

MATJHABENG MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

INFRASTRUCTURE

BRANCH: CIVIL ENGINEERING

SENIOR MANAGER: CIVIL ENGINEERING

SALARY: R675 528 p.a (*Excluding Benefits*)

POST LEVEL: 2

JOB PURPOSE:

Manage, control and administration of Water and Sanitation and Roads and Storm Water for areas within the Municipality.

MINIMUM REQUIREMENTS:

Relevant B.SC Civil Engineering degree or equivalent NQF level 7 Qualification. Registered as a Professional Engineer or technologist with ECSA. 10 years relevant experience in the Civil Engineering Environment. Experience in a municipal environment would be an advantage. Be computer literate and have a valid code B drivers license.

PREFERRED REQUIREMENTS:

At least 10 years experience in the Water, Waste Water and/or Roads and Storm Water. Experience in project and asset management is a prerequisite for the appointment. At least 5 years proven managerial experience and 5 years supervisory experience is required.

KEY PERFORMANCE AREAS

- Responsible for the overall control and supervision of the Civil Engineering Branches in all the units.
- To manage the provisioning of Civil Engineering Services.
- Financial control – compiles, manage and control of Capital and Operational budgets to ensure economical and sound financial viability in the Department.
- Manage and control of the Civil Engineering department assets.
- Manage and control of the consumer complaints received for punctual and proper attention.
- Management of existing water treatment works and the reticulation networks to ensure a reliable and safe water supply to consumers.
- Management of water storage facilities of the Municipality.

- Oversee the process Designing and execution of Capital projects.
- Prepare and control personnel matters, OHS etc.
- Responsible for some of the designs and construction for Capital Projects.
- Prepare various reports on the activities in the Department.
- Responsible for operation, maintenance and monitoring of services delivered by all the branches in the Department
- Responsible for the management of personnel in the Department.
- Responsible for administrative control in the Department by ensuring the effective and efficient management and execution of administrative responsibilities in the Department.
- Responsible for project management on infrastructure projects by scheduling, implementation and execution of projects
- Responsible for the annual capital and operational budgets of the Department
- Responsible for revenue protection to limit water related financial losses for the Municipality
- Responsible for the provision of a safe and healthy working environment

Enquiries regarding this position can be forwarded to: Mr N B Thobela @ 079 811 0624

BRANCH: ENGINEERING PLANNING

TECHNOLOGIST (PLANNING AND DESIGN) (1 POSITION)

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B-degree in Civil Engineering plus 5 years experience in Civil design software. 3 years GIS experience will be an added advantage.

Registration with the Engineering Council of South Africa (ECSA) will be an added advantage. Computer literacy and a valid driver's license.

KEY PERFORMANCE AREAS

- Responsible for the development and maintenance of the Engineering Management Information System and GIS in respect of system analysis, development and operation collection of data.
- Compile strategic plans for Civil services.
- Responsible for design of services and do planning designs with specialized design software of Civil services.
- Responsible for compiling of 5-year development plan.
- Development and maintenance of Engineering MIS and GIS (Asset Register).
- Comment on erf subdivisions, consolidations, closing of roads, closing of parks, selling of stands and rezoning.

***Enquiries regarding this position can be forwarded to: Ms N Nkwinika @
071 363 1448***

BRANCH: WATER DEMAND

MANAGER: WATER DEMAND MANAGEMENT

SALARY: R608 196 p.a (*Excluding Benefits*)

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Relevant B.SC Civil Engineering degree or equivalent NQF level 7 Qualification. Registered as a Professional Engineer or technologist with ECSA or relevant body. 10 years relevant experience in the Civil Engineering Environment. Experience in a municipal environment would be an advantage. Be computer literate and have a valid code B driver's license.

PREFERRED REQUIREMENTS:

At least 10 years experience in the Water Demand Sector. Experience in project and asset management is a prerequisite for the appointment. At least 5 years proven managerial experience and 5 years supervisory experience is required

KEY PERFORMANCE AREAS

- Develop, implement and monitor a Water Demand Management Strategy for the Municipality
- Prepare water standards, water interruptions and revenue protection procedures
- Responsible for Revenue protection on water for the entire Municipal area of jurisdiction
- Responsible for Water Services Authority (WSA) function to adhere to the legislative requirements
- Responsible for administrative control in the branch to ensure efficient and effective management and execution of administrative responsibilities
- Draft council items and reports to ensure that all applicable legislations are adhered to
- Liaise with consultants and relevant role players to ensure effective operations of the Branch
- Investigate and attend to complaints and queries relating to water meters
- Prepare submissions and/or requests for procurement of materials and/or relevant services for the branch
- Responsible for the management of the annual capital and operational budget of the branch

**TECHNOLOGIST
(1 POSITION)**

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B.SC Civil Engineering / B-Tech or equivalent NQF Level 7 Qualification with plus 5 years relevant experience. Computer literacy and valid driver's license.

