



ABAQULUSI MUNICIPALITY

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following positions

CORPORATE SERVICES DEPARTMENT

MANAGER: INFORMATION & COMMUNICATION TECHNOLOGY

Annual salary: R408 433.56 - R530 177.52 p.a., Task Level 14 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements: • Degree in Information Technology (NQF Level 7) • Code EB driver's licence • 5-7 years' experience in a computing and communications environment • Proven working experience as an ICT environment • Excellent knowledge of technical management, information analysis and of computer hardware/software systems • Expertise in data centre management and data governance • Hands-on experience with computer networks, network administration and network installation.

Key Performance Areas: • Controlling the consolidation of the Branches submissions with respect to financial and objective setting indicators with a view to presenting to the immediate superior a holistic forward plan for perusal and approval • Implementing Human Resource policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards • Communicating with the councils Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures • Applying corporate governance principles to define standards and controls • Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration • Monitoring and controlling critical project management phases and establishing alternative solutions and options to address implementation timelines • Management/administration & monitoring of server systems and linked infrastructure • Supports the User Community with seamless integration into changed processes aimed at increasing the efficiency of the management and operations support systems • Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on services delivery • Identifying and assessing the current and future training needs in consultation with line managers • Applying decision theory to manage risk as a science, i.e rationally making choices under uncertainty • Compiling investigation reports and/ or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or option • Overseeing all technology operations (e.g. network security, computer systems, etc.) and evaluating them according to established goals • Devising and establishing IT policies and systems and systems to support the implementation of strategies set by upper management • Analysing the business requirements of all departments to determine their technology needs • Purchasing efficient and cost effective technological equipment and software • Inspecting the use of technological equipment and software to ensure functionality and efficiency • Identifying the need for upgrades, configurations or new systems and report to upper management • Planning, organizing, controlling and evaluating IT and electronic data operations • Managing IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance • Designing, developing, implementing and coordinating systems, policies and procedures • Ensuring security of data, network access and backup systems • Acting in alignment with user needs and system functionality to contribute to organizational policy • Identifying problematic areas and implementing strategic solutions in time • Auditing systems and assessing their outcomes • Preserving assets, information security and controlling structures • Handling annual budget and ensuring cost effectiveness.

ADMINISTRATION CLERK (COUNCIL SUPPORT)

Annual salary: R114 060.72 – R147 321.24 p.a., Task Level 5 of a Grade 3 Local Municipality (task system) plus normal fringe benefits applicable to Local Government..

Requirements: • Grade 12 (NQF Level 4) • A Diploma in Officer Admin/ Public Management or relevant equivalent qualification will serve as an added advantage • Computer literacy • 2-3 years' relevant administrative experience.

Key Performance Areas: • Referring to the schedule of meetings and, arranging and confirming the venue with the consideration given to the number of delegates attending and facilities required • Communicating with internal departments and/ or external service providers in respect to requirements (media equipment, catering, etc.) and/ or stationery and equipment needed for specific sessions • Identifying the nature of secretarial support required (translation/ interpretation, etc.) in accordance with the status and complexity of meetings and submitting completed schedules for approval and execution • Supporting Ward Committee members with the completion of procedural forms (allowances, etc.), submitting for approval and processing and attending to related queries, accessing and making information available to support resolution • Providing support to members and/ or the public with respect to accessing specific information and services and/ or, explaining and completing procedural application forms (housing, social services, etc.) • Providing office support to the Ward Committees, typing, copying and transmitting correspondence and/ or attending to the issue of office consumables in accordance with approved transactional documents (requisitions) • Maintaining and updating record-keeping systems related to the functioning and activities of the Ward Committees in the local area, removing replacing and/ or inserting correspondence, memorandums and documents in sequential order and, accessing and making available specific information from records.

TECHNICAL SERVICES DEPARTMENT

FOREMAN WATER AND SANITATION (EASTERN TOWNS)

Annual salary: R272 915.52 - R354 276.72 p.a., Task Level 11 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government..

Requirements: • Grade 12 (NQF Level 4) • Diploma in Chemical Engineering/ Civil engineering or relevant equivalent qualification (NQF Level 6) • Valid driver's licence • 2-3 years' relevant experience in water.

Key Performance Areas: • Planning the work in accordance with priorities, calculating and checking materials/equipment and/ or the availability of resources to execute actions • Scheduling, prioritizing and allocating personnel resources, communicating specific priorities, workload and resource availability to the immediate superior and/ or seeking guidelines on alternative actions and measures for execution • Monitoring attendance/Conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel • Addressing workplace conflict/ conduct through the co-ordination of consultative processes and implementation of specific disciplinary procedures • Attending to specific enquiries/complaints received from the immediate superior and conducting inspections of plant, network systems and determining maintenance, repair requirements • Interacting with personnel with respect to the availability/non availability of materials necessary for scheduled works, communicating with the immediate superior on material/ stock availability or alternative and/ or rescheduling work programmes to prevent delays • Establishing the appropriateness of new methods of installation, maintenance and repair of pipelines and storage units, assessing cost effectiveness to change units/ infrastructure against improvement to service and, developing standard operating procedures • Participating in the commissioning of new plant/ equipment for the distribution of water and waste water, testing and adjusting operating settings for and approving performance parameters.

PLUMBERS (10 POSTS)

Annual salary: R205 328.04 – R266 521.02 p.a., Task Level 9 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements: • Matric (NQF Level 4) • Trade Tested Artisan Certificate (Plumbing) • Valid driver's license • 2-3 years' plumbing experience.

