



ABAQULUSI LOCAL MUNICIPALITY

EXTERNAL ADVERTISING ABAQULUSI MUNICIPALITY

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

CORPORATE SERVICES DEPARTMENT MANAGER INFORMATION & COMMUNICATION TECHNOLOGY

Annual salary R422 728.80-R548 733.72 per annum, task level 14 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Matric
- Degree/ Diploma in Information Technology
- Valid Driver's License
- 3-4 years' experience in supervisory position 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 branch's 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
- Apply 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
- Oversee all technology operations (e.g. network security, computer systems, etc.) and evaluate them according to established goals
- Devise and establish IT policies and systems and systems to support the implementation of strategies set by upper management
- Analyse the business requirements of all departments to determine their technology needs
- Purchase efficient and cost-effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to upper management
- Plan, organize, control and evaluate IT and electronic data operations
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time
- Audit systems and assess their outcomes
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness

EXECUTIVE SECRETARY

Annual salary R167 635.08-R217 614.84 per annum, task level 7 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Grade 12 (NQF Level 4)
- Diploma in Public Administration or relevant equivalent qualification.
- Computer Literacy
- 1-2 years relevant Secretarial/ Administrative experience.

Key Performance Areas:

- Monitoring office maintenance, general refurbishment requirements and replacement of obsolete office equipment, alerting the immediate superior to priorities and follow up on the status of approved instructions.
- Controlling the office expenditure vote, updating provisions and scheduling specific services/ needs (maintenance, repair and replacement) in accordance with instructions, seeking quotation or interacting with Supply Chain to facilitate the acquisition.
- Participation in the introduction of new automated office systems, learning through demonstration and application and, providing the Executive with information on the capabilities of synchronizing technology mediums to communication and transfer of information (remote email log-ins, etc.).
- Collating and consolidating information related to the achievement or functional processes, formatting layout and submitting to the immediate superior for approval prior to forwarding to Communications for updating details of the functionality on the Municipality's web page.
- Controls the key performance areas and critical outputs of personnel.
- Maintain access records of discussions, instructions and correspondence.
- Scheduling, confirming and updating the diary of the immediate superior and alerting or indicating priority/ urgent meetings requiring attention

COMMUNITY SERVICES ADMINISTRATOR DRIVERS LICENSING

Annual salary R212 514.84 – R275 849.40 per annum, task level 09 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 Public Administration or relevant equivalent qualification.
- Computer Literacy
- 1-2 Years relevant administration experience.

Key Performance Areas:

- Accessing specific field of the system, capturing data and updating system records with respect to vehicle and driver registrations, license applications and issue, offences, accidents, court outcomes, fines and payments.
- Generating and arranging the posting of official notifications for specific offences.
- Extracting control schedules of outstanding offences for commencement with the prosecution processes.
- Merging and moving datasets and records, selecting reporting requirements from menus and extracting reports from the system for analysis, interpretation and/ or executing of action.
- Responding to routine correspondence/enquiries, accessing relevant information from the system to facilitate query resolution on matters referred to the immediate superior for attention.
- Maintaining data integrity through checks, verification and back-ups, deleting/adding data and or adjusting datasets and reporting fields.
- Setting up users, working groups and/ or output devices using instructional based system facilities to add codes, access levels and identities and, tests recognition and functionality.

HEAD OF SECURITY

Annual salary R239 271.96 – R310 576.68 per annum, task level 10 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 Law Enforcement or Public Administration or Traffic Officers Diploma.
- Valid Driver's License
- Computer Literacy
- 3 years relevant experience

Key Performance Areas:

- Analysing, aligning and directing operating capacity and capabilities of the Department to deliver against specific key performance areas.
- Interpreting legislation and related influential factors/ requirements relating to public safety and service delivery requiring consideration in respect of aligning functions and processes.
- Evaluating and commenting on the adequacy of submissions and recommendations from the respective Section Heads on critical interventions and/ or changes to current policies, procedures and systems.
- Preparing and seeking approval of the Departments short-, medium- and long-term deliverables with reasoning and recommendations supporting resources recommendations supporting resources determinations for specific provisions.
- Defining/adjusting the boundaries, workflow processes and job design against laid down service delivery requirements.
- Determining staffing levels and presenting proposals with recommendations for the filling of vacancies to complement functional objectives and requirements.

TRAFFIC OFFICER

Annual salary R212 514.84 –R274 576.68 per annum, 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)
- Traffic Officers Diploma acquired at accredited Traffic Training College.
- Valid Code EC Driver's License.
- Registered as a Traffic Officer.
- Peace Officer Certificate
- 2-3 years relevant experience in a traffic environment.
- No Criminal Record.