KEY PERFORMANCE AREAS

- Compile, implement and control maintenance program for Water Demand (Revenue protection, Cut offs and Projects)
- Ensure that plans for amendments to existing networks and detail not included are drawn up as building proceeds.
- Responsible for the gathering of maintenance information to compile and process a database.
- Liaise with institutions such as design and planning consultants to solve a specific need.
- Investigate technical progress such as new material and products as well as new methods for loss control and implementation.
- Ensure that all legal requirements complied with.
- Follow up all meter complaints and enquiries by the public.
- Handle all correspondence and administration
- Monitoring of cost on capital and operational
- Co-ordinate with other Departments regarding project and services
- Assist with the short- and long-term planning of the division and preparation of the budget

Enquiries regarding the above positions can be forwarded to: Mr NB Thobela @ 079 811 0624

BRANCH: WATER AND EFFLUENT WATER

MANAGER: WATER AND EFFLUENT WATER WELKOM

SALARY: R608 196 p.a (*Excluding Benefits*)

POST LEVEL: 3

JOB PURPOSE:

Manage, control and administration of Water and Sanitation within the Municipality.

MINIMUM REQUIREMENTS:

B.SC Civil Engineering degree or equivalent NQF level 7 Qualification. Registered as a Professional Engineer or technologist with ECSA or relevant body. 10 years relevant experience in the Civil Engineering Environment. Experience in a municipal environment would be an advantage. Be computer literate and have a valid code B driver's license.

PREFERRED REQUIREMENTS:

At least 10 years experience in the Water and Waste Water Sector. Experience in project and asset management is a prerequisite for the appointment. At least 5 years proven managerial experience and 5 years supervisory experience is required

KEY PERFORMANCE AREAS

- Ensure that water and sewage maintenance programs are implemented
- Liaise with consultants and relevant role players
- Draft council items and reports
- Attend and chair meetings as per request
- Investigate complaints and queries regarding relevant correspondence
- Prepare water service standards, water interruptions and revenue protection procedures
- Render advice to outside sections
- Prepare submissions for section material and maintenance
- Prepare preliminary operational and capital yearly budgets in line with the IDP for approval
- Control income and expenditure of the branch
- Liaise with suppliers, contractors, and consultants
- Ensure that all the requirements of the Occupational Health and Safety Act are complied with
- Comply with all applicable legislation

**TECHNOLOGIST / CLASS V OPERATOR
(PURIFICATION WORKS & PUMP STATIONS)
(1 POSITION)**

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

LEVEL: 5/4

MINIMUM REQUIREMENTS:

B-Degree or National Diploma in water related field and 6 years relevant experience to the post. Candidate must have been registered class V operator or process controller with DWA and have appropriate experience in the operation and maintenance of water and wastewater plants and pump stations. Valid driver's license.

KEY PERFORMANCE AREAS:

- Compile, implement and control maintenance programs for wastewater purification works in the whole of Matjhabeng.
- Ensure that plans for amendment to existing wastewater purification are drawn up.
- Design and draw up plans for wastewater purification plants on the computer.
- Investigate technical progress such as new water purification methods and the implementation thereof.
- Responsible for internal works in the division e.g. Standard operating procedures, scheduling, standards, final execution, and relevant liaising.
- Ensure that all legal requirements are complied with for purified effluent quality and by-product to be discharged to the environment.
- Responsible for budget control, purchases, estimates and issuing of payment certificates.

Enquiries regarding the above positions can be forwarded to: Mr NB Thobela @ 079 811 0624

BRANCH: CIVIL (WEST)

TECHNOLOGIST (ROADS, STORMWATER & BUILDINGS) (ODENDAALSRUS/ ALLANRIDGE) (1 POSITION)

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B-degree in Civil Engineering or equivalent plus 5 years relevant experience. Computer literacy and valid driver's license.

