



HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from suitably qualified dynamic and mature candidates whose background and experience match these challenging and exciting positions.

WATER SERVICES DEPARTMENT

DIRECTOR: WATER GOVERNANCE AND CUSTOMER CARE

Salary Grade: (E2) R643 287.20 – R699 948.67 p.a. (Plus applicable benefits) • Ref No: WAT J 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Natural Science or Water Management or Natural Science related qualification • 5 years' applicable experience in Water Services sector and environment or relevant experience • Computer literacy (Microsoft Software Programs) • A valid motor vehicle driver's licence.

Key performance areas: • Manage Water Regulation, Customer and Water Compliance Unit • Ensure that all necessary licenses and protocols are acquired and adhered to • Ensure proper reporting to all regulatory sectors and Council structures • Facilitate public and private partnership that will assist the district in dealing with issues affecting water quality and environment in general • Report to Head of Department all water systems failures and recommend corrective measures and prepare water quality failure warning messages • Control the formulation of a new or amended Municipality By-laws, tariffs and policies through the investigation/research proposals • Manage the Capital and Operating estimates expenditure annually and daily by drawing up zero and inflation based estimates, and monitoring of daily expenditure in the line with the approved budget.

SUPERINTENDENT (RETICULATION SERVICES)

Salary Grade: (D4) R477 260.20 – R518 946.81 p.a. (Plus applicable benefits) • Ref No: WAT J/5/5/4/2/2

Requirements: • Grade 12/Matric • Plumbers Trade Test Certificate • 4 years' experience in reticulation services of which two years' must be at a supervisory level • Must be computer literacy (proof must be attached) • A valid motor vehicle driver's license.

Key performance areas: • Inspect and/or analyse reports with respect to plant and system performance and determines the applicability of corrective measures and/or changes to operating parameters • Report and seek approval and guidelines on specific deviations in plant and system functionality from the immediate superior and implement adjustments • Assess pipes condition and the status of predictive and planned maintenance interventions, report breakdowns and/or communicate urgent repair work necessary to restore functionality • Monitor/oversee and verify meter calibration (in terms of SANAS requirements), compile master certificates on meter calibration, and compile statistics on performance and meter related problems • Interact with personnel with respect to the availability/non availability of materials necessary for scheduled works, communicate with the immediate superior on material/stock availability or alternatives and/or rescheduling work programmes to prevent delays • Control predictive and routine maintenance activities, monitor application and progress against deadlines of internal maintenance teams • Monitor and correct applications pertaining to the identification, inspection, isolation and repair to system and control components, pipelines, etc. and confirm through tests system functionality prior to approving the commencement of restoration sequences to return the repair site to normality.

CORPORATE SERVICES

DRIVER

Salary Grade: (B3) R156 268.61 – R169 759.47 p.a. (Plus applicable benefits) • Ref No. COP/J 5/5/4/2/1

Requirements: • Standard 7/Grade 9 • 1 – 2 years' experience in driving • A valid motor vehicle driver's licence with Professional Driving Permit (PrGDP).

Key performance areas: • Drive vehicle for official travel and business, or as requested by Supervisor Representative • Maintain high standard of service to both internal and external guests • Ensure punctuality and safe transport • Ensure vehicle is kept clean, tidy and in good working condition at all times • Ensure vehicle is kept secure at all times • Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc. • Ensure vehicle repairs are carried out properly by official manufacturer's specifications • Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards • Batch mail and correspondence according to location to support ease in the delivery sequence • Distribute mail/internal correspondence to various departments/offices within the unit.

Enquiries should be directed to: The Human Resources Office, on tel. (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form which can be found on our website www.harrygwaldm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's license must be addressed to the Municipal Manager for Attention: Miss N Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered to: 40 Main Street, Ixopo, 3276, to reach us no later than 15H00, 31 January 2020.

NB: Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or email applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

MRS A.N. DLAMINI: MUNICIPAL MANAGER

BUDGET AND TREASURY OFFICE

CHIEF ACCOUNTANT: SCM

Salary Grade: (D4) R477 260.20 – R518 946.81 p.a. (Plus applicable benefits) • Ref No: BT/J 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Supply Chain Management/Financial Management or financial related qualification • 3 – 4 years' experience working in Supply Chain Management Section at a Supervisory level • A valid motor vehicle driver's licence.