Key Performance Areas: • Communicating with the immediate supervisor and establishing material and resources necessary for the execution of specific works orders • Interacting with the engineering stores and checking allocated components and materials against job cards prior to commencing with loading • Attending to deviations in performance or disciplinary conflict issues and counseling personnel to correct/adjust behavior prior to applying laid down disciplinary procedures • Inserting the relevant information (Quantitative/ Qualitative) and/ or details of activities • Forwarding to the immediate superior for approval and/ or relevant personnel for processing • Reading and interpreting drawings/works orders detailing layout and specifications • Marking routes for the running in and laying of pipes and/ or measuring, marking and drilling compacted surfaces using hand held power tools • Installing valves, flow meters and/ or bends, joins and, diverts pipes using couplings and/ or seam welding techniques • Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings • Removing and replacing valves, seals and filtration devices controlling high and low pressure water reticulation and/ or tightening / loosening bolts and checking lubricant levels • Checking applications relating to the clearing of blocked drainage and waste water systems using high pressure cleaning systems to remove debris/grit and trapped waste.

SPECIAL WORKMAN (ELECTRICITY)

Annual salary: R161 966.28 - R210 255.84 p.a., Task Level 7 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements: • Acceptable level of Secondary Education • Code EC driver's licence • PrDP • Trade Test - Electrical • 12-18 months' relevant electrical and site supervisory experience.

Key Performance Areas: • Receiving instructions and/ or communicating with the immediate superior to establish details of tasks • Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reports defects • Observing the loading/offloading sequences of material and equipment and correcting deviations from safety procedures • Monitoring the applications associated with the cleaning and storage of tools and equipment and referring defective equipment to the immediate superior for attention • Transporting personnel, material and equipment to/from specific locations • Communicating requirements in generalist support personnel of the work sites, measuring and marking areas for excavation and installing depth levels, checking activities and progress resolve deviations and/ or, demonstrating or attending to specific applications referring to job instructions/ specifications • Visually check infrastructure condition (cabling infrastructure, sub-station infrastructure i.e switchgear, transformers, etc.) and indicate to the immediate superior observations of deviations requiring further technical investigation • Updating procedural records and registers of inspections and incidents and providing details during internal assessment or queries • Extracting information from activity lists and forwarding for approval and processing.

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR

Annual salary: R231 180.06 – R300 074.16 p.a., Task Level 10 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements: • Matric • National Diploma in Internal Auditing • Computer literacy • Valid driver's licence • 2-3 years' relevant experience.

Key Performance Areas: • Providing inputs to annual internal audit plan • Planning audits as approved annual plan • Executing audits in accordance with the standards for the professional practice of internal auditing • Developing a comprehensive audit programme per assigned audit project • Conducting audits on assigned activities as per approved annual audit plan and to perform follow-up audits • Ensuring compliance with acceptable audit standards, working papers standards and pre-set plans • Allocating responsibilities to audit trainees • Soliciting the management comments on the issued audit findings • Performance of special audits in the request of management and audit committee.

FINANCE SERVICES DEPARTMENT

ADMINISTRATOR CREDITORS (RE-ADVERTISEMENT)

Annual salary: R205 328.04 - R266 521.02 p.a., Task Level 9 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government..

Requirements: • Grade 12 (NQF Level 4) • National Diploma in Accounting (NQF Level 6) or relevant equivalent Qualification • Computer literacy • 2 - 3 years' relevant experience.

Key Performance Areas: • Assessing and establishing Creditors requirements/ priorities and implementing procedures and plans to address outcomes and deadlines • Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel • Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional to support the implementation of operational plans • Receiving and recording details from transactional documentations (requisition forms), capturing information and executing sequences to enable further processing • Attending to verification of completed requests and allocation of vote numbers with respect to specific expense • Issuing required monetary amounts to enable purchases, collating documentation and updating registers • Checking Creditors statements against remittance advice, identifying with outstanding payments for reporting purposes and/ or proceeding with adjusting records upon approval • Extracting system reports reflecting expenditure incurred and forwarding to relevant sections for perusal and comment.

PERSONAL ASSISTANT TO THE CFO

Annual salary: R182 363.88 - R236 726.88 p.a., Task Level 8 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements: • Matric • Be in possession of Secretarial/Office Administration / management diploma (NQF 6) • Valid driver's licence • Minimum of two years' experience in the local government • Good typing and communication skills • Applicant must be computer literacy.

Key Performance Areas: • Rendering administration and secretarial support to CFO • Answering telephone and recording message • Maintaining office space and equipment • Assisting the CFO in all aspects of office procedures and general administration • Preparing and monitoring correspondence to the department • Handling incoming and outgoing correspondence • Scheduling, confirming and updating the diary of the CFO • Acting as a liaison between the CFO and subordinates or others, transmits directives, instructions and assignments and following up on status of assignments • Receiving and screening incoming calls and visitors, determining which are priority matters and alerting the CFO accordingly • Perusing committee agenda and minutes of meetings to identify items associated • Performing any other duties that may be delegated.

Notes to prospective applicants: A Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications, should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100. **No faxed or e-mailed applications will be accepted.**

Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.

If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.

Enquiries may be directed to: the Human Resources Section on 034-9822133 ext. 2334 & 2337.

People with disabilities are encouraged to apply. The employer reserves the right NOT to appoint.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

Closing Date: 25 August 2021.

MR B.E NTANZI: MUNICIPAL MANAGER