KEY PERFORMANCE AREAS

- Control of stock and assets
- General administration: Management of overtime and time sheets, Budget control, preparation of reports, correspondence, relevant specifications, and cost estimates
- Supervision of personnel in the division including all functions related to personnel management
- Liaise with other departments, consultants and other stakeholders regarding projects and services
- Assist with the short- and long-term planning of the division and preparation of the budget
- Road/ streets and Stormwater networks maintenance in accordance with relevant programs and legislation
- Planning and executing of small maintenance related capital projects
- Follow-up complaints regarding storm water, roads and building maintenance
- Control and organize corrective actions
- Handle all correspondence and administration
- Monitoring of cost on capital and operational
- Co-ordinate with other Departments regarding project and services
- Maintenance of Council buildings at West side
- In charge of all machinery and equipment in the Department
- Assist with the short- and long-term planning of the Department
- Maintain an inventory register of machinery, tools, and other assets

**TECHNOLOGIST (WATER AND SEWER)
(ODENDAALSRUS/ ALLANRIDGE)
(1 POSITION)**

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B-degree in Civil Engineering or equivalent plus 5 years relevant experience. Computer literacy and valid driver's license.

KEY PERFORMANCE AREAS

- Compile, implement and control maintenance program for water maintenance, wastewater maintenance and pump stations.
- Ensure that plans for amendments to existing networks and detail not included are drawn up as building proceeds.
- Responsible for the gathering of maintenance information to compile and process a database.
- Liaise with institutions such as design and planning consultants to solve a specific need.
- Investigate technical progress such as new material and products as well as new methods for loss control and implementation.
- Ensure that all legal requirements complied with.
- Follow up all meter complaints and enquiries by the public.
- Handle all correspondence and administration
- Monitoring of cost on capital and operational
- Co-ordinate with other Departments regarding project and services
- Assist with the short- and long-term planning of the division and preparation of the budget

***Enquiries regarding the above positions can be forwarded to: Ms N Rust @
073 945 1855***

BRANCH: CIVIL (EAST)

**TECHNOLOGIST (WATER AND SEWER)
(VIRGINIA)
(1 POSITION)**

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B-degree in Civil Engineering or equivalent plus 5 years relevant experience. Computer literacy and valid driver's license.

KEY PERFORMANCE AREAS

- Control of stock and assets
- General administration: Management of overtime and time sheets, Budget control, preparation of reports, correspondence, relevant specifications, and cost estimates
- Supervision of personnel in the division including all functions related to personnel management
- Liaise with other departments, consultants and other stakeholders regarding projects and services
- Assist with the short- and long-term planning of the division and preparation of the budget
- Handle queries regarding the cost and availability of water and sewer connection.
- Survey and investigate specific problems occurring regarding backfall of sewerage or stormwater not flowing, etc.
- Planning and executing of small maintenance related capital projects
- Follow-up complaints regarding water and sewer maintenance
- Control and organize corrective actions
- Monitoring of cost on capital and operational
- In charge of all machinery and equipment in the Section
- Maintain an inventory register of machinery, tools and other assets
- Manage the Pressure Control Valve system for water reticulation
- Provide Technical backup to the Foreman and Artisans when needed

- Perform any relevant tasks as instructed from time to time.

**TECHNOLOGIST (ROADS AND STORMWATER)
(VIRGINIA)
(1 POSITION)**

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B-degree in Civil Engineering or equivalent plus 5 years relevant experience. Computer literacy and valid driver's license.

KEY PERFORMANCE AREAS

- Control of stock and assets
- General administration: Management of overtime and time sheets, Budget control, preparation of reports, correspondence, relevant specifications and cost estimates
- Supervision of personnel in the division including all functions related to personnel management
- Liaise with other departments, consultants and other stakeholders regarding projects and services
- Assist with the short- and long-term planning of the division and preparation of the budget
- Road/ streets and Stormwater networks maintenance in accordance with relevant programs and legislation
- Planning and executing of small maintenance related capital projects
- Follow-up complaints regarding storm water, roads and building maintenance
- Control and organize corrective actions
- Monitoring of cost on capital and operational
- Maintenance of Council buildings at West side
- In charge of all machinery and equipment in the Section
- Maintain an inventory register of machinery, tools and other assets
- Provide Technical backup to the Foreman and Artisans when needed
- Perform any relevant tasks as instructed from time to time.

**TECHNOLOGIST CIVIL ENGINEERING
(HENNENMAN / VENTERSBURG)
(1 POSITION)**

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

B-degree in Civil Engineering or equivalent plus 5 years relevant experience. Computer literacy and valid driver's license.

