

STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality with ±182 000 citizens, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

CANDIDATES ARE INVITED TO APPLY FOR THE FOLLOWING POSITIONS BEFORE THE CLOSING DATE OF 29 JANUARY 2010.



CIVIL ENGINEERING SERVICES - **MANAGER : WATER SERVICES**

Salary: R250 051 pa. PLUS a travelling allowance of 850 km/pm. **Salary Level:** 03.
Requirements: B Degree in Civil Engineering PLUS five years relevant experience or National Diploma in Civil Engineering PLUS eight years relevant experience as Technologist in a Civil Engineering environment. Supervisory skills. Good interpersonal and communication skills. Be able to work independently. Computer literacy (Office packages, civil designer). Report writing and calculation, problem solving and negotiation skills. Labour Relations skills. Good project and financial management skills. Valid code B driver's license.

Key performance areas: Manage, implement and continuously improve existing systems and procedures to ensure sustainable service delivery • Assist with daily planning and prioritising of the water department's activities • Prepare documentation (TOR, scope works) related to new infrastructure • Upgrade and maintain existing infrastructure on the Sewerage/Water networks • Lead, guide, instruct, delegate work and motivate sub-ordinates to apply Batho Pele principles • Ensure regular control of Council's Civil Works • Execute EPWP and other projects which form a major part of key performances • Budget management and planning • Execute field surveys related to civil works operational matters • Forward planning pertaining to various sections • Attend regular site meetings with consultants and contractors • Manage and control the expenditure on capital budget • Prepare monthly progress reports on capital projects. *Ref no: 5001*

INFORMATION TECHNOLOGY SERVICES - **ASSISTANT CHIEF : IT SERVICES (re-advertisement)**

Salary: R250 051 pa. PLUS a travelling allowance of 850 km/pm. **Salary Level:** 03.
Requirements: Grade 12 PLUS a National Diploma or B Degree in Information Technology PLUS six years relevant experience in a managerial position which must include a CISCO environment. Project management, networking: voice gateways. Experience in disaster recovery and business continuity planning processes. Knowledge and experience in at least three of the following is a prerequisite: HP high availability servers, HP blade technology, EMC clarion storage systems, Cisco network routers and switches, Microsoft backoffice server products such as Active Directory with PKI/Microsoft Host integration server. Experience in architecture in an enterprise environment. Practical knowledge and competency in the implementation, maintenance and upgrade of firewalls (border manager, PIX, checkpoint), non-hardware firewalls (IPFW, IP tables), intrusion detection systems (IDS) (Snort, Dragon), storage devices such as SAN and NAS. Valid driver's license.

Key performance areas: Design, develop and implement quality applications using the best practice methodologies • Administer Microsoft directory services, technical performance directory, technical performance optimisation • Hardware and software support • System integration • VoIP, telephone and public address systems support • Develop, update and implement DRP/BCP • Manage network security • Manage systems changes/modification • Manage vendor interfaces, outsourcing and services levels • Microsoft CCNA/CCNE certification and maintain environment systems security (network infrastructure and shared network resources) • Manage and conduct IT security compliance reviews in conjunction with operational and audit members of staff • Conduct investigations into security policies and procedures • Monitor and audit network infrastructures • Administer servers • Develop and maintain disaster recovery plan, procedure and backups • Install, operate and maintain complex centralised and/or distributed computer systems • Design, implement and coordinate system solution to ensure acceptable performance level with proven and unproven technologies • Resolve basic system, network and application problems. *Ref no: 5008*

CIVIL ENGINEERING SERVICES - **SENIOR ENGINEERING TECHNICIAN : PROJECTS AND CONTRACTS**

Salary: R226 471 / R232 140 pa. PLUS a travelling allowance of 550 km/pm. **Salary Level:** 04.
Requirements: National Diploma in Civil Engineering PLUS eight years experience in designs of roads, storm water, sanitation and water networks. Computer literacy with extensive experience in Civil Designer programme. Must have knowledge of the use and operation of a Total Station Survey Instrument. Valid driver's license with own vehicle.

Key performance areas: Assist managers with budgeting, etc • Submit reports • Perform all survey work that needs to be done • Design roads, storm water, sanitation and water networks • Compile tender documents and evaluate tenders • Manage the updating of building drawings • Update the asset register • Check consultant designs • Road pavement design • Manage contracts • Quality control. *Ref no: 5852*

CIVIL ENGINEERING SERVICES - **SENIOR ENGINEERING TECHNICIAN : ROADS AND STORM WATER**

Salary: R226 471 / R232 140 pa. PLUS a travelling allowance of 550 km/pm. **Salary Level:** 04.
Requirements: National Diploma in Civil Engineering, specialising in Roads and Storm Water PLUS eight years experience in Roads and Storm water projects. Survey experience. Computer literacy (IMIS, Office packages). Valid driver's license including own vehicle.

