

MATJHABENG MUNICIPALITY



INTERNAL/ EXTERNAL ADVERTISEMENT

01/2020/21

LOCAL ECONOMIC DEVELOPMENT PLANNING & HUMAN SETTLEMENT

ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

MANAGER: SPATIAL PLANNING (DEVELOPMENT CONTROL)

SALARY: R608 196 pa (*Excluding Benefits*)

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Master's Degree in Town and Regional Planning * Minimum of 5 years relevant experience of which 2 years' experience must be at Middle Management Level * Registration with SACPLAN or SAP * Computer literacy and a Valid Driver's license * Sound knowledge of Local Government Administration.

KEY PERFORMANCE AREAS:

- Organise personnel, control and provide guidance so that work can be done effectively.
- Monitor and control the internal preparation of the capital and operational budget.
- Development of IDP as well as SDBIP's
- Responsible for the overall administrative function and support in the Division.
- Proper planning of the functions and management of the Division.
- Consider all Land Development applications and make reports thereof.
- Administer land use in terms of applicable legislation.
- Deal with complaints and queries from the public.

- Compilation and reviewing of the Town Planning Scheme for Matjhabeng.
- Facilitate and/or evaluate applications for: rezoning, special consent, removal of restrictive titles, temporary uses, subdivisions, consolidations, park and street closures, contraventions of the land use management plan and other legislation.
- Facilitate the implementation of the Business Act regarding business licenses' applications.
- Updating management and amendment of the Land Use Management Plan.
- Control land use by the implementation of the Land Use Management Plan.
- Evaluate building plans in terms of the stipulations of the Land Use Management Plan.
- Facilitate site development plans in terms of the Land Use Management Plan.
- Handle public enquiries regarding development control.
- Make inputs to the IDP process regarding Development Control.
- Do research on policies regarding development control matters

SENIOR CHIEF TOWN PLANNER (DEVELOPMENT CONTROL)

SALARY: R435 948 – R565 548 pa (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Bachelor's Degree or Honours Degree in Town and Regional Planning * Valid Code EB driver's license * 5 years relevant experience in Local Government * Computer Literacy * Must be registered or eligible to register with SACPLAN.

KEY PERFORMANCE AREAS:

- Control the compilation of a Land Use Management Plan for Matjhabeng.
- Amend the land use management plan after receiving applications or instructions from Council to amend the plan.
- Evaluate application and advise Council regarding rezoning, special consent, removal of restrictive titles, temporary use subdivisions consolidations, park and street closures, contravention of the scheme and other legislation by analysing the application.

- Control land uses in terms of the Town Planning Scheme.
- Monitor building plans in terms of the stipulations of the Town Planning Scheme.
- Effectively administer the division by setting up an administration system and procedures for the effective running of the division.
- Control IDP projects related to the branch by monitoring the progress of the project.
- Assist with the administrative aspects in relation to township establishment projects in line with the need for erven.
- Assist with the actions regarding urban development projects via the establishment of interdepartmental committees and project steering committee
- Assist with the provision of an urban development information service to potential developers and the community in general.
- Assist with the actions pertaining to the direct marketing of high potential municipal land through land identification, advertising, development of development criteria, evaluation of development proposals and preparation of recommendations on the alienation of land.

TOWN PLANNING AND HOUSING
SENIOR/ CHIEF ADMINISTRATION OFFICER
HOUSING ADMINISTRATION

SALARY: R435 948 – R565 548 pa (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

National Diploma or equivalent qualification plus a minimum of five years' experience in Municipal Administration and computer literacy. Knowledge of legislation relevant to Land and Housing Administration. Housing policy development certificate will be advantage

KEY PERFORMANCE AREAS:

- Coordinate housing matters in all the units and report to the manager Housing Administration
- Coordinate Service Delivery Budget Implementation Plan of the department in assistance with departmental managers
- Supervise officials at units level on all housing service delivery
- Ensure that employees at units level are functional and resourced with tools of work for efficient and effective housing service delivery
- Ensure that all housing matters strictly comply to the procedures and requirements of the municipality
- Identify problems encountered during implementation in order to correct them
- Liaise with Provincial Human Settlements on interprovincial housing programmes
- Implement council resolutions and relate to policies and statutory requirements to remain compliant
- Assist the Sectional manager with the general supervision and disciplinary functions of Administration Section

SENIOR/ CHIEF ADMINISTRATION OFFICER LAND AFFAIRS

SALARY: R435 948 – R565 548 pa (*Excluding Benefits*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

National Diploma or equivalent qualification plus a minimum of five years' experience in Municipal Administration and computer literacy. Knowledge of legislation relevant to Land and Housing Administration. Housing policy development certificate will be advantage

KEY PERFORMANCE AREAS:

- Oversee the process of land applications, administration and management
- Facilitate applications of developed and undeveloped land by means of selling/ leasing in response to applicants' requests in accordance with relevant legislation and administrative procedures
- Control, supervise and execute administrative/ legal duties by complying to the policies, regulations and statutory requirements
- Control, supervise and execute administrative functions regarding land affairs by complying to the policies, regulations and statutory requirements to execute resolutions taken and requests received
- Assist the Sectional manager with the general supervision and disciplinary functions of Land Affairs Section
- Develop and Submit items to Council committees regarding applications for land to be alienated.
- Assist with the execution of resolutions taken by Council

SECRETARY IN THE OFFICE OF THE SENIOR MANAGER: TOWN PLANNING AND HOUSING

SALARY: R216 588 – R285 768 pa (*Excluding Benefits*)

POST LEVEL: 10/9

MINIMUM REQUIREMENTS:

Grade 12 plus applicable secretarial courses and relevant experience.