KEY PERFORMANCE AREAS

- Control of stock and assets
- General administration: Management of overtime and time sheets, Budget control, preparation of reports, correspondence, relevant specifications and cost estimates
- Supervision of personnel in the division including all functions related to personnel management
- Liaise with other departments, consultants and other stakeholders regarding projects and services
- Assist with the short and long term planning of the division and preparation of the budget
- Handle queries regarding the cost and availability of water and sewer connection.
- Survey and investigate specific problems occurring regarding backfall of sewerage or stormwater not flowing, etc.
- Road/ streets and Stormwater networks maintenance in accordance with relevant programs and legislation
- Planning and executing of small maintenance related capital projects
- Follow-up complaints regarding water and sewer maintenance
- Control and organize corrective actions
- Monitoring of cost on capital and operational
- In charge of all machinery and equipment in the Section
- Maintain an inventory register of machinery, tools and other assets
- Manage the Pressure Control Valve system for water reticulation
- Provide Technical backup to the Foreman and Artisans when needed

- Perform any relevant tasks as instructed from time to time.

Enquiries regarding the above positions can be forwarded to: Mr J Blom @ 082 820 0183

DEPARTMENT: ELECTRICAL ENGINEERING

TECHNOLOGIST **(WEST & EAST)** **(2 POSITIONS)**

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Electrical Engineering Degree plus 5 years relevant Municipal Experience. Computer literacy and a valid code B driver's license.

KEY PERFORMANCE AREAS

- Update drawing of all electrical infrastructure.
- Compile and implement operating instructions and procedures.
- Attend meetings at MEES to update tasks and to resolve working problems
- Ensure a safe working environment for all employees.
- Inspect substations and fill in logbooks in terms of the Machinery Regulations.
- Perform system calculation and analyses pertaining to load, protection analysis, system voltages and fault levels.
- Responsible for material procurement and control by assessment of usage and order.
- Planning and programming of short- and long-term projects and maintenance programs.
- Ensure that all work conducted is in compliance with the OHS Act 85/93 as well as relevant standards and regulations
- Compilation of all reports pertaining to area responsibility
- Ensure compliance to the NRS 047 & 048 quality of supply and service regulations.
- Compilation of annual material, equipment and project tenders.
- Compilation of annual operation and capital budgets for the section.
- Compilation of annual maintenance programs for Electrical Infrastructure.

- Ensure continues updating of Electrical asset registers and drawings.
Ensure procurement and availability of the necessary Electrical Logistics

TECHNOLOGIST

PLANNING, DESIGN AND SUPPORT SERVICES

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Electrical Engineering Degree plus 5 years relevant Municipal Experience. Computer literacy and a valid code B driver's license.

KEY PERFORMANCE AREAS

- Responsible for rendering an administrative function in the section by:
 - Approving applications for leave of personnel
 - Compiling tenders and quotations.
 - Compiling ESKOM accounts and checking meter readings.
 - Compiling fault logs from Supervisory system for Manager Electrical and Mechanical Engineer.
 - Analyze and compile power interruptions and report back.
 - Compile data for the National Electrical Regulator.
 - Compile the operating and capital budget.
 - Compile information regarding 2-way radios of all departments.
- Attend meetings with all stakeholders.
- Ensure that control is kept of stock levels by Revenue Protection Unit.
- Attend to and resolve all complaints received from public regarding electrical service delivery.
- Verify specification of products received at store, that no substandard products are purchased.
- Draw up a time schedule to ensure Contractors work according to set time.
- Responsible for compiling of 5-year development plan.
- Liaise with suppliers and contractors regarding the provision of services to the Electrical Engineering Department and the financial implication thereof.
- Supervise repair of all power failures after hours when n standby
- Implementation of energy balancing.

- Manage and conduct meter audits
- Ability to use and apply electrical engineering design and simulation software packages.

***Enquiries regarding the above positions can be forwarded to: Mr A Pobe @
067 016 5607***

DIVISION: ADMINISTRATION AUXILIARY SERVICES

SNR/CHIEF ADMINISTRATION OFFICER

SALARY: R435 948 – R565 548 p.a (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Applicable National Diploma or B-Degree and 3 years experience or M+2 and 4 years or M+1 and 5 years

KEY PERFORMANCE AREAS

- Responsible for the overall administrative function and support in the Directorate Infrastructure.
- Responsible for the supervision of the staff in the Division Engineering Administration.
- Responsible for the coordination and compilation of reports as per information received from the Managers in the Directorate.
- Responsible for Committee administration at meetings.
- Responsible for the coordination and compilation of items to Management-, Section 80, Mayoral Committee and Council meeting agendas.
- Responsible for the execution of Management-, Section 80, Mayoral Committee and Council resolutions.
- Responsible to liaise with Human Resources on personnel related matters.

