

STEVE TSHWETE LOCAL MUNICIPALITY

- CLOSING DATE** : 30 July 2010
- DEPARTMENT** : Legal and Administration
- POST TITLE** : Senior Manager: Legal and Administration
- POST PARTICULARS** : A five (5) year fixed term employment contract.
- SALARY** : R674 203.00 (Total cost to employer salary package payable in 12 equal monthly installments). A performance bonus of between 4% and 14% of the total package. Package can be structured to personal preference provided that such structuring is in accordance with legal prescriptions.
- REQUIREMENTS** : Relevant B Degree and extensive relevant experience Plus a valid code B driver's license. In-depth knowledge of all local government legislation. Preference will be given to candidates who have a legal qualification and municipal experience. Must have good communication skills and be able to work well under pressure.
- KEY PERFORMANCE AREAS** : **The incumbent is a departmental head reporting directly to the Executive Manager Corporate Services.**
Responsible for management functions relating to the department such as budget preparation and control, personnel matters, asset management, OHS. Provide an effective administrative support service which includes but is not limited to the entire functioning of Council and the Council committees. Ensure sound governance, proper functioning of the records division. Responsible for all legal aspects of Council which include management of properties belonging to Council, the sale and lease thereof. Co-ordination of legal action against and by the Council. Ensure legal compliance by the municipality. Provide legal opinion when required and contract management including compilation and provision of advice and the interpretation thereof. Events management, public participation and marketing.
- Reference Number** : 1000
- Contact details** : 013 249 7335

STEVE TSHWETE LOCAL MUNICIPALITY

DEPARTMENT : FIRE & RESCUE SERVICES

POST TITLE : Station Officer

POST LEVEL : 7

SALARY SCALE : R182 219, R191 495, R201 213p.a.

REQUIREMENTS : Grade 12 plus Senior Fireman Certificate or Higher Certificate / Graduate / National Diploma in Fire Technology plus Basic Ambulance Assistant Certificate or equivalent to NQF 5/6 plus 6 years relevant experience. Valid Code C1 drivers license.

KEY PERFORMANCE AREAS: Report to assistant Chief Fire Services. Assist with tasks such as organizing recourses, leading employees during operations and ensuring production.

REFERENCE NUMBER : 3150

CONTACT NUMBERS : **013 249 7335**

STEVE TSHWETE LOCAL MUNICIPALITY

DEPARTMENT : LEGAL AND ADMINISTRATION

POST TITLE : Administrative Officer Grade2

POST LEVEL : 8/7

SALARY SCALE : R160950, R169 127, R177 744, R182 219,
R191 495, R201 213p.a.

REQUIREMENTS : Grade 12 plus a minimum of 6 subjects of a relevant Diploma/ Degree(Customer Service, Events Management, Public Relations) Plus 3 years relevant experience. Computer literacy is essential. A valid drivers license.

KEY PERFORMANCE AREAS: Management of community halls and administrative duties related thereto. Arrange Council functions and ceremonial occasions. Responsible for administrative/clerical tasks within the Events and Facilities section.

REFERENCE NUMBER : 1075

CONTACT NUMBERS : **013 249 7335**

STEVE TSHWETE LOCAL MUNICIPALITY

DEPARTMENT : PARKS AND RECREATION

POST TITLE : Senior Horticulturist

POST LEVEL : 7

SALARY SCALE : R182 219, R191 495, R201 213p.a.

REQUIREMENTS : National Diploma in Horticulture or equivalent qualification
Plus five (5) years experience. Completion of apprenticeship with Green Industries Council exam. Computer literacy. Drivers license minimum EB, C and EC1 will serve as strong recommendation.

KEY PERFORMANCE AREAS: Diverse maintenance programme, gardens and parks teams, garden refuse programme. Civic centre, services centre, forestry, nursery and potted plant maintenance. Capital works/ projects, parks personnel, budget control and general duties.

REFERENCE NUMBER : 4010

CONTACT NUMBERS : **013 249 7335**

STEVE TSHWETE LOCAL MUNICIPALITY

DEPARTMENT : TOWN ELECTRICAL ENGINEER

POST TITLE : Foreman: Small Consumers

POST LEVEL : 7

SALARY SCALE : R182 219, R191 495, R201 213p.a.

REQUIREMENTS : Grade 12 plus NTC III or equivalent, Qualified Electrician with appropriate indenture papers of the Department of Manpower and registered as an installation electrician Plus six years relevant experience after apprenticeship. Preference will be given to persons who have a Professional Drivers Permit for heavy duty vehicles.

KEY PERFORMANCE AREAS:

Supervise and control all Artisans with work on the Low Voltage network, prepaid metering and new house connections. Council in the Steve Tshwete Local Municipality area in terms of the Occupational Health and Safety Act delegated responsibilities as 16.2 Appointee. After hours standby and overtime will be performed.

REFERENCE NUMBER : 7021

CONTACT NUMBERS : **013 249 7335**