – 5 Years relevant experience as Electrician is required.

Knowledge: Performs well – defined activities. Applies a known body or knowledge. Works independently and seeks advice as and when required and supervises and coordinates other members of the engineering team. Extensive technical experience in the electricity supply industry or a related field of electrical engineering. Sound knowledge of Electricity policies and procedures Experience of electrical network/ reticulation (medium voltage) planning. Excellent communication skills. Ability to work in a highly pressurized environment. Performance Monitoring. Attention to detail.

Key Performance Areas: Conducting investigations to enable accurate assessment of the extent of adaptability of specific Medium Voltage System (Sub-station) approaches. Conducting system reinforcement MV network and reducing loads on loaded and overloaded MV cables, feeders and transformers. Maintaining sufficient spare capacity on MV apparatus for upgrades and new customers. Monitoring loads on MV apparatus, capturing the



necessary information, and visiting job sites to map out and plot routes for MV cables and Overhead lines (OHL); including switching off supply. Checking for MV faults and coordinating the joining of MV cables, including switching off the supply and phasing MV cables. Preparing and coordinating shutdowns for planned and unplanned maintenance work. Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel. Establishing the adequacy and availability of personnel against agreed outcomes and motivating the immediate superior for additional resources to support the implementation of operational plans. Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. Assessing and introducing measures to facilitate understanding of processes and procedures with respect to relevant applications and/ or providing input into specific training requirements. Conducting inspections of MV Sub-stations and determining maintenance, repair or adjustments to operational requirements. Trouble-shooting and problem-solving transformer breakdowns, deviations and disruption in services through investigations or analysis of results and operating conditions and, making available corrective measures for implementation and/ or prioritizing specific repairs, disconnections/ reconnections. Monitoring predictive and routine maintenance activities, specifications of materials and repair and replacement sequences and, monitoring application and progress against deadlines of internal maintenance teams and external contractors involved with interventions.

ELECTRICIAN (Mamafubedu)

RENUMERATION: R 308 509.85 per annum, Level 4/4

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

Requirement: Grade 11. Electrical Trade Certificate. Drivers Licence.

Experience: 1 - 2 Years relevant experience in electrical technical position required.

Knowledge: Participate in various electrical engineering functions and works with some degree of independence but primarily works under guidance and supervision of Senior Electrician. Sound knowledge of electricity policies and procedures. Analytical, fault-finding and problem-solving skills. Good supervisory skills. Good communication skills. Attention to detail.

Key Performance Areas: Reading and interpreting drawings/ works orders detailing layout and specifications. Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.) Installation of pre-paid meters in all Municipality and privately-owned buildings. Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc. Terminating cables, wires etc to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires. Taking of meter readings and installing new connections for houses, including three phase prepaid meters where required and conducting of COC inspections. Repairing and maintaining low and high voltage electrical equipment and networks in all the Municipality buildings. Conducting visual inspections of supporting structures, lines and cables and evaluating the performance of step-down transformers, switchgear and associated components. Performing electrical



maintenance functions on MV's and Sub-Stations. Isolating, removing and replacing defective components and/ or attending to the stripping, cleaning and jointing of overhead and underground cables and lines with due consideration given to safety procedures in live environments. Thumping of MV faults and jointing of MV cables and switching off supply during MV phasing cables. Conducting tests to diagnose and determine the nature of the fault and communicating with the control room/ immediate superior on the possibility of re-routing supply in respect of major repair work. Isolating, removing and replacing defective components and/ or attending to the stripping, cleaning and jointing of overhead and underground cables and lines with due consideration given to safety procedures in live environments. Conducting electrical fault-finding tests on pump stations and cables. Testing circuits and the functionality of new components using testing and fault detection equipment and communicating readiness to activate operations.

OFFICE OF THE MUNICIPAL MANAGER

RISK MANAGEMENT OFFICER (Re Advert)

REMUNERATION: R 308 509.85 per annum, Level 4/4.

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

Requirements:

A relevant 3 year qualification with preference in auditing or internal audit as a major. Computer literacy: MS Office

Demonstrate the following core professional competencies as required by staff regulations:

- Written Communication
- Oral Communication
- Research and Analysis
- Advocacy/Negotiation
- Ethics and Professionalism
- Organizational Awareness

Experience: 2- 5 years' relevant experience required.

Key Performance Areas: Participate in the Development of risk management implementation plan of the Municipality. Work with senior Chief Risk Officer to develop the overall enterprise risk management vision, strategy, policy, as well as risk appetite and tolerance levels for approval by the Accounting Officer. Coordinating risk assessments within the Municipality / directorate / sub-directorate as outlined in the policy. Assisting management in developing and implementing risk responses for each identified material risk. Participating in the development of the combined assurance plan for the institution, together with internal audit and management. Collates and consolidates the results of the various assessments within the institution. Serve as the secretary of Risk Management Committee. Compiles the necessary reports to the Chief Risk Officer.



Enquiries: M.J Motsoeneng @ 058 050 3168 / 69 / 70

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. 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.
2. **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.
3. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
4. 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.
5. 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.
6. The municipality reserves a right not to appoint any applicant to this position.
7. A candidate who canvasses for preference will be disqualified.
8. Fraudulent qualifications, information or documents will disqualify any applicant
9. Candidates from the designated groups, including those with disabilities are encouraged to apply.
10. 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)
11. Shortlisted candidates will be required to bring along their original qualification's certificates.
12. No subsistence costs will be paid to any candidates invited for interviews.

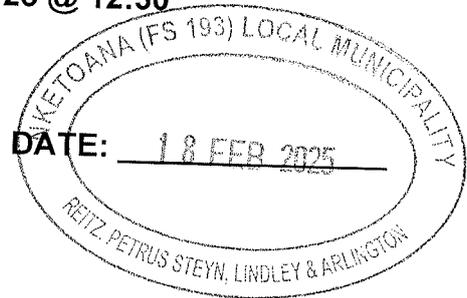
Application forms with comprehensive CV's and certified copies of qualifications must be posted to the address below, or be hand delivered at Cnr. Church & Voortrekker St, Reitz.


The Municipal Manager
Nketoana Local Municipality
PO Box 26,
Reitz,
9810

NB. Candidates who applied before are encouraged re-apply.

CLOSING DATE FOR THE POSITION: 07 March 2025 @ 12:30


**MR SM NHLAPO
MUNICIPAL MANAGER**



"TOGETHER WE CAN DO MORE"