



# MTHONJANENI LOCAL MUNICIPALITY

Applications are invited from suitable qualified persons for the following position:

## TEAM LEADER: PARKS

Salary notch **T5: R 112 569.72 – R 145 408.68** per annum plus normal benefits.

### ESSENTIAL MINIMUM REQUIREMENTS

- A minimum of a Matric/Grade 12
- Certificate in Turf Grass Management/Horticulture
- A minimum of 3 years of experience in maintenance and operations of parks
- Supervisory skills, as well as verbal and written communication skills.
- Code 10 driver's license

### DUTIES AND RESPONSIBILITIES

- Oversee the maintenance and operations of parks.
- Review existing procedures and initiate changes for higher approval.
- Implement daily and weekly operational plans.
- Asset and Resource Control.
- Conduct regular scheduled team meetings to discuss updates, process improvements, process changes, and other issues affecting the team.
- Inform the Operations and Maintenance Civil Technician of internal and external issues that may affect the team to deliver on their mandate.
- Provide information required for reports as requested
- Maintenance of work area and equipment coordinate maintenance of parks, verges, and sports fields.

## EXECUTIVE SECRETARY TO THE MAYOR

Salary notch **T7: R 159 878.28 – R 202 670.64** per annum.

### ESSENTIAL REQUIREMENTS

- Grade 12
- Recognised Secretarial Diploma or equivalent qualification.
- At least one-year secretarial experience.
- Computer Literacy.
- Good communication skills.
- Proactive in handling daily tasks and duties.
- Ability to communicate effectively in both English and IsiZulu.

### KEY PERFORMANCE AREAS

- Perform secretarial functions.
- Scheduling, confirming and updating the diary of the Mayor as well as alerting and indicating priority/ urgent meeting requiring attention.
- Ensure that all correspondence is attended to.
- Perform all other administrative duties incidental to the optimal functioning of the Mayor's office.

## DEPUTY CHIEF FINANCIAL OFFICER

Salary notch **T 17: R 632 634.24 – R 821 214.84** per annum plus normal benefits and R150 000 car allowance per annum

### ESSENTIAL MINIMUM REQUIREMENTS

- Grade 12
- B Comm. in Accounting or equivalent qualification
- 3 years relevant municipal experience
- Drivers licence code B

### KEY PERFORMANCE AREAS

- Assist with the compilation of annual budget and the adjustment budget for the Municipality;
- Ensure policy implementation relating to finance issues;
- Assist the CFO and Senior Management in the preparation of monthly, quarterly and & annual financial reports;
- Ensure collection of any debt owed to Council in terms of the Council's approved credit control policy;
- Develop and maintain a system of internal control for debtors, revenue, creditors and expenditure management;
- Ensure compliance with laws and regulations governing financial matters;
- Monitor the coordination and updating of risk registers for finance department;
- Assist the CFO with management of the finance department.

## SENIOR PROTOCOLS OFFICER

Salary notch **T11: R 269 397.36 - R 349 692.36** per annum plus normal benefits and **car allowance per annum**

### ESSENTIAL REQUIREMENTS

- Grade 12
- Advanced course in Secretarial skills NQF Level 5.
- Computer Literacy.
- Negotiations and communication skills.
- Proactive in handling daily tasks and duties.
- Ability to communicate effectively in both English and IsiZulu.

### KEY PERFORMANCE AREAS

- Responding to routine queries/enquiries, explaining/elaborating on the criteria and standards making reference to prescribed guidelines.
- Ensure the facilitation of District Development Model (DDM)
- Ensure that the Municipality is represented in all DDM Clusters
- Scheduling and prepares information for Performance and Evaluation.
- Proper record keeping of all IGR Structures
- Attending to audit information requirements, accessing system records to retrieve and confirm the information relates to the requirements prior to submission.
- Provide proper and adequate accreditation of all dignitaries in all Municipal coordinated events.
- Provide supervision in all office bearers offices on Secretarial functions.
- Ensure Performance Monitoring and Evaluation schedule phases are co-ordinated and preparatory activities to support discussion and addressed.
- Completing and submitting consolidated reports and summaries for approval to all relevant internal and external structures.
- Represent the municipality internal and external as instructed.
- Ensure that all critical office bearer's meetings are attended to with all relevant secretarial support.

