



CHRIS HANI
DISTRICT MUNICIPALITY
SUSTAINING GROWTH
THROUGH OUR PEOPLE

EXTERNAL VACANCIES

Applications are invited from suitably qualified persons for the below-mentioned posts. Chris Hani District Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.

SENIOR MANAGER: WATER SERVICES PROVISION
[Task Grade 18 - Salary Scale 813, 282.00 per annum plus benefits]
Total remuneration package R1,337, 322.13
(Subject to certain conditions)

Minimum Requirements:

- Matric
- BSc. in Civil Engineering / BSc in Water Quality Management or relevant qualification majoring with water at NQF level 7
- At least 5-7 years relevant experience in Water Services environment of which 3 years must at a supervisory or managerial level
- Valid registration with relevant Professional body
- Code EB driving license

Key Responsibilities: (include but are not limited to)

- Identifies immediate, short- and medium-term objectives/ plans in respect of maintaining synergy between the outputs and outcome of the Water Services Provision Section and associated organizational functions
- Aligning systems and procedures to support administrative reporting and monitoring or developing guidelines to clarify operational and maintenance functional requirements

- Managing the process of developing water services sector plans, policies and procedures in consultation with management and in line with the institutional strategic objectives
- Formulates and manages the evaluation and review of the Water Services Provision's Operations and Maintenance Development Plan against critical deliverables as identified in the municipality's Integrated Development Plan
- Plan and manage the refurbishment of existing water and sanitation schemes through the collection of relevant data and evaluation and managing duly appointed service providers
- Manages the professional, technical and operational outcomes associated with Water & Sanitation projects and contracts
- Managing the operational dimensions and resources and cost effectiveness of activities against operational plans and budgets.

**RE-ADVERTISEMENT
DEMAND MANAGER**

[Task Grade 16 - Salary Scale R583, 503.00 – R757, 422.00 per annum plus benefits]

TOTAL REMUNERATION PACKAGE – R1003, 885.23 per annum (subject to certain conditions)

Minimum Requirements:

- Matric
- B. Comm. Degree in Economics & Supply Chain Management /ND in Accounting or relevant qualification majoring with Supply Chain or Accounting.
- At least 5-7 years relevant experience of which three (3) years must be at a managerial or supervisory level.
- Valid driver's licence

Key Responsibilities: (include but are not limited to)

- Develop and implement the District procurement plan.
- Manage the program and the processes of total needs assessment in demand management
- Assist user departments in developing and drafting specification for goods and services to be procured.
- Facilitate functionality of SCM Committees and credible database processes
- Promotes & implement Black Economic Empowerment Programmes & strategies.

RE-ADVERTISEMENT

WATER SERVICES PLANNING MANAGER

[Task Grade 16: Salary Scale R583, 503.00 – R 757, 522.00 per annum plus benefits]

TOTAL REMUNERATION PACKAGER: R 1003, 885.00 per annum (subject to certain conditions)

Minimum Requirements

- Grade 12
- Bachelor's Degree in Civil Engineering specializing in Water or relevant qualification specializing in Water at NQF level 6.
- At least 5 years' experience of which 3 years must be in management/supervisory level and 3 years in water services planning.
- Valid registration with ECSA.
- Driver's License.

Key Performance Areas:

- Review and monitor the implementation of the WSDP.
- Basic understanding of Geographic Information System (GIS)
- Design and monitor internal water and sanitation projects and backlog.
- Assess, review and approve external water and sanitation projects and conduct feasibility study.
- Conduct needs analysis and solution engineering of community, their requirements and water.
- Initiate and maintain contracts for internal projects.
- Design and implement water rehabilitation projects.
- Maintain and, when necessary, improve service delivery standards
- Manage the overall financial budget of Water Services Planning.

LEGAL SERVICES OFFICER

[Task Grade 13 - Salary Scale 399, 250.00 – R518, 243.00 per annum plus benefits]

Minimum Requirements:

- Matric
- B. Proc or Bachelor of Laws
- Certification of admission as an attorney or an advocate of High Court
- At least 3-5 years relevant experience in legal services
- Valid driver's license

Key Responsibilities: (include but are not limited to)

- Co-ordinates and facilitates all sequences associated with legal services governance

- Gives inputs into strategies and policies associated with litigation management and plans in line with the objectives of the institution
- Analyses, plans and advise in the development of policies and by-laws that mitigate the risks of the municipality and submit to the immediate superior
- Analyses and advise council structures on governance, and guides functionaries in the implementation of the decisions taken to ensure that they are implemented in compliance with the Law
- Certifies contracts and other documents, and provide advice on the legality thereof
- Considers constitutional, commercial and common law rights of customers and third parties while considering the implications of protected disclosures
- Advises in the process relating to the implementation of the risk mitigation measures
- Provide legal advice to all committees including those that relate to governance and procurement.

