

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

INFRASTRUCTURE, PLANNING AND DEVELOPMENT

GA: PADFOOT ROLLER OPERATOR

Salary Scale: R93 736. 32 – R121 675. 44 Per Annum (T6)

Applicable benefits: pension, medical aid and Home owners Allowance.

Minimum requirements:

- A Grade 10 / Standard 8.
- A minimum of 3-4 years 'experience as a Roller Operator.
- A specialised licence in Roller Operating.
- A Code 10 driver's licence.
- A valid certificate of competence as Roller Operator.

Key performance areas:

- Be responsible for operating the Roller.
- Clean and service the Roller when required.
- Inspect safety devices, controls, lubricant levels on the Roller and report defects to the immediate supervisor.
- Be responsible for road construction within Ubuhlebezwe Local Municipality.
- Communicate with the Supervisor on site and attend to specific operational requirements.
- Operate the roller and other heavy equipment including front loaders, dozer, compactors and any other mobile heavy duty and efficient way according to all relevant legislation, maintenance and patch gravelling.

Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of original certificate (s) and Identity Document must be forwarded to: The Municipal Manager, P.O Box 132 IXOPO 3276 by not later than 16h00 on Friday 02 February 2018. Faxed/Emailed applications will not be accepted. If you do not hear from the Council within 30 days of the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HRD Officer, Ms NP Zuke Tel. 039 834 7700. Council reserves the right not to make any appointment (s) into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**

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DEPARTMENT OF SOCIAL DEVELOPMENT

TRAFFIC OFFICER (01)

SALARY SCALE: R169 584. 72 – R220 125. 00 Per Annum (T9)

Applicable benefits: Medical aid, pension, 13th cheque, home owner's allowance

MINIMUM REQUIREMENTS:

- Grade 12 Certificate.
- A Peace Officer's Certificate.
- Registration as a Traffic Officer with the Department of Transport.
- A qualified Examiner of Driving Licencing Grade B.
- Applicant studying towards Traffic Officer's Diploma will be an added advantage.
- Minimum of 3-5 years relevant experience.
- Ability to communicate in both isiZulu and English.
- Problem solving skills, writing skills, computer knowledge and knowledge of NRTA 93/96.
- Be physically fit and able bodied.
- No criminal record/pending cases.
- Code EC Drivers Licence.

KEY PERFORMANCE AREAS:

- Law enforcement and enforcement of council By-Laws.
- Control traffic flow and ensure public safety.
- Escort vehicles.
- Perform point duties, process warrants of arrest and perform other traffic related duties.
- Examine of driver's licences.
- Communicate with the Control Room and attend to traffic bottlenecks caused through accidents, breakdowns or peak hour congestion.
- Use hand signals to communicate with drivers and pedestrians, direct, divert, stop and control the flow of traffic.
- Interact with the Control Room for specific services.
- Patrol and observe the streets and suburban areas and identify with non-conforming practices.
- Communicate with the offender and interact with the Control Room of South Africa Police Services to facilitate arrest for more serious offences.
- Participate in routine checks, stop vehicles and conduct inspection of driver licences, vehicle registration and roadworthiness requirements and attend to specific infringements of road safety rules.
- Issue fines, warnings and serve summons on offenders and execute arrests for more serious offences

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THE OFFICE OF THE MUNICIPAL MANAGER

MANAGER: INTERNAL AUDIT

Salary Scale: R550 979.12 Per Annum (All inclusive)

Minimum requirements:

- Grade 12 Senior Certificate.
- A 3-year Degree / National Diploma in Commerce, with Financial Accounting / Auditing / Internal Auditing as a major.
- 3 years 'experience in the auditing field.
- Supervisory experience in the auditing field will be an added advantage.
- Interpersonal relations and communication skills.
- Literal innovative and analytical thinking ability
- Computer literacy.
- Project management skills.
- Report-writing skills.
- Research and business process re-engineering skills
- Decisiveness and assertiveness.
- Effective problem-solving skills.
- High standards of honesty, objectively, diligence and loyalty.
- Financial management skills.
- Presentation and facilitation skills.
- Skill in the application and interpretation of legislation.
- Good understanding of GAA/GRAP and IIA standards.
- Adequate understanding of the MFMA and Risk Management.
- Valid code B driver's licence.