## BUDGET AND FINANCIAL REPORTING OFFICER

Salary notch **T 10: R 228 170.52 – R 296 201.88** per annum plus normal benefits and R 90 000 car allowance per annum (provisional grading)

### ESSENTIAL MINIMUM REQUIREMENTS

- Grade 12
- B Degree or Diploma in Accounting or equivalent
- At least 2 year's relevant experience in finance field of local government or equivalent
- Preference will be given to candidates with Finance qualification
- Computer literacy
- Drivers licence code B

### KEY PERFORMANCE AREAS

- Assist the Manager: Expenditure & Financial Reporting and Senior Managers in the preparation of monthly, quarterly and & annual financial reports,
- Assist and maintain a system of internal control for budgeting and financial reporting,
- Assist in the compilation of the draft, annual budget and adjustment budget,
- Assist in the compilation of annual financial statements in keeping with MFMA and GRAP standards,
- Receive and review all requisitions for correct account allocation and budget availability on the system and offer other support where required,
- Prepare and submit to relevant stakeholders the following reports: budget time schedule and budget process plan, monthly in-year (Schedule C), Midyear budget and Performance Assessments (Section 72).

## TRAFFIC OFFICER X 2

Salary notch **T10: R 228 170.52 - R 296 201.88** per annum

plus normal benefits and **R 90 000 car allowance per annum**

### ESSENTIAL REQUIREMENTS

- Grade 12 Certificate
- Traffic Officers Diploma
- Valid Driver's Licence
- Minimum of 2 years Law Enforcement Experience.
- Valid Police Clearance Certificate
- Currently Registered as a Traffic Officer
- Valid Peace Officers appointment
- Valid Firearm Competency certificate (Pistol 9mm)
- Medical certificate competency as a Traffic Officer
- Registration as an Examiner for Drivers Licenses Grade B with the KZN Traffic Training College will be an added advantage
- Registration as an Examiner for Motor Vehicles with the KZN Traffic Training College will be an added advantage

### KEY PERFORMANCE AREAS

- Ensure road safety to all users
- Enforces specific By-laws, Road Traffic and Safety Regulations
- Monitor the Municipal area and acts on Situations / Behaviour deemed to be inappropriate or non-conforming
- Issuing written notices and Executing warrant of arrests.
- Speed camera law enforcement.

## GENERAL WORKER - REFUSE X4

Salary notch **T3: R 107 372.76 – R 118 052.88** per annum plus normal benefits.

### ESSENTIAL MINIMUM REQUIREMENTS

- Primary school education or equivalent level of Adult Basic Education and Training.
- A minimum of 3-6 months of experience

### DUTIES AND RESPONSIBILITIES

- Clean designated areas as per instruction
- Collect and dispose refuse
- Conduct street cleaning by sweeping and picking litter
- Cleaning taxi ranks ablation facilities
- Collect garden refuse
- Distribute refuse bags to households
- Receive instructions and guidance from the team Leader Refuse

## TEAM LEADER: ROADS AND BUILDING

Salary notch **T5: R 112 569.72 – R 145 408.68** per annum plus normal benefits.

### ESSENTIAL MINIMUM REQUIREMENTS

- A minimum of a Matric/Grade 12
- N3 and Trade test certificate in Building/Bricklaying/Civil Construction
- A minimum of 3 years of experience in road construction industry and 2 years in general building maintenance
- Supervisory skills, as well as verbal and written communication skills

### DUTIES AND RESPONSIBILITIES

- Initiate, arrange, and monitor resources to achieve operational objectives
- Monitor and checks personnel performance, productivity, and discipline
- Plans work for self and team and provides technical and operational input during planning, procedure, and processes
- Maintains records and complies and submit reports
- Builds and Maintains relationship with stakeholders
- Maintains clean, safe work areas and stores, maintains, and ensures safekeeping of tools and equipment
- Coordinates maintenance and upkeep of allocated areas

## MUNICIPAL FINANCE INTERNS X 1

Salary notch: **R 100 000** per annum (all inclusive) two-year contract

### ESSENTIAL MINIMUM REQUIREMENTS

- Grade 12
- The candidate should hold as a minimum, a three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/ or Auditing, among others.
- The Finance Intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality. The candidate must be between the age of 21 and 35.

