Umjindi municipality is looking for suitably qualified candidates with applicable qualifications and experience for appointment in the following positions:-

DIRECTORATE CIVIL SERVICES, SPATIAL PLANNING AND HUMAN SETTLEMENTS

DIRECTOR : CIVIL SERVICES, SPATIAL PLANNING AND HUMAN SETTLEMENT (re-advertisement)

(5 years performance based contract)

Remuneration: A competitive remuneration package will be offered to the successful applicant.

N.B This post is subject to security vetting.

KEY REQUIREMENTS:

B Tech/BSc degree in Civil Engineering or equivalent; registration with the ECSA in terms of Section 14(1) or 12(2) of the Engineering Profession of SA Act will be an advantage. A postgraduate qualification will serve an advantage. At least 5-7 years’ experience in a municipal or equivalent environment, with at least 5 years serving on senior management level. The applicant must have met the minimum requirement for the post as laid down in Government Gazette No 29967, dated 15 June 2007. Must have driver’s license and own vehicle.

SKILLS AND COMPETENCIES

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Must have extensive knowledge of the public office environment
- Must be able to formulate engineering master planning, project management and implementation
- Strategic management skills, sound financial and budgeting skills
- Must have proven leadership qualities with the ability to obtain buy-in and co-operation from staff and foster effective teamwork;

KEY RESPONSIBILITIES:

- Head, manage and assume responsibilities of the following sections: Water and sanitation services, Roads & Storm Water, Project Management Unit, as well as subsections Spatial Planning and Human Settlements.
- Provides direction and guides on infrastructure and technical services related project programmes through effective planning, management, monitoring and evaluation of specific activities to ensure effective development and execution of programmes/projects.
- Ensure that all projects identified under DORA are efficiently and effectively implemented, while ensuring the existence and implementation of a robust operations and maintenance programme for existing municipal infrastructure.
- Responsible for the effective and efficient leadership and financial management of operations in the municipal engineering sector to ensure that the Integrated Development Plan and other infrastructure development plans, integrate congruently with the overall mandate of the municipality vis-à-vis service delivery and development facilitation.
- As Umjindi Municipality is a water services authority and provider, the successful applicant will have to ensure that a balance is maintained between these roles insofar as water services are concerned.
- Manage effectively departmental cross cutting issues on a day to day basis and coordinate operational activities.
DEPUTY DIRECTOR CIVIL SERVICES
Grade: T14A
Salary scale: R278 458.78 - R306 166.37pa

MINIMUM REQUIREMENTS:
National Diploma/B Tech or BSc degree in Civil Engineering or equivalent plus 3-4 years’ experience in Middle or senior supervisory capacity. Registration with the Engineering Council of South Africa an added advantage. Extensive working experience in a Civil Engineering environment or related field is required. At least 3 years’ experience in Local Government or Municipal environment. Must have strong strategic planning, project or programme management and leadership skills. Knowledge of Local Government legislations and policies. Must have driver’s license and own vehicle.

KEY PERFORMANCE AREAS: Must be able to manage day to day operation of Civil Services Directorate. Manage and control budget. Contract and project management. Supervise Water, Sanitation, Roads and Storm Water and Project Management Units and subsections Spatial Planning and Human Settlement. Act as Director in his/her absence.

ENGINEERING TECHNICIAN (WATER AND SANITATION)
Grade: T13
Salary scale: R259 337.04 - R278 458.78pa

MINIMUM REQUIREMENTS: Degree/Diploma in Civil Engineering or equivalent. Applicant must have 3-4 years’ experience in Water and Sanitation services. Must have understanding and extensive knowledge of water services regulations, design and detailing of water and sanitation infrastructure, Blue/Green drop regulations, reporting standards and compliance matters and possess strong managerial and planning skills. Experience in Project Management. Computer literacy in MS office applications. Must have driver’s license and own vehicle.

KEY PERFORMANCE AREAS: Manage Water and Sanitation Capital Projects. Access Tender documents and design standards of water and sanitation systems from Consulting Engineering firms on capital projects. Liaise with consultants, contractors and the public. Compile a maintenance budget for water and sanitation. Undertake the supervision of Staff on the maintenance of water and sanitation. Attend site meetings for capital projects (internal/external). Supervise and assist with the construction/upgrading and maintenance of the Sewer Plant, Water Treatment Works, Bulk Water and Reticulation and Sewer Mainlines and Reticulation while controlling expenditure in line with the budget. Evaluation of Tenders. Project Management.

