

# MATJHABENG MUNICIPALITY



## INTERNAL/ EXTERNAL ADVERTISEMENT

### COMMUNITY SERVICES AND LAW ENFORCEMENT

#### MANAGER: SOLID WASTE MANAGEMENT

**SALARY: R660 336 p.a** (*Excluding Benefits i.e. bonus, housing subsidy, pension fund, medical aid and car allowance*)

**POST LEVEL: 3**

#### MINIMUM REQUIREMENTS:

Relevant Degree or National Diploma in Waste Management (NQF Level 7). 5 years' relevant experience plus 2 years' experience in the Management of all aspects of Waste Management including the Planning, Technical, Financial, Legislative, Project and Contract Management. Relevant category of registration with the Integrated Waste Management of South Africa (IWMSA). Compliance with the Municipal Minimum Competency Level (MFMP/ CPMD), will be an added advantage. Be computer literate especially in Microsoft Office Products. Sound knowledge of Local Government Administration. Valid driver's license.

#### KEY PERFORMANCE AREAS:

- Plan, develop and implement the Waste Management Strategy of the Municipality
- Manage and control refuse removal in so far as personnel and the budget concerns to ensure safe and healthy environment
- Research and present educational programs and approaches aimed at maintaining solid waste management, recycling, waste minimization and environmental awareness
- Manage, monitor and control the budget of the Section
- Liaise and communicate with relevant stakeholders and complies to applicable legislation
- Manage and controls the key performance indicators and outcomes of personnel within the Waste Management Section
- Inspect solid waste disposal measures to ensure the application of prescribed health measures at the dumping sites
- Advise management on any macro/environmental changes that will impact on the department
- Monitor complaint received in respect to illegal dumping and writing of reports and notices
- Keeping abreast of current developments, legislative changes, emerging trends and latest technologies in the profession.

# OFFICE OF THE MUNICIPAL MANAGER

## PERSONAL ASSISTANT

**SALARY: R473 328 p.a** (*Excluding Benefits i.e. bonus, housing subsidy, pension fund, medical aid and car allowance*)

**POST LEVEL: 5/4**

### MINIMUM REQUIREMENTS:

National Diploma in Office Administration or Relevant equivalent NQF 6 qualifications • 3 years relevant experience. Valid driver's license.

### SKILLS REQUIRED:

Computer Literacy (MS Office applications) •Diary Management • Stakeholder and Meeting Management • Proficiency in at least 2 of the official languages (read, write and speak) •Good human relations, interpersonal and communication skills •Ability to give attention to detail •High level of responsibility •Ability to work under pressure •Ability to deal with conflict situations •Ability to maintain confidentiality •Good telephone etiquette •Typing and report writing skills• Time management and planning skills.

### KEY PERFORMANCE AREAS:

- Responsible for the office administrative activities, support and control the Municipal Manager Office
- Prepare and produce correspondence, circulate /retrieve and safe keep documents
- Execute specific instructions and apply laid down procedures with respect to the coordination of the dairy and specific meetings/ events of the Municipal Manager
- Interact/ liaise with internal and external stakeholders to confirm arrangements and programmes
- Maintain and implement office efficiency by implementing office systems
- Attend to and coordinate/ confirm travel, accommodation and specific business arrangements in accordance with Council policies
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Keep abreast of current developments and emerging trends in the profession.

***Enquiries regarding the above positions can be forwarded to Mr N Mtirara @ (057) 391 3119***

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Main Building, Room 5, 3<sup>rd</sup> Floor, Welkom.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

**CLOSING DATE: 03 FEBRUARY 2023**

**Please note:** If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).



**ADV. LMR NGOQO  
MUNICIPAL MANAGER**