SAFETY AND SECURITY SERVICES PRACTITIONER

Task Grade 11: Salary Scale R300, 361.00- R389, 884.00 per annum plus benefits

Minimum requirements:

- Grade 12,
- National Diploma or bachelor's degree in Security Management or relevant qualification majoring in Security Management.
- PCIRA Certificate
- 3-5 years Relevant Experience
- Valid Code EB Driver's License
- Firearm Competency Certificate
- Computer Literacy Certificate
- Security Clearance Certificate

Key Responsibilities (*include but not limited to*):

- Co-ordinates and facilitates all sequences associated with security management governance.
- Monitoring work systems and procedures on control environment pertinent to utilization of tools of trade such as municipal vehicles, firearm and ammunition used by personnel.
- Compile specification on security controls and measures [installation of cameras, alarm system, access control] for consideration and approval by immediate supervisor

- Co-ordination and improvement of relations on protection services of the institution
- Dealing with serious transgressions that have been reported by direct report.
- Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved, and providing assessment of the challenges experienced.

RISK AND COMPLIANCE PRACTITIONER

Task Grade 11: Salary Scale R300, 361.00- R389, 884.00 per annum plus benefits

Minimum requirements:

- Matric
- National Diploma or bachelor's degree in Accounting or Internal Auditing or relevant qualification majoring in Risk Management at NQF level 6/7
- Valid driver's License
- Valid registration with a relevant professional body
- At least 3-5 years relevant experience in risk and compliance

Key Responsibilities (*include but not limited to*):

- Control and monitor an effective implementation of the Risk Management Strategy in the municipality
- Co-ordinates the implementation of Risk Management investigation processes
- Disseminates guidance and information on specific key performance areas and requirements associated with the Risk Management program
- Analysing financial statement in relation to risk and compliance with necessary legislative framework and submit to the immediate superior
- Monitor compliance with statutory obligations and advise immediate superior.
- Co-ordinate and controls processes and procedures associated with the formulation of the Municipality's plan and program

DIESEL MECHANIC

Task Grade 09: Salary Scale: R225, 957.00 – R293, 336 .00 per annum plus benefits

Minimum Requirements

- Matric
- Trade Certificate: Diesel Mechanic or National Diploma: Mechanical Engineering at NQF Level 6.
- At least 3 - 5 years relevant experience as a Mechanic.
- Valid driver's License

Key Responsibilities (*include but not limited to*):

- Interprets and coordinates specific pre-work/ site requirements with regards to repairs and, planned and predictive maintenance sequences
- Maintaining the functionality of mechanical plant and diesel vehicles.
- Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures.
- Removing and replacing defective parts with re-conditioned or new spares and ensure functionality of replacement parts.
- Systematically analyse and identify key problems into differentiating elements.

SECRETARY TO THE DIRECTOR: HEALTH AND COMMUNITY SERVICES
Task Grade 7: Salary Scale R178, 279.00– R231, 387.00 per annum plus benefits

Minimum Requirements:

- Grade 12
- Secretarial or Public Administration Diploma at NQF level 4
- Proof of computer literacy.
- At least 12 - 18 months relevant secretarial experience.

Key Responsibilities (*include but not limited to*):

- Perform specific task /activities associated with the provision of a secretarial service at the office of the Director.
- Scheduling and updating appointments on behalf of the Director.
- Organise meeting, attend to queries, write reports and ensure co-ordination of activities in the office of the Director.
- Ensure proper communication linkage of the section with other departments of the Municipality and external stakeholders.
- Perform administration duties, receptionist /telephonist functions at the office.
- Perform any other task or activity associated with secretarial functions as and when requested by the immediate superior.