SENIOR CLERICAL ASSISTANT
Grade: T8
Salary scale: R130 374.33 - R143 340.41pa.

MINIMUM REQUIREMENTS
Applicants must be in possession of Grade 12 with Typing as a fully passed subject or any Typing/Secretarial qualification/Office Administration, Appropriate experience, computer literacy with a working understanding of MS Word, Excel and PowerPoint are required. Good interpersonal, communication and organizing skills. The ability to process data at a high level of accuracy and perform detailed-data capturing. The ability to work under pressure with minimum supervision and meet deadlines. Short listed candidates will be required to undergo a typing test.

KEY PERFORMANCE AREAS
Responsible for overall office administration. Perform all secretarial duties for the Director Civil Services, Spatial Planning and Human Settlements. Arrange Appointments – Plan diary and handle all applicable communication for
the Director Civil Services or department. Responsible for the keeping and updating of the expenditure control records of the department. Attends to queries/complaints associated with roads, storm-water, water and sewer maintenance from the general public/officials by establishing the nature and/or urgency of the query/complaint and further interact with relevant Sections on queries/problems and/or accessing/retrieving details of work undertaken/in progress or completed from the ‘Complaint Book and complaint form, to support departmental response/feedback.

**DIRECTORATE ELECTRICAL SERVICES**

**DEPUTY DIRECTOR: ELECTRICAL AND MECHANICAL SERVICES**

Grade: T14A  
Salary: R278 458.78 - R306 166.37pa

**MINIMUM REQUIREMENTS** : B Degree/BTech in Electrical Engineering (Heavy current) or equivalent. Applicant must have a Wireman’s Licence and authorised to do High Voltage Switching up to 22kv, At least 3-4 years’ experience in Middle or Supervisory management level preferably in a Municipal environment that includes knowledge of planning, design, construction and maintenance of electrical networks and systems. Computer literacy and the operations of AutoCAD programme a further requirement. Must have driver’s license and own vehicle.

**KEY PERFORMANCE AREAS**: Responsible for the strategic management of the Electrical and Mechanical Department, which includes staff, resources and any other problems to ensure that the provision of provision of electricity services and fleet management and associated services are efficient and effective. Planning, design, construction and maintenance of Electrical networks and systems • High voltage switching up to 22kv • Budget planning and control.

**ENGINEERING TECHNICIAN: ELECTRICAL**

Grade: T13  
Salary scale: R259 337.04 - R278 458.78pa

**MINIMUM REQUIREMENTS** : N5 plus Wiremen’s Licence. 3 years relevant experience after qualified as Electrician. Computer literacy and the operations of AutoCAD programme a further requirement. Applicant must have knowledge of Standard Municipal by-laws, Bulk meters and SABS 0142 Wire Code. Must have driver’s license and own vehicle.

**KEY PERFORMANCE AREAS**: Execute routine inspections regarding consumers, council installations and council’s substations and networks; Calculate costs estimates (consumer and industrial connections) attend to meter audits and tampering and administrative work which may arise from time to time. Incumbent will be responsible for the approval of building plans (electrical drawings).

**SUPERINTENDENT ELECTRICAL**

Grade: T12  
Salary: R230 348.72 - R253 254.10pa

**MINIMUM REQUIREMENTS** : Qualified Artisan plus Wireman’s licence, N4 and 3 years relevant experience after qualifying as Electrician.

**KEY PERFORMANCE AREAS**: Manage and organise staff; PLC Programming and Electric meter programming. Organise and manage staff • Routine maintenance and inspections of the Council’s substations, network (High- and low voltage) municipal buildings, sewerage and waterworks • Execute HT Switching and operations. Must have driver’s license and own vehicle.
DIRECTORATE CORPORATE SERVICES

OCCUPATIONAL HEALTH AND SAFETY OFFICER
Grade: T12
Salary scale: R230 348.72 - R253 254.10pa

MINIMUM REQUIREMENTS: National Diploma in Safety Management or equivalent qualification. Good understanding and application of the OHS Act, COIDA and applicable legislations. Ability to work independently. 3-4 years relevant experience. Valid Driver's licence.


