

EXTERNAL ADVERTISEMENT

uBuhlebezwe Municipality, with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions.

INFRASTRUCTURE PLANNING AND DEVELOPMENT DEPARTMENT

Social Facilitation Officer

Salary Scale: R244 976.28 – R317 992.44 Per Annum (T11)

Applicable Benefits: Medical aid, Pension, 13th Cheque, Home Owner's allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public Management or Community Development
- 2-3 years' experience in local government
- A valid driver's licence

KEY PERFORMANCE AREAS

- Ensuring that all the required protocol is followed in respect of acquiring the necessary permits from the Traditional Leaders prior to the commencement of any project.
- Facilitating the formation of Project Steering Committees and ensuring its induction is conducted.
- Disseminating information to the communities with regard to the initiatives of the Municipality
- Receiving feedback from the community with regard to progress and challenges encountered with projects.
- Attending to grievances lodged by the communities related to project
- Participating in various meetings (internal and external forums) and provide comments and opinions on matters affecting or concerning deliverables.
- Responding, through the collection of factual information and/ or conducting necessary investigation/research, to enquiries and concerns on delivery from the general public, councillors, government, etc.
- Collaborating with external departments on specific issues pertaining to the implementation of social upliftment and developmental plans and programmes.
- Collecting and capturing skills data during social facilitation (socio economic survey), compiling reports and statistical data for management reporting and maintaining an effective data base.

Electrical Technician

Salary Scale: R289 469.52 – R375 391.56 Per Annum (T12)

Applicable benefits: Medical aid, Pension, 13th Cheque, Home Owner's allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Electrical Engineering
- Artisan Trade Test Certificate (Electrical)
- 3 years' relevant experience
- Good communication skills (written and spoken)
- A valid drivers licence

KEY PERFORMANCE AREAS

- Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders.
- Interacting with the Engineering Stores and checking allocated components and 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/ or setting up of traffic signage.
- 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.)
- 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.
- Inspecting works prior to commissioning and communicating with the control room/ immediate superior with regards to tests and functionality of the installation.
- Confirming through tests and communication with the control room all live conductors are disconnected in premises housing switchgear and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises.
- Conducting visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated components.
- 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.
- Co-ordinating activities/ sequences associated with trouble shooting/ fault finding and repairing to medium/ low voltage reticulation and electrical systems.

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- Arranging and attending regular project progress meetings
- Managing cashflows and committed project expenditures
- Maintaining project certificates and preparing scheduled monthly payment documentation
- Maintaining projects in line with EPWP framework and related reporting requirements
- Conducting regular site inspections to ensure compliance with business plans, applicable legislations, policies, and other applicable conditions on electrification and other projects.

Truck Driver (X2)

Salary: R118 404.84 – R145 524.84 Per Annum (T5)

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Home Owner's Allowance

Minimum requirements:

- Grade 12 certificate
- At least 2 years' experience of driving trucks
- Must be able to read and write
- Must be willing to work extra hours
- Must have valid code EC driver's license with PDP

Key Performance Areas:

- Receiving instructions from the immediate superior to establish details of task (vehicle, tools, material and personnel).
- Keeping the truck clean at all times, changing tyres, cleaning air filters and ensuring that the truck is in good working condition.
- Adhering to traffic rules and regulations.
- Ensuring that the truck is licenced and roadworthy at all times.
- Adhering to safety regulations on construction sites, around personnel and with loads.
- Ensuring that damages are prevented by attending to abnormal functioning, noises and warning lights.
- Ability to work under pressure, long hours, and to work with other plant teams.
- Being responsible for loads and personnel, ensuring that the collection and delivery is carried out as instructed, and report any deviations.
- Driving to designated location, monitoring loading and offloading and communicating with personnel with regards to positioning and parking.
- Completing logbooks, checklist sheets as per set norm and at intervals set by the Supervisor

Excavator Operator

Salary Scale: R118 404.84 – R145 524.84 (T5)

Applicable benefits: Medical aid, Pension, 13th Cheque, Home Owner's allowance

MINIMUM REQUIREMENTS:

- Grade 10 or Adult Basic Education (ABET).
- Excavator Operator Compliance Certificate.
- Medical Certificate.
- Be able to work under pressure and for long hours as and when required
- A Code 10 driver's license.

KEY PERFORMANCE AREAS:

- Checking all items as indicated on excavator checklist daily and reports any defects.
- Doing daily maintenance on excavator as required (oil levels, greased, serviced, at correct intervals).
- Keeping the machine clean at all times, changing tyres, cleaning air filters.
- Ensuring that the excavator is licensed and roadworthy at all times.
- Completing plant logbooks and check sheets as per set norm and at intervals set by the superior.
- Adhering to traffic rules and regulations.
- Ensuring that the machine is operated under safe and stable conditions and ensuring deadlines are met.
- Ensuring that damages are prevented by attending to abnormal functioning or noises.
- Executing of work in construction (including levelling, digging, loading) and be able to work with other plant teams.
- Cutting and spreading material to final required levels and to ensure that a smooth surface is obtained and that all gradients are according to construction plans for safe draining of storm water.
- Ensuring safe driving during all activities including safety to people and other road users.

Plant Foreman
Salary Scale: R289 469.52 – R375 391.56 Per Annum (T12)
Applicable benefits: Medical aid, Pension, 13th Cheque, Home Owner's allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- N6 Certificate in Civil Engineering with Trade Test/National Diploma in Civil Engineering
- 2-3 years' relevant experience
- Good communication skills (written and spoken)
- A valid Code 10 drivers licence with a PDP

KEY PERFORMANCE AREAS

- Reading, interpreting drawings and work orders detailing layout and specifications
- Setting out, providing guidelines and specific instructions to personnel with regards to the preparation of the work site for minor and major roadworks and setting up of traffic signs
- Monitoring attendance and workmanship to ensure quality outcome within the stipulated period
- Monitoring operations on site and report to the immediate Supervisor
- Monitoring the conditions, licensing, refuelling, servicing and the maintenance of plant
- Conducting site inspections to ensure compliance with business plans, applicable legislations, policies and other applicable conditions.
- Assisting with other related roadworks, earthworks and municipal infrastructure projects
- Compiling reports as required by the Municipality

A signed letter of application indicating the position being applied for, together with a comprehensive CV and certified copies of original certificates and ID must be forwarded to: The Municipal Manager, P.O. Box 132, Ixopo 3276 by not later 16h00 on 08 November 2019. Faxed applications will not be accepted. If you do not hear from Council within 30 days after the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700

Council reserves the right not to make any appointment/ appointments into the above-mentioned positions.



GM SINEKE
MUNICIPAL MANAGER