SENIOR ORDER CLERK
Task Grade 07: Salary Scale R178, 279.00- R231, 387.00 per annum plus benefits

Minimum requirements:

- Matric,
- Certificate in Supply Chain Management or relevant Qualification majoring with Supply Chain or Accounting at NQF Level 4.
- At least 1-2 years relevant experience
- Proof of Computer Literacy

Key Responsibilities (include but are not limited to):

- Capturing & verifying of information in the requisition book
- Ensuring that relevant supporting documents are present and necessary signatories are obtained.
- Verifying that the correct vote is used for specific projects
- Verifying that sufficient funds are available in the vote.
- Updating files insert current and relevant information and seeking approval on the destruction of old and outdated correspondence/ documentation.
- Retrieving supporting documentation and records to facilitate and support query resolution

**PROCESS ONTROLLER - EMALAHLENI LOCAL MUNICIPALITY
Machubeni WTW**

Task grade 6 – Salary Scale: R147, 455.00 – R191, 419.00 per annum plus benefits

Minimum Requirements:

- The Process Controller for this works (Plant) must be able to be classed as a Class III worker as per Department of Water and Sanitation, as per Regulations or/
- Grade 10 plus National Training Certificate 1 (NTC I): Water and Wastewater Treatment Process Control/ Water Operator Certificate plus 9 years relevant experience at water purification or/
- Grade 11 plus NTC II: Water Treatment Practice plus 7 years relevant experience at water purification or/
- Grade 12 plus NTC III: Water Treatment Practice plus 3 years relevant experience at water purification.

Key Responsibilities (include but not limited to):

- Conducting visual inspections of systems and components, record and register investigation and performance of operations.
- Conduct chemical analysis, connect, and disconnect chlorine gas cylinders according to specifications.
- Perform sampling and calibrate laboratory equipment according to specifications.
- Checking and recordings meter readings, oil and grease in the pumps.
- Ensure opening and closing of valves.
- Operating and monitoring of pumps

- Monitoring the transportation of the raw water from the catchment to the water treatment works.
- Operating the control panel board.
- Attends to routine and/ or general housekeeping activities

**CASHIER X 2
(Komani & Dordrecht)**

Task Grade 5: Salary Scale R124, 908.00 – R 162, 130 per annum plus benefits

Minimum Requirements:

- Matric with mathematics/ Accounting
- At least 12 – 18 months relevant experience in the Revenue/ Income section.
- Proof of Computer literacy
- Knowledge of Cashdrawer/ Venus/ Solar financial system will be an added advantage
- Proof of residence with an original stamp and signature of respective Ward Councillor or Headman

Key Responsibilities (*include but not limited to*):

- Receives payment in the form of cash, cheques and debit/ credit cards transactions from the Public for services rendered.
- Reconciles receipts issued to customers against cash, cheques and debit/credit cards payments received.
- Prepare daily banking for payments received
- Maintain all documentation and records of transactions related to the function.
- Analyse and explain debtors' accounts on request by customers.
- Perform any other administrative tasks related to the function.

NB: APPLICANTS WHO HAVE PREVIOUSLY APPLIED ARE ENCOURAGED TO APPLY ON THE RE-ADVERTISED POSITIONS.

Fringe Benefits: Medical Aid Scheme, Housing Subsidy, Pension Scheme, Group Life, 13th Cheque, car scheme [where applicable].

Enquiries may be directed to Mrs. P. Notshulwana- Dyantyi or the Recruitment and Selection Office at 045 808 4772/4669/34.

PLEASE NOTE:

1. Preference will be given to suitably qualified persons in line with the employment equity act and approved employment equity plan of the district municipality.

2. It is compulsory to submit your application letter accompanied by a comprehensive CV, certified copies of your qualifications, certified identity document and certified copy of your valid driver's license when required.
3. No faxed CV's or e-mail applications will be accepted. It will be expected of candidates to be available for selection interviews on a date and time as determined by the Municipality. If the candidate / applicant is found canvassing any of the panelists he / she automatically disqualify him/herself.
4. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment.
5. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
6. Closing date of the advertisement is the **08 September 2021**.

"The Municipality reserves a right not to appoint"

Applications must be forwarded to:

The Chris Hani District Municipality, Human Resources Section,
Private Bag X 7121, Queenstown, 5320 or hand deliver to 15 Bells Road,
Queenstown

G. MASHIYI
MUNICIPAL MANAGER