DIRECTORATE OF THE MUNICIPAL MANAGER

IDP CO-ORDINATOR
Grade: T12
Salary: R230 348.72 - R253 254.10pa

MINIMUM REQUIREMENTS: A relevant 3year degree in Development Management and Planning or related field. Minimum of three years in a strategic planning environment. Computer literacy and a valid Driver's license a further requirement. Sound oral and written communication skills. Knowledge of relevant local government legislation esp. Municipal Systems and Structures Acts. Able to understand the local language/culture and dimensions of Community participation and budgeting. Must have driver’s license and own vehicle.

KEY PERFORMANCE AREAS: Development and approval of IDP framework and process plan to ensure that the IDP of the Municipality is aligned with budget. Ensures proper consultation and participation of communities, local municipalities, government departments and other organizations/stakeholders in the IDP processes. Assist with the compilation of the IDP document and Community Based Plans and review thereof. Supervise Community Development Workers. Perform administrative functions relating to IDP Processes. Provide assistance / training for Ward Committees and act as link between Council and Ward Committees.

DIRECTORATE FINANCIAL SERVICES

SENIOR ASSET CONTROL OFFICER
Grade: T11
Salary scale: R204 591.19 - R224 949.90pa

MINIMUM REQUIREMENTS: An appropriate 3year tertiary qualification, B Degree /national diploma in Accounting, Logistics Management, Supply Chain Management or Financial Management coupled 3-4 years’ experience in Management of assets (movable and immovable) some knowledge of Supply Chain Management Processes/policies, MFMA, Treasury regulations, GRAP standards, Capable of compiling GRAP based Fixed Assets Register• Verification of Assets, basic auditing and report writing skills are essential as well as analytical, written, verbal and communication skills• Valid driver’s licence Code 8/B

KEY PERFORMANCE AREAS: Manage immovable and movable assets• Coordinate the annual verification of assets• Manage fixed asset register• Coordinate the disposal of redundant and writing off of assets• Manage and control the acquisition of assets• Produce immovable management plans to form part of the Department strategic planning and budget process• Provide guidance to user department's in the compilation of user asset management
Ensure compliance with asset management guidelines as prescribed by National Treasury and Auditor General through regular economic assessment and evaluation of assets.

**FINANCIAL MANAGEMENT INTERNS (3 POSTS)**

**Salary:** R120 000 pa. (FIXED)

**Period of internship programme:** 2 years

**MINIMUM REQUIREMENTS :**
A minimum of three year Bachelor degree or National Diploma with majors in Accounting, Economics or Finance including Risk Management and or Auditing amongst others.

Conditions: The interns will sign an internship agreement which in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require amongst others, full participation in the educational and workplace assignments and observance of policies and procedures.

The Municipal Finance Management Infrastructure Programme is a structured 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 internship training programme will be in line with the MFMA priority training areas.

**DIRECTORATE COMMUNITY SERVICES**

**TRAFFIC OFFICERS GRADE I (2 POSTS)**

**Grade:** T9

**Salary scale:** R146 789.32 - R161 385.27 pa.

**MINIMUM REQUIREMENTS :** Grade 12 plus Traffic Officer Diploma, and Examiner of Learners and Drivers Licences Diploma or Examiner of Motor vehicles Diploma; 2-3 years’ experience as Traffic Officer, Driver’s license: Code A and EC prerequisite; Able to execute fire brigade duties and have NATIS experience; **NO CRIMINAL RECORD.**

**KEY PERFORMANCE AREAS:** Traffic Control and Law Enforcement Duties • Fire brigade and rescue or emergency duties • Conducts tests for Learners and Drivers Licenses - all categories for Grade A Testing Station as well as examine motor vehicles.

Normal Municipal benefits are applicable. Only applicants that meet with the minimum qualifications/requirements will be considered. Umjindi will only communicate with short listed applicants. Applicants are requested to use Official Municipal application forms obtainable from the Reception at the office of the Director Corporate Services or can be downloaded from the Municipal Website address: [http://www.umjindi.gov.za/careers](http://www.umjindi.gov.za/careers) and must be handed in **BEFORE** the closing date. **No late applications will be accepted.** Faxed/e-mailed applications will not be considered. Further information/enquiries obtainable from the Human Resource Office at (013) 7128915. Your certified ID, CV and copies of your qualifications must accompany your application.

**CLOSING DATE:** FRIDAY, 4 APRIL 2014 AT 16:00.

Umjindi Municipality is an equal opportunity affirmative employer. Should we not contact you for an interview within 30 days after closing date for applications, please accept that your application was unsuccessful.

The Municipal Manager
Corner of Generaal & De Villiers Streets
P O Box 33, Barberton, 1300

Notice number : 09 /2014