***Enquiries regarding this position can be forwarded to: Mr NB Thobela @
082 455 1861***

PROJECT MANAGEMENT UNIT (PMU)

PMU SENIOR TECHNICIAN (WATER & SEWER)

(1 POSITION)

FIVE YEAR FIXED TERM CONTRACT POSITION

SALARY: R753 305 p.a (All-inclusive package)

POST LEVEL 5/4

MINIMUM REQUIREMENTS:

B Degree in Civil engineering with 5 years relevant experience or National Diploma in Civil Engineering with 7 years relevant experience. Previous Civil Engineering design and construction supervision. Computer literacy and a Valid Driver's license.

KEY PERFORMANCE AREAS:

- General administration: Budget control, preparation of reports, correspondence, cost estimates and obtaining of quotations.
- Report on each project and on the MIG programme collectively.
- Compile all financial DORA report.
- Verify and reconcile monthly transfers by project vote from national government.
- Participate in the Municipal budget process /MIG formula compliance.
- Assist with the PMU Operational budget process.
- Draft Council items and reports.
- Technical support and evaluation of proposed projects in alignment with the respective Municipal's IDP and the Regional and Provincial Growth and Development Plans.
- Manage labour-intensive projects in line with the EPWP framework and the related reporting requirements.

- Arrange regular project progress meetings.
- Ensure compliance of all legal aspects and conditions, required from the different spheres of government.
- Conduct site visits/ meetings to ensure compliance to contract conditions and quality control.
- Manage cash flows and committed project expenditure.
- Verify payments certificates and preparation of monthly payment schedule documentation.
- Maintain project performance data on national database.
- Assist with other related municipal infrastructure programmes.

**PMU SENIOR TECHNICIAN (ROADS, STORM-WATER AND BUILDING)
FIVE YEAR FIXED TERM CONTRACT POSITION**

SALARY: R753 305 p.a (All-inclusive package)

POST LEVEL 5/4

MINIMUM REQUIREMENTS

B Degree in Civil engineering with 5 years relevant experience or National Diploma in Civil Engineering with 7 years relevant experience . Previous Civil Engineering design and construction supervision. Computer literacy and a Valid Driver's license.

KEY PERFORMANCE AREAS:

- General administration: Budget control, preparation of reports, correspondence, cost estimates and obtaining of quotations.
- Report on each project on the capital programme .
- Compile all financial DORA report.
- Verify and reconcile monthly transfers by project vote from national government.
- Participate in the Municipal budget process /MIG formula compliance.
- Assist with the PMU Operational budget process.
- Draft Council items and reports.
- Technical support and evaluation of proposed projects in alignment with the respective Municipal's IDP and the Regional and Provincial Growth and Development Plans.
- Manage labour-intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular project progress meetings.
- Ensure compliance of all legal aspects and conditions, required from the different spheres of government.

- Conduct site visits/ meetings to ensure compliance to contract conditions and quality control.
- Manage cash flows and committed project expenditure.
- Verify payments certificates and preparation of monthly payment schedule documentation.
- Maintain project performance data on national database.
- Assist with other related municipal infrastructure programmes.

**SENIOR TECHNICIAN (ELECTRICAL)
FIVE YEAR FIXED TERM CONTRACT POSITION**

SALARY: R753 305 p.a (All-inclusive package)

POST LEVEL 5/4

MINIMUM REQUIREMENTS:

B Degree in electrical engineering with 5 years relevant experience or National Diploma in electrical Engineering with 7 years relevant experience. Previous Electrical Engineering design and contract supervision. Computer literacy and a Valid Driver's license.

KEY PERFORMANCE AREAS:

- Supervise electrical projects and programme.
- General administration: Budget control, preparation of reports, correspondence, cost estimates and obtaining of quotations.
- Report on each project on the capital programme
- Compile all financial DORA report.
- Verify and reconcile monthly transfers by project vote from national government.
- Participate in the Municipal budget process /MIG formula compliance.
- Assist with the PMU Operational budget process.
- Draft Council items and reports.
- Technical support and evaluation of proposed projects in alignment with the respective Municipal's IDP and the Regional and Provincial Growth and Development Plans.

- Manage labour-intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular project progress meetings.
- Ensure compliance of all legal aspects and conditions, required from the different spheres of government.
- Conduct site visits/ meetings to ensure compliance to contract conditions and quality control.
- Manage cash flows and committed project expenditure.
- Verify payments certificates and preparation of monthly payment schedule documentation.
- Maintain project performance data on national database.
- Assist with other related municipal infrastructure programmes.

Enquiries regarding the above positions can be forwarded to: Ms N Xamesi @ 071 884 5788

- 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, 3rd 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: 23 September 2021

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).

MUNICIPAL MANAGER