KEY PERFORMANCE AREAS:

- Provide secretarial/receptionist/administrative support service.
- Plan and arrange meetings, workshops, training session and events
- Take minutes of meetings and coordinate the compilation of reports from branch/ sectional Managers
- Draft routine correspondence
- Organize and maintain proper filing system
- Receive records and distribute all incoming and outgoing documents.
- Collect all relevant documents to enable the senior manager to prepare for meetings.
- Remain up to date with regard to prescripts/ policies and procedures of the entire Department

Enquiries regarding the positions can be forwarded to: Mrs M Mothekhe @ 057 916 4159/60

CORPORATE SERVICES

EMPLOYEE WELLNESS

MANAGER: EMPLOYEE WELLNESS

SALARY: R608 196 pa (*Excluding Benefits*)

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Applicable B-Degree in Social Work or Equivalent plus relevant 5 years' experience at managerial/ administration level. Be registered with the SA Council for Social Services Profession. Strong leadership qualities. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products.

KEY PERFORMANCE AREAS:

- Manage all aspects of Employee Wellness Programme.
- Develop Programmes that meet strategic goals.
- Develop and manage programme budget in respect of Social Development and Employee Wellness Programme.
- Identify and develop referral resources for Social Development and Employee Wellness Programme.
- Establish standards of performance and evaluate performance against those standards in respect of community self-sustainment and Employee Wellness.
- Direct on-going training, information, technical assistance, resources and support to subordinates to maintain a continuous balance for the Preventative, Curative and Wellness Programmes of the employees and the community.

COUNCIL ADMINISTRATION

MANAGER: COUNCIL ADMINISTRATION

SALARY: R608 196 pa (*Excluding Benefits*)

POST LEVEL: 3

MINIMUM REQUIREMENTS

Applicable B-Degree or Equivalent plus relevant 5 years' experience at managerial/ administration level. Strong leadership qualities. Understanding of local government legislations. Be computer literate especially in Microsoft Office Products.

KEY PERFORMANCE AREAS

- Identify and define the immediate, short and long term objectives/ plans associated with the provision of administrative support to Council
- Direct and control outcomes associated with utilisation, productivity and performance of personnel within the Council Administration Branch
- Manage the implementation of financial controls/ procedures and provide information to support financial planning sequence
- Manage the implementation of procedures and systems associated with controlling document flow and quality systems/ statutory and audit requirements regulating record keeping
- Ensure the implementation and monitoring of Batho Pele Strategy

Enquiries regarding the positions can be forwarded to: Mr S Nhlapo @ 057 391 3112

COMMUNITY SERVICES

MANAGER: FLEET

SALARY: R608 196 pa (*Excluding Benefits*)

POST LEVEL: 3

MINIMUM REQUIREMENTS:

Grade 12 • National Diploma Motor Mechanic /NQF Level 06 in Fleet Management or Equivalent Qualification in Fleet Management • Minimum of 3 years' experience in Fleet Management • Ability to drive light vehicles: medium and large truck driving experience (Code 14/EC Driver's License). Understanding of local government legislations. Be computer literate especially in Microsoft Office Products. Valid driver's license.

KEY PERFORMANCE AREAS:

- Compiling reports and making recommendations on divisional policies and working procedures, e.g. vehicle repairs, procurement, etc
- Attending all management meetings, e.g. IDP programmes, SDBIP's
- Manage and delegate workshop personnel effectively
- Keep up with the amendments of different legislation effecting the division, e.g. MFMA, Supply Chain Policy, etc
- Responsible for effective vehicle maintenance and repairs, vehicle tracking devices (route modelling and scheduling) and diagnosis where possible
- Compile the budget in co-operation with the Head of Department
- Controlling all relevant correspondence internally and externally
- Perform general administrative duties in respect of areas of authority and responsibility
- Analyze trends in fleet maintenance and increase technological imbalances.
- Liaise with members of public, industry (suppliers) and legal profession on matters pertaining to areas of authority and responsibility
- Dealing with queries, complaints, and requests not resolved at lower levels of execution
- Perform duties as proxy on behalf of Council vehicle licenses
- Have special/executive signing powers for requisitions
- Maximise vehicle and driver usage
- To identifying optimal service levels required to ensure enhanced service delivery
- To ensure that the most economical methods of transport are utilised
- To promote and ensure that all Batho Pele principles are adhered to

**SECURITY OFFICERS
(50 POSITIONS)**

SALARY: R173 040 – R285 768 p.a (*Excluding Benefits*)

POST LEVEL: 12/9

MINIMUM REQUIREMENTS:

Grade 12 plus Diploma in Security or equivalent. 3 months' relevant experience.
Valid driver's license. No previous convictions.

KEY PERFORMANCE AREAS

- Safeguard the Council Properties
- Fence patrol and patrol of Substations
- Escort VIP when instructed by Management
- Attend public complaints
- Assist in announcement in ward Councilors
- Protect Council officials and Councilors
- Promote public participation
- Enforcement of By – Laws

NB: All shortlisted candidates are subjected to vetting to determine suitability

Enquiries regarding the positions can be forwarded to: Ms L Williams @ 057 391 3128

- 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: 06 NOVEMBER 2020

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).

**MS Z TINDLENI
MUNICIPAL MANAGER**