**Internship overview,** the MFMP is a structure professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technical training. It ends with a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

## DRIVER/ OPERATOR

Salary notch **T6: R 132 243.60 – R 171 667.56** per annum plus normal benefits.

### ESSENTIAL MINIMUM REQUIREMENTS

- A minimum of a NQF Level 1
- Code EC driving licence
- Certification of competency in the operation of Heavy Plant
- 2yrs experience in operating heavy plant

### DUTIES AND RESPONSIBILITIES

- Use heavy machinery to dig, lift and move building/ construction material
- Operating heavy machinery for construction and maintenance of dirt and gravel roads
- Performs specific tasks/activities at the Depot and work-site prior to and on completion of allocated maintenance assignments
- Receiving instructions from the immediate superior on details/requirements of tasks (plant and materials)
- Inspecting safety devices, controls, lubricant levels, etc on vehicles/heavy plant and reporting defects to the immediate superior prior to departure
- Completes internal transactional documentation (e.g. log sheet, progress report, etc) and related forms (vehicle checklist)
- Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader; Front End Loader; Bulldozer) during road and storm water drainage maintenance activities
- Communicating with the Supervisor on site and confirming requirements/specifications
- Driving and manoeuvring heavy mechanical plant and engaging controls to operate mechanisms to enable excavating, backfilling loading, grading and levelling sequences

## MANAGER ELECTRICAL SERVICES

Salary notch **T15: R 464 785.80 – R 603 339.12** per annum plus normal benefits (provisional grading).

### ESSENTIAL MINIMUM REQUIREMENTS

- A minimum of a Matric/Grade 12
- B Degree in Engineering Electrical Eng. / B-Tech degree in Electrical Eng.
- 5 years of which 2 years in leadership or management Supervisory skills, as well as verbal and written communication skills.
- Code 10 driver's license
- Must be registered on ECSA as PR tech/technologist/Eng in Electrical Engineering
- Holds GCC Certificate for electrical engineering

### DUTIES AND RESPONSIBILITIES

- Holds electrical licence for Mthonjaneni Local municipality
- Monitor and controls Occupational health and safety for electrical team
- Determine the resource needs of the Engineering Section and provide input into required changes in resources to achieve set objectives

- Monitor and control the use of assets and resources within the Technical Services Division: Engineering Section
- Provide input into the development of the Technical Services Division annual financial plan
- Manage and control the short-term capital and operational budget of the Technical Services Division: Engineering Section to ensure effective and efficient functioning within budgetary constraints of Council
- Ensure the vision and mission of the municipality is visible in the activities of the Technical Services Division: Engineering Section
- Oversee the implementation and coordination of systems and procedures as per policy and make decisions regarding exceptions to policy and procedures
- Compile and submit monthly, quarterly, annual, bi annual and ad-hoc reports for the section as to meet the requirements of applicable legislation
- Oversee and ensure that record-keeping complies with legal requirements and recommend changes to policies in this regard
- Prepare and package sectional documents for Auditor General or Internal Audit
- Manage the provision of electrification to urban and rural areas
- Compile and monitor electrical maintenance plan
- Manage maintenance of electrical supply and equipment
- Approve and inspect electrical connections in buildings
- Plan and control capital and maintenance programs

## SENIOR IDP/PMS OFFICER

Salary notch **T12: R 318 025.09 - R 412 813.44** per annum plus normal benefits

### ESSENTIAL REQUIREMENTS:

- Grade 12 Certificate
- National Diploma in Planning or equivalent qualification
- Valid Driver's Licence
- Computer Literacy.
- Understanding of Local Government Legislations.
- Good interpersonal and communication skills.
- Ability to work independently and under pressure.