Key performance areas:

- Plan the audit scope, including designing audit plans and programmes.
- Document all relevant systems.
- Identify risk and controls and undertake process analysis.
- Prepare the risk profile of clients.
- Decide on audit samples.
- Perform and supervise detailed testing.
- Evaluate test results and design an effective control environment for all audits.
- Prepare draft reports.
- Ensure the effectiveness of the audit team.
- Present to clients Senior Management on risk analysis and audit assignments.
- Manage train and develop internal auditors.
- Interpret the objectives of the unit and execute action plans.
- Monitor and report on effective execution of those plans.
- Provide advice and assurance services to the clients (departments within the Municipality).
- Monitor efficient and effective utilisation of resources and daily performance of audit assignments.

- Control and report on expenditure on audit assignments.
- Identify staff training and development requirements and conduct training.
- Ensure sound relationships exist between auditors and client management.

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THE OFFICE OF THE MUNICIPAL MANAGER

IDP / PMS INTERN (X1)

Salary scale: R98 460.12 Per Annum

MINIMUM REQUIREMENTS:

- Grade 12 Certificate.
- An appropriate Degree / National Diploma in Public Administration or equivalent qualification.
- Knowledge and understanding of Local, Provincial and National Departments in relation to the IDP/PMS.
- Knowledge of legislation prescripts governing Local Government will be an added advantage.

KEY PERFORMANCE AREAS:

- Assist the Manager to develop and review the integrated Development Plan.
- Assist the Manager to develop and review the Service Delivery and Budget Implantation Plan (SDBIP).
- Assist the Manager with the development of the IDP Framework and Process Plans.
- Assist the Manager to compile quarterly and annual performance reports.
- Assist the Manager with the development of planning, monitoring and reporting tools on IDP and PMS.
- Assist the Manager in liaising with all municipal departments continuously to ensure that all their activities and operations are aligned with the IDP.
- Assist in ensuring alignment of the IDP/PMS/SDMBIP/SDF and the budget.
- Assist in aligning the Council activities to the Provincial Growth Development Strategy (PGDS) and National Spatial Development Perspectives (NSDP).
- Organise meetings and events that are IDP related and render other administrative duties.

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INFRASTRUTURE PLANNING & DEVELOPMENT DEPARTMENT

ENVIRONMENTAL TRAINEE (01)

Fixed Term Contract of 18 Months Stipend: R3000.00 per Months

MINIMUM REQUIREMENTS:

- Grade 12 Senior Certificate.
- A Degree/Diploma in Environmental Management/Environmental Science/Geography and Environmental Management.
- Knowledge of core policies critical in the Environmental Management.
- Must have a good background in the environmental issues involved in the developmental functions of the municipality.
- Must understand the roles and responsibilities of different stakeholders as far as the environmental management issue are concerned within the municipal functions.
- Must show understanding of the Environmental Management Programmes, Environmental Impact Assessments, Water Use License Application and Strategic Environmental Assessments.
- Computer literacy.
- A valid driver's license.

KEY PERFORMANCE AREAS:

- Assist in the development and implementation of the Environmental Management tools.
- Assist with the screening of municipal infrastructure projects.
- Conduct the Site Audits and produce reports, thereafter.
- Assist with the review and provision of comments for the Environmental Impacts Assessment projects.
- Assist in the preparation of the Environmental Management Programme in response to Section 28 of the National Environmental Management Act.
- Prepare for meetings in terms of preparing the agendas, attendance registers and minutes of meetings attended.
- Data management and reporting on environmental management issues.
- Provide support to overall Infrastructure Planning and Development units.

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