Key Performance Areas:

- Communicating with the Control Room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion.
- Use hand signals to communicate with the drivers and pedestrians, directing, diverting, stopping and controlling the flow.
- Interacting with the Control Room for specific services (breakdown, fire etc.) to remove obstacles or contain specific disasters to facilitate traffic flow.
- Assisting with road safety complaints and education.
- Mitigating road hazards.
- Assessing the adequacy of road traffic signage and road condition and/ or the need for replacement to damaged signage or repairs to road surfaces and, communicating observations to the immediate superior for attention
- Assisting in Road Safety projects.
- Escorting of VIP's or other dignitaries
- Serving of Warrant of Arrests issued by the Court.
- Issuing of fines, warnings and/ or serving summons on offenders and/ or executing arrests for more serious offences.

COMMUNITY SERVICES DEPARTMENT TRAFFIC WARDEN X3

Annual salary R138 671.88 –R180 017.28 per annum, task level 6 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Grade 12 (NQF Level 4)
- Computer Literacy
- Valid Driver's License
- 1-2 years relevant experience.

Key Performance Areas:

- Communicating with the Control Room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion.
- Use hand signals to communicate with the drivers and pedestrians, directing, diverting, stopping and controlling the flow.
- Interacting with the Control Room for specific services (breakdown, fire etc.) to remove obstacles or contain specific disasters to facilitate traffic flow.
- Diverting and guiding drivers towards the inspection point using hand signals.
- Completing procedural documentation (vehicle long sheets, time sheets) inserting the appropriate details.
- Participating in routine checks, receiving instructions from the immediate superior on the set-up sequence and undertaking the placing/ removing of markers and signage.
- Identifying with specific parking violation and completing issuing notice of offence to motorists.

EXECUTIVE SECRETARY

Annual salary R167 635.08-R217 614.84 per annum, task level

7 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Grade 12 (NQF Level 4)
- Diploma in Public Administration or relevant equivalent qualification.
- Computer Literacy
- 1-2 years relevant Secretarial/ Administrative experience.

Key Performance Areas:

- Monitoring office maintenance, general refurbishment requirements and replacement of obsolete office equipment, alerting the immediate superior to priorities and follow up on the status of approved instructions.
- Controlling the office expenditure vote, updating provisions and scheduling specific services/ needs (maintenance, repair and replacement) in accordance with instructions, seeking quotation or interacting with Supply Chain to facilitate the acquisition.
- Participation in the introduction of new automated office systems, learning through demonstration and application and, providing the Executive with information on the capabilities of synchronizing technology mediums to communication and transfer of information (remote email log-ins, etc).
- Collating and consolidating information related to the achievement or functional processes, formatting layout and submitting to the immediate superior for approval prior to forwarding to Communications for updating details of the functionality on the Municipality's web page.
- Controls the key performance areas and critical outputs of personnel.
- Maintain access records of discussions, instructions and correspondence.
- Scheduling, confirming and updating the diary of the immediate superior and alerting or indicating priority/ urgent meetings requiring attention

OFFICE OF THE MUNICIPAL MANAGER INTERNAL AUDITOR

Annual salary R239 271.96 – R310 576.68 per annum, task level 10 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Grade 12
- National Diploma in Internal Auditing.
- Computer Literacy
- Valid Driver's License
- 2-3 years relevant experience.

Key Performance Areas:

- Providing inputs to annual internal audit plan
- Planning audits as per 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
- Conduct audits on assigned activities as per approved annual audit plan and to perform follow-up audits
- Ensure compliance with acceptable audit standards, working papers standards and pre-set plans
- Allocate 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

TECHNICAL SERVICES DEPARTMENT ELECTRICIAN X3

Annual salary R239 271.96 – R310 576.68 per annum, task level 10 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Requirements:

- Matric.
- N2 in Electrical Engineering.
- Trade Tested Artisan (Electrician).
- Valid Driver's License.
- Certificate of competency in the operation of truck mounted cranes/ Cherry Picker/ Bucked Truck to be completed within a specific period from the date of appointment.
- Certificate in Basic First Aid to be completed within a specific period from date of appointment.
- Minimum of 2-3 years relevant experience.

Key Performance Areas:

- Reading and interpreting drawings/ works orders detailing layouts and specification.
- Interacting and checking allocated components and materials against job cards.
- Conducting vehicle inspection, transporting personnel to work site and operating mechanism to control mounted cranes during offloading, hoisting, overhead repairs, etc.
- Providing guidelines and specific instructions to personnel with respect to the preparation of work site for major/minor works and/ or setting up traffic/ safety signage.
- Attending to deviations in performance or disciplinary/conflict issues and counselling personnel to correct/adjust behaviour prior to applying laid down disciplinary procedure.
- Reading and interpreting drawings/ works orders detailing layout and specifications.
- Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.)
- Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc.
- Terminating cables, wires etc. to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires.
- Inspecting works prior to commissioning and, communicating with the control room/ immediate superior with regards to test outcomes and functionality of the installation.

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.

Closing Date: 08 July 2022

**MR. Z.G DHLAMINI
MUNICIPAL MANAGER**