### KEY PERFORMANCE AREAS

- Ensures the preparation and design of IDP Process Plan.
- Coordinate IDP Community participation meeting with all relevant stakeholders.
- Consolidating inputs from stakeholders accordingly.
- Ensures the coordination of IDP & PMS submission from various departments within the municipality and incorporate into Draft IDP.
- Liaise with Sector Departments in preparation of the IDP.
- To represent the Municipality in different IGR Structures
- Adherence to relevant legislative deadlines that are applicable to local Government.
- To incorporate MEC's comments on the IDP on annual basis.
- Monitoring of Municipality's performance in different national KPA's.

Adherence to any instructions given to the incumbent by the supervisors

## SENIOR LICENSING CLERK

Salary notch **T6: R 132 243.60 – R 171 667.56** per annum plus normal benefits.

### ESSENTIAL REQUIREMENTS:

- Grade 12
- E-Natis Computer Literacy
- At least 2 years Motor Licensing and Drivers Licence Testing Centre experience as a cashier
- Currently registered as an E Natis user.
- A valid SAPS Clearance

### KEY PERFORMANCE AREAS

- Perform administrative functions
- Perform the Cashier functions of DLTC
- Perform Cashier functions of MLB
- Perform All other administrative duties incidental to the optimal functioning of the department

Any delegation that will be communicated to youby your supervisor.

## DEPUTY MANAGER PROTECTION SERVICES

SALARY NOTCH **T12: R 318 025.08 - R 412 813.44** per annum plus normal benefits and car allowance

### ESSENTIAL REQUIREMENTS:

- Recognized 3-year Diploma in Traffic Management and Policing (ITO III)
- Registered Traffic Officers
- Driver's Licence Code B/EB with no restrictions
- **Proof of clean criminal record must accompany application.**
- Computer literacy (MS Office applications)
- Capability to act independently, ability to work under pressure and problem-solving skills
- 5 years experience in a similar environment and recommended 2-3 years in a Supervisory capacity in similar environment
- Able to work in inclement weather conditions and disaster incidents
- Willing to work after hours when required
- Currently registered as an E Natis User and a Traffic Officer
- Valid Driver's License (Code EC)
- Registration as an Examiner of Driver's Licences
- Registration as an Examiner of Motor vehicles.
- Valid Firearm Competency Certificate

### KEY PERFORMANCE AREAS

- Manage the implementation, monitoring, evaluation, and reporting sequences of outcomes associated with plans and programmes designed to accomplish key services delivery objectives with respect to Traffic control and Law Enforcement through the coordination of operations associated with the enforcement of related Laws and By-Laws
- Maintain road safety to ensure the risk of damage to property and / or loss of lives is limited through prompt and efficient execution of sequence and applications
- Communicating with Manager on specific Key Performance Areas with a view to aligning functions and services delivery objectives against the capacity and capability of the section
- Reporting internally and externally
- Personnel and performance management
- Defining / adjusting the workflow processes and job design against laid down service delivery requirements
- Co-ordinating and scheduling the work activities and action plans according
- to prescribed standards and ensuring that personnel comply with the laid down service delivery requirements
- Co-ordinating and scheduling the work activities and action plans according to prescribed standards and ensuring that personnel comply with the laid down instructions
- Management of Occupational Health and Safety Act
- Budget control of section
- Manage operations on illegal and evasion, law enforcement on stray animals, illegal dumping, and all other By-Law Enforcement actions
- Administrative and reporting requirements associated with the functionality.
- Risk and Asset management related to functionality.

**Closing date: 08 March 2022**

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.

**No e-mailed or faxed applications will be accepted.**

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant. The recruitment and selection process will be in terms of the municipality Employment Equity Plan.

**MR Z.S MTHETHWA**

**ACTING MUNICIPAL MANAGER**