Key performance areas: Manage projects • Implement and manage the maintenance programme for Roads and Storm water • Ensure that STLM standards are adhered to • Implement, monitor and control service standards • Compile SOW, TOR and BOQ, tender documents, quotations including the evaluation thereof • Prepare service level agreements • Check detailed designs • Assist the manager with budgeting, reporting, etc • Implement and manage the Bridge Monitoring System and Pavement Management System • Implement action of internal training programme for personnel • Update the asset register, submit reports • Manage roads and storm water laboratory • Assist with updating as-built drawings • Quality control on work done by contractors and departmental personnel. *Ref no: 5007*

CIVIL ENGINEERING SERVICES - **ENGINEERING TECHNICIAN**

Salary: R210 472 / R215 759 / R221 181 pa. PLUS a travelling allowance of 550 km/pm. **Salary Level:** 05.
Requirements: B Degree in Water Care / Civil Engineering or National Diploma in Civil Engineering PLUS eight years relevant experience in Water Technology in a water care environment. Supervisory skills, good interpersonal and communication skills. Must be able to work independently. Computer literacy. Report writing and calculation skills. Problem solving and negotiation skills. Good financial management skills. Labour Relations skills and a clear understanding of the Blue/Green Drop criteria. Code B drivers license.

Key performance areas: Manage, implement and continuous improvement of existing systems and procedures to ensure quality drinking water and effluent that meets DWA requirement • Assist with planning and prioritising of daily activities at water treatment plants • Prepare documentation (TOR, scope of works) related to required goods or services according to the Supply Chain Management • Supervise sub-ordinates • Budget management and planning • Attend regular site meetings with consultants and contractors • Manage and control operational budget expenditure. *Ref no: 5501*

CIVIL ENGINEERING SERVICES - **TECHNICAL ASSISTANT : CAD DRAUGHTSMAN**

Salary: R123 042 / R128 864 / R135 076 / R141 594 / R145 086 / R152 457 / R160 224 / R164 259 / R172 620 / R181 381 pa. PLUS a travelling allowance of 550 km/pm. **Salary Level:** 09/07.
Requirements: NTS 3 or equivalent and learnership. CAD knowledge or qualifications are essential. Computer literacy.

Key performance areas: Civil Engineering drawings • Update drawings and maintain services plans. *Ref no: 5500*

INFORMATION TECHNOLOGY SERVICES - **PROGRAMMER / SYSTEM ANALYST**

Salary: R181 381 / R190 606 / R200 288 pa. **Salary Level:** 06.
Requirements: Grade 12 PLUS a National Diploma or Degree in Information Technology PLUS six years relevant experience. Experience in the following will serve as a strong recommendation: PHP HTML/XML, ASP, Java Script, MySQL, SQL. Knowledge of IIS, Oracle 10g RDBMS and Micromedia Studio MsShare point services and collaboration experience will serve as a strong recommendation.

Key performance areas: Design, maintain and ensure ongoing development of the municipality's web intranet and extranet in line with best practices • Solicit, co-ordinate and ensure content placed on the website is approved in line with relevant legislations, acts and policies • Remain abreast i.r.o internet and electronic management • Perform SDLC and develop applications to address needs of users • Attend JAD sessions and provide technical advice • Normalise and control data quality • Render technical systems and development support • Develop and maintain policies and procedures associated with the protection and recovery of data • Manage newflash • Develop website style guide • Software asset management. *Ref no: 5010*

PARKS AND RECREATION - **SENIOR HORTICULTURIST : CEMETERIES AND ADMINISTRATION**

Salary: R164 259 / R172 620 / R181 381 pa. PLUS a travelling allowance of 550 km/pm. **Salary Level:** 07.
Requirements: National Diploma in Horticulture / Parks and Recreation Management or a tertiary qualification in Environmental science PLUS five years municipal experience. Financial (MFMA) management experience. Valid driver's license.

Key performance areas: Administer Parks department • Financial and cemetery management and administration • Labour relations, procurement in Project Management department. *Ref no: 4008*

PARKS AND RECREATION - **MECHANIC - SENIOR**

Salary: R123 042 / R128 864 / R135 076 / R141 594 pa. **Salary Level:** 09.
Requirements: Relevant Mechanical Tradesman qualifications PLUS two years relevant experience after apprenticeship, trade test. Computer literacy. Valid driver's license and PDP.

