



FETAKGOMO LOCAL MUNICIPALITY

ADVERTISEMENT OF POSTS

DIRECTOR: TECHNICAL SERVICES (5 YEARS FIXED-TERM CONTRACT)

Total Remuneration Package: R466, 040 – R569, 600 as per the Upper Limits GG no. 37500

Requirements: *Bachelor of Science Degree in Engineering / B.Tech: Engineering or Equivalent *5 years experience at middle management level or as programme / project manager *3-4 years must be at professional / management level engineering management experience. *Registration with a recognized relevant engineering professional body or Certificate of Competency as required in terms of the General Machinery Regulations (1998) will be an added advantage. **Type of knowledge:** *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 and must be able to formulate engineering master planning, project management and implementation. **Key Performance Areas:** *Facilitate the provisioning of basic services and local infrastructure development, *Manage and financially administer Municipal Infrastructure Grants (MIG) projects and other capital projects, *Ensure effectiveness and functionality of capital projects, *Ensure compliance with all applicable legislation, policies and conditions applicable to MIG, *Reviewing of programme performance by conducting cash flow viz actual expenditure reviews, *Monitor and evaluate MIG by checking and seeing to it that backlog studies, socio-economic impact assessments and environmental impact assessments of projects are undertaken, *Advise the Municipality on appropriate technical interventions, *Ensure the reduction of infrastructure backlogs, *Manage contracts that are within the province of Technical Services and provide inputs into tender processes to ensure that projects are compliant with MIG and other applicable laws/prescripts, *Advise the Municipal Manager on MIG and infrastructure related issues, *Ensure proper and safeguarding of technical services' projects documentation for audit and other reference purposes, *Manage personnel within the Technical Services Department.

RECEPTIONIST/WORD PROCESSING OPERATOR x 2 (PERMANENT)

Mohlaletse Thusong Service Centre and Fetakgomo Municipal Offices • Basic Salary: R75 175.92 P. A (Excluding Benefits)

Requirements: *Grade 12 or equivalent qualification, *1 year relevant work experience, *Computer Literacy, *Good communication skills. **Responsibilities:** *Perform tasks associated with the provision of Reception/Telephonist service by attending to telephonic calls and/or visitors, establishing the nature of queries and directing to appropriate personnel, *Record details of enquiries and/or messages in the absence of personnel and forward for attention upon availability, *Transmit documents to specific destinations in accordance with requests from internal personnel.

COMPACTOR TRUCK OPERATOR (PERMANENT) • Basic Salary: R75 175.92 P.a (Excluding Benefits)

Requirements: *NQF Level 3(secondary education), *Valid Code C1 drivers licence with PrDP, *1-2 years' relevant experience. **Responsibilities:** *Transporting refuse removal personnel to locations and monitor collection activities, *Attend to queries from refuse removal personnel with regards to specific waste items, *Driving to waste disposal sites and monitor the offloading of waste from the vehicle and inform personnel of specific guidelines with respect to waste separation where necessary, *Inspect safety devices, controls, lubricants levels, etc on vehicles and report any defects.

PRINCIPAL CLERK: PAYROLL (PERMANENT) • Basic Salary: R116 390.64 P.a (Excluding Benefits)

Requirements: *Grade 12, Degree or Diploma in Financial Management would be an added advantage, 1-2 years relevant experience, Knowledge of computer programmes such as MS Word, Excel.etc. **Responsibilities:** *Punching of Salary information to VIP Payroll System, Receive schedules with information of 3rd party payments, *Application of various legislation regulating Payroll, *Receiving of and capturing appointments of new employees, *Filing and Safekeeping of Salary Information, *Timeous submission of final salary information to Expenditure Section for payment on monthly basis, *Printing, Sorting and Filing of payslips, *Execution of month end procedures concerning salaries, *Handling of Payroll/and or Human Resource information with strictest confidence.

Interested persons meeting the above-mentioned requirements are requested to forward their application letters, detailed CVs with certified copies of qualifications and ID quoting the post applied for to: The Municipal Manager, Fetakgomo Local Municipality, Private Bag X818, Apel, 0739 or hand deliver at Office No. 6, Fetakgomo Municipal Offices, Stand no. 1, Mashung, Ga-Nkwana. Faxed, emailed or applications submitted after the closing date will not be considered. Canvassing will disqualify any candidate from being considered for appointment. If you do not hear from the Municipality within 30 days after the closing date, regard your application as unsuccessful. The Municipality reserves the right not to appoint any applicant. The candidates must be prepared to undergo security vetting. The Municipality subscribes to principles of employment equity. As a corollary, persons designated in terms of applicable legislations as historically disadvantaged South Africans in particular women and people with disabilities are encouraged to apply. An application for the position of Director Technical Services must be made on the specially prescribed official form also available at the Fetakgomo Municipal Office and website www.fetakgomo.gov.za. Stationed at the Fetakgomo Local Municipality, the successful candidates will be expected to sign Contracts of Employment, a performance agreement and disclosure of financial interests.

Closing date for applications is: 29th August 2014 at 16H30.

Enquiries: Komane T T or Maribana D N, tel. 015 622 8000

MUNICIPAL MANAGER - MATUMANE ND