Key performance areas: • Provide inputs into the drafting of tender documents, notices and formulate contracts in respect of procurement and appointment of vendors/service providers • Interact with suppliers/vendors, evaluate and determine conformity with the Supply Chain Management Policy and guidelines • Participate in discussions at site meetings with bidders • Receive and verify information recorded on requisition forms (vote numbers, specifications, etc.) process and upload information onto the system and allocate order numbers • Communicate with the immediate Superior on the status of specific orders and possible steps necessary to be taken in order to avoid stock depletion based on supplier delivery lead times • Prepare reports detailing the status of suppliers/ vendors.

ACCOUNTANT: LOGISTICS AND CONTRACTS

Salary Grade: (D2) R391 188.77 – R425 320.50 p.a. (Plus applicable benefits) • Ref No: BT/J 5/5/4/2/2

Requirements: • Grade 12/Matric • NQF Level 6/7 in Supply Chain Management/ Financial Management or financial related qualification • 2 – 3 years' experience working in Supply Chain Management Section • A valid motor vehicle driver's licence.

Key performance areas: • Negotiate short-term and long-term supply/service contracts with suppliers obtaining "Best Value for Money" in procurement of goods and services • Identify and implement risk controls to avoid supplier default with contingency plans • Responsible for conducting spot checks in all delivered goods and services • Give guidance during the drafting of contracts/tenders and also verify details, terms and conditions and specifications, etc. • Comply with laid down policies, regulations and procedures • Monitor a contractor/service provider performance against agreed terms and conditions through ongoing interactions and alerting the contractors/service providers to any acts of non-conformance.

ACCOUNTANT: SALARIES

Salary Grade: (D2) R391 188.77 – R425 320.50 p.a. (Plus applicable benefits) • Ref No: BT/J 5/5/4/2/3

Requirements: • Grade 12/Matric • NQF Level 6/7 in Financial Management or relevant qualification • 2 – 3 years' experience dealing with Payroll using Pay Day System • A valid motor vehicle driver's licence.

Key performance areas: • Analyze Payroll recording processes referring to information detailed in supporting documentation (letters of appointment, time sheets, etc.) and resolving deviations from processes • Provide support with regards to the consolidation of Payroll transactional information to facilitate the provision of information for the Financial Statements • Prepare reports depicting short-term to medium-term Payroll expenditure trends inclusive of explanations to support specific deviations • Interact with the internal/external auditors and make information available, and or supporting documentation and approval guiding specific allowances and adjustments • Reconcile Payroll-related payments (PAYE, medical aids, pension.) and proceed with the posting and balancing of ledger accounts • Calculate, using specific formulae and procedures, to determine statutory payments due (PAYE, etc.) and verify payments against transactional information • Attend to queries related to the payment of benefit calculation, i.e. Pension Funds, Housing Payments, Receiver of Revenue, etc.

BUDGET AND TREASURY OFFICE

RELIEF CASHIER

Salary Grade: (B2) R142 957.74 – R155 504.19 p.a. (Plus applicable benefits) • Ref No. BT/J 5/5/4/2/4

Requirements: • Grade 12/Matric with Accounting as one of the subjects • One year Certificate in Financial Management will be an added advantage • Computer literacy.

Key performance areas: • Communicate with the customer and attend to specific payment or sale enquiries and/or provide information on tariffs for specific services • Collects and counts payments tendered by verifying total paid against the amount due and/or seeking identification, checks recording and process non-cash payments • Issue receipts reflecting payment made, change due and the balance through producing a hard copy receipt • Separate denominations and commencing with control counting sequences • Tally amounts and verifying cash totals to receipts issued • Capture data relating to deposits made against revenue collected • Record transactional details on cheques issued as payments for submission to the supervisor • Verify cash receipts schedule/reports against cash or cheque totals with the supervisor including rectifying deviations on policy for correct depositing • Attach duplicate receipts and deposit slips to schedules and filing the same as per the approved filing sequence • Access/retrieve information and records to facilitate resolution of relevant enquiries • Ensure that documents are filled properly.