Key performance areas: Service and maintain mechanical equipment, machinery and vehicles. *Ref no: 4143*

TOWN ELECTRICAL ENGINEER - **TECHNICAL ASSISTANT (re-advertisement)**

Salary: R123 042 / R128 864 / R135 076 / R141594 / R145 086 / R152 457 / R160 224 / R164 259 / R172 620 / R181 381 pa. **Salary Level:** 09/07.
Requirements: N4 Installation Electrician.

Key performance areas: Manage pre-paid metering system at master station • Consumer maintenance • Write reports • Issue metering cards and manage meter audit • Assist consumers at the complaint centre with advice on connections

• Sans 10141-2003 • File consumer complaints. *Ref no: 7039*

TOWN ELECTRICAL ENGINEER - **TECHNICAL ASSISTANT (re-advertisement)**

Salary: R111 350 / R116 628 / R122 240 / R128 139 / R131 299 / R137 970 / R144 999 / R148 650 / R156 217 / R164 145 pa. **Salary Level:** 09/07.
Requirements: N3. Qualified Electrician. Authorised operator for 132/33kV. ORHVS (Modules 1-10) above 80%. Must have training and experience on cable fault locating and protection schemes. Valid professional driver's permit.

Key performance areas: Locate cable faults, test protection schemes, test and maintain equipment • Issue commissioning certificates for electrical equipment. *Ref no: 7067*

TOWN ELECTRICAL ENGINEER - **ELECTRICIAN - SENIOR**

Salary: R123 042 / R128 864 / R135 076 / R141 594 pa. R29 371 Scarcity allowance pa. as per Council resolution - on condition of authorisation. **Salary Level:** 09.
Requirements: Qualified Electrician with appropriate indenture papers of Department of Manpower PLUS two years relevant experience after apprenticeship. Preference will be given to persons who have a Professional Drivers permit for heavy duty vehicle and Operating Regulations for High Voltage Systems.

Key performance areas: Maintain the 88KV-11KV, LV, streetlight network and building installations of council in the Steve Tshwete Local Municipal area. After-hours stand-by and overtime will be performed. *Ref no: 7018*

FINANCE - **ADMINISTRATIVE OFFICER - GRADE 1**

Salary: R181 381 / R190 606 / R200 288 pa. **Salary Level:** 06.
Requirements: NQF Level 6 in Public Administration or equivalent. Computer literacy in Advance Microsoft Office PLUS five to eight years relevant experience in a financial administrative environment. Accurate typing of financial documents with a speed of at least 35 words per minute. Good communication in English.

Key performance areas: Produce high volume typing of financial reports such as budget document, financial statements and council reports • Manage electronic post and accurate record keeping of correspondence • Procurement of supplies for Finance department • Secretarial function to various finance committees • Supervision administration. *Ref no: 2091*

FINANCE - **ACCOUNTANT : SALARIES (re-advertisement)**

Salary: R181 381 / R190 606 / R200 288 pa. **Salary Level:** 06.
Requirements: B Degree or National Diploma with Accounting or Economics PLUS five years experience in payroll administration of which two years should be at senior level.

Key performance areas: Ensure accurate and timeous calculation of payroll administration and ensuring no discrepancies i.r.o. statutory and local government laws and by-laws • Responsible for IRP5 reconciliation • Control and verify monthly payroll and leave system control etc. *Ref no: 2017*

FINANCE - **ACCOUNTANT : ESTATE AFFAIRS AND HOUSING (re-advertisement)**

Salary: R181 381 / R190 606 / R200 288 pa. **Salary Level:** 06.
Requirements: B Comm Degree with Accounting III as major subject or equivalent National Diploma with Accounting III as major subject PLUS five years relevant experience. Computer literacy. Valid code B driver's license.

Key performance areas: Report directly to the Chief Accountant : Estate Affairs • Credit control and in charge of Estate Affairs section • Administer functions relating to sale of stands, council properties, sundry debtors, credit control on sale of stands and issuing of clearances. *Ref no: 2012*

FINANCE - **SUB ACCOUNTANT : PROPERTY VALUATION**

Salary: R164 259 / R172 620 / R181 381 pa. **Salary Level:** 07.
Requirements: Grade 12 and studying for a National Diploma will serve as an advantage PLUS eight years relevant experience. Computer literacy. Valid code B driver's license.

Key performance areas: Responsible for supervising the Rates section • Administer levying of assessment rates, levying of sub-sectional units, businesses and residential units and rateable properties as prescribed by the Act • Keep and maintain a register i.r.o. remissions and rebates, multi-purpose infrastructure, sectional title properties and consolidated valuation roll. *Ref no: 2093*

HEALTH SERVICES - **COMMUNITY HEALTH NURSE - SENIOR (re-advertisement)**

Salary: R123 042 / R128 864 / R135 076 / R141594 / R145 086 / R152 457 / R160 224 pa. plus a 13th cheque, 22% of salary for pension contribution, maximum 60% pa. medical contribution, a housing subsidy and Group Life insurance of 1,5% of salary. **Salary Level:** 09/08.

Requirements: Grade 12. Diploma in General Nursing. Diploma in Midwifery. Diploma in Community Health Nursing Science and / or Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with interim SANC PLUS five years experience in Primary Health care. Must be physically fit. Valid code B driver's license is compulsory.

Key performance areas: Render primary health care in clinics in the MP313 area. *Ref no: 4161*

FIRE AND RESCUE SERVICES - **DIVISIONAL OFFICER**

Salary: R181 381 / R190 606 / R200 288 pa. **Salary Level:** 06.
Requirements: Grade 12 PLUS Associate Diploma from the Fire Services Institute or advanced Diploma in Fire Technology PLUS eight years relevant experience. Ambulance Emergency Assistant or Medical Certification in First Aid. Knowledge of Disaster Management and Occupational Health will serve as an additional advantage. Valid code C1 driver's license.

Key performance areas: Execute fire related activities in the department. *Ref no: 3160*

FIRE AND RESCUE SERVICES - **FIRE FIGHTER**

Salary: R91 022 / R94 307 / R97 740 / R101 540 / R103 518 / R107 865 / R112 506 / R117 649 / R123 042 / R128 864 / R135 076 / R141 594 / R145 086 / R152 457 / R160 224 pa. **Salary Level:** 11/10/09/08.

Requirements: Junior Fireman : Grade 10 PLUS valid CI driver's license.
Fireman : Grade 12 PLUS Fire Fighter I and Hazmat awareness. Basic Ambulance Assistant PLUS two years experience. Valid CI driver's license.

Senior Fireman : Grade 12. Fire Fighter and Hazmat Operations. Basic Ambulance Assistant PLUS three years experience. Valid EC1 driver's license.

Leading Fireman : Grade 12. Higher Certificate in Fire Technology. Basic Ambulance Assistant (AEA will be an advantage), PLUS four years experience. Valid EC1 driver's license.

Key performance areas: Report to station officers • Assist with operational duties, perform inspections, ad-hoc tasks, administration as required from the department • Execute Disaster Management functions when required. *Ref no: 3043 and 3098*

LICENSING DEPARTMENT - **EXAMINER OF VEHICLES AND DRIVER LICENSES (re-advertisement)**

Salary: R145 086 / R152 457 / R160 224 pa. **Salary Level:** 08.
Requirements: Grade 12. Must be registered as a Grade A Examiner of vehicles and drivers licenses PLUS relevant experience. Valid driver's license.

Key performance areas: Test motor vehicles for roadworthiness • Test applicants for learner and driver licenses. *Ref no: 3194*

TRAFFIC AND SECURITY - **TRAFFIC OFFICER - GRADE 3/1 (3 posts)**

Salary: R80 797 / R82 138 / R84 951 / R87 913 / R91 022 / R91 022 / R94 307 / R97 740 / R101 540 / R103 518 / R107 865 / R112 506 / R117 649 / R123 042 / R128 864 / R135 076 / R141 594 pa. **Salary Level:** 12/11/10/09.

Requirements: Grade 12. Traffic Diploma PLUS two years experience as a Traffic Officer. Be able to work under pressure. Interpersonal and communication skills. Be prepared to perform shift work, overtime and stand-by duties. Valid code B and or A driver's license.

Key performance areas: Traffic law enforcement • Conduct point duties • Escort duties • Promote road safety • Any other duties in line with the Road Traffic Act 29 of 1989 and NRTA 93 of 1996. *Ref no: 3068, 3047 and 3038*

PLEASE NOTE:

1. The appointment of a candidate is at Steve Tshwete Local Council's sole discretion, taking into account factors which Council considers relevant, including, but not limited to, the Employment Equity Policy. Council also adheres to the OHS Act and Non-Smoking Policy.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be entered into with short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal offices or from the website) or by means of a detailed Curriculum Vitae, together with certified copies of qualification certificates and identity document:

Human Resources Management Services, PO Box 14, Middelburg, 1050.

Fax: (013) 249 7196 • Email: employ@stevetshwetelm.gov.za.

Website: <http://www.stevetshwetelm.gov.za>.

Further information: Tel: (013) 249 7335.

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