



# HARRY GWALA MUNICIPALITY

## CAREER OPPORTUNITIES

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under mentioned positions:

### Corporate Services Department

#### MANAGER: INFORMATION AND COMMUNICATIONS TECHNOLOGY

Salary Grade (D5): R404 882.85 - R440 669.01 p.a.  
(plus applicable benefits) • Ref No: 5/5/4/2/8

**Job requirements:** • Grade 12/Matric • NQF 6 qualification in Information Technology or Computer Science or relevant qualification • Preferred qualification is NQF 7 in Information Technology or Computer Science • A+ Certification • A valid driver's licence • 5 years' experience in Information Technology of which 2 years' must be at a junior management level • An ICT manager exhibits capabilities in line with SALGA guidelines for ICT. Governance and DPSA Corporate ICT Governance Policy.

**Key performance areas:** • Define and implement ICT policies, procedures, governance and best practices • Provide leadership to ICT operations and infrastructure by ensuring that an appropriate technical support framework is in place, including the management and delivery of service support and service delivery • Negotiate and administer contracts for hardware and software acquisition, implementation, maintenance and for telecommunications consulting services • Work closely with decision makers in other departments to identify, recommend, develop, implement and support cost effective technology solutions • Oversee annual planning process for information systems in each department and ensure that consistent, integrated systems planning are ongoing • Keep abreast of latest technologies that may be of benefit to the organisation and make requisite recommendations, supported by documentation, costing and present to Council.

#### FLEET MANAGER

Salary Grade (D5): R404 882.85 - R440 669.01 p.a.  
(plus applicable benefits) • Ref No: 5/5/4/2/9

**Job requirements:** • Grade 12/Matric • NQF 6 in Fleet Management/Transport Management/Transport Planning or relevant qualification • Preferred qualification is NQF 7 in Fleet Management/Transport Management/Transport Planning • a valid Code B driver's licence • 5 years' experience in Fleet Management of which 2 year's must be at junior management level.

**Key performance areas:** • Develop and update guidelines for resource expenditure, project control, data and equipment security, information privacy, internal controls and contingency plans • Implement and control systems to optimize the usage and utilization of vehicles and drivers in consultation with the relevant officials • Plan future requirements and replacement of vehicles to be factored into the budgeting process • Analyze the Municipality's need for vehicles and liaise with fleet providers for the availability of vehicles • Establish a work programme and schedule so that there is effective planning, control and management of the fleet • Monitor the repairs and maintenance of the vehicles, ensuring service and repairs are carried out timeously • Complete relevant accident reports in compliance with the accident policy and submit to the Insurers for claim purposes.

**Enquiries FOR THE ABOVE TWO POSITIONS should be directed to:** The Director: Administration and Support Corporate Services Department, Mr T. Ndaba, tel: (039) 834 8700.

### Water Services Department

#### TRUCK DRIVER

Salary Grade (B5): R150 496.03 - R163 499.70 p.a.  
(plus applicable benefits) • Ref No: 5/5/4/2/10

**Job requirements:** • Grade 9 • A valid (unendorsed) Code C1 driving licence with PrDP • 2 years' relevant experience.

**Key performance areas:** • Responsible for performing tasks/activities associated with using heavy vehicles to/from sites • Receive instructions and/or details of tasks and resources from the immediate superior • Inspect safety devices, controls, lubricant levels, etc. on vehicles and report or record defects • Observe and/or participate in the loading/offloading sequences, check material and consumable against work orders, condition of tools/equipment and/or any deviations from safety procedures • Transport personnel, material, tools and equipment to/from work sites prior to and on completion of activities • Use specialized heavy vehicles (tanker) to collect, transport water to residential areas from the works plant, communicate requirements to support personnel and/or residents to establish access points, check hose connections of the truck and activate petrol operated pumps and/or valves to activate collection and discharging sequences • Correct specific deviations from requirements, through demonstration or explanation to support personnel and/or communication with the immediate superior and seek direction on serious/urgent or complex issues impacting continuity.

**Enquiries should be directed to:** The Director: Operations and Maintenance Water Services Department, Mr M.A. Yokwe, tel: (039) 834 3939.

### Water Services Department

#### INFRASTRUCTURE MANAGER

Salary Grade (D5): R404 882.85 - R440 669.01 p.a.  
(plus applicable benefits) • Ref No: 5/5/4/2/12

**Job requirements:** • Grade 12/Matric • NQF Level 6 in Civil Engineering or relevant qualification • Preferred qualification is NQF 7 in Civil Engineering • 5 years' experience in water and sanitation of which 2 years' must be at junior management level • A minimum of 3 years' in project implementation/operations and maintenance of water systems • Be able to register with Engineering Council of South Africa • Knowledge of CAD (Auto CAD: Ally CAD) • Strong knowledge of civil engineering design software • A valid Code B driver's licence.

**Key performance areas:** • Manage water and sanitation infrastructure • Compile an asset register for all water and sanitation infrastructure • Audit all water and sanitation infrastructure • Manage implementation of corporate customer relations management policies and procedures • Manage effective business planning in terms of water and sanitation • Provide water and sewerage services to all residents in the district • Ensure that Technical Consultants lodge as built drawings and servitude with Harry Gwala GIS Section and the office of the Surveyor General respectively • Provide information on the provision of water and sanitation services • Provide technical advices and support to the Water Services Department and Council.

**Enquiries should be directed to:** Mr S. Ngcobo, tel: (039) 834 3939.

### WATER PLANT OPERATOR (2 POSTS)

#### Umzimkhulu and Kokstad Class 111

Salary Grade (B2): R110 236.63 - R119 911.36 p.a.  
(plus applicable benefits) • Ref No: 5/5/4/2/11

**Job requirements:** • NQF Level 3 in Water Treatment or Waste Water Treatment or relevant qualification • 2 years' proven experience in Water Treatment Works • Valid Code B driver's licence • Must have Department of Water and Sanitation Classification Class III • Prepared to work under pressure and beyond scheduled timeframe (including weekends and public holidays).

**Key performance areas:** • Open/close valves to specific limits to control levels and regulate flow from/to storage units • Conduct tests of samples using specific apparatus and equipment, refer to specifications to determine deviation, report outcomes and proceed with corrective measures • Adjust mechanical control settings to regulate chemical levels to enable destruction of bacteria and/or activate/deactivate pumps to commence/stop the movement of treated/untreated water or wastewater • Log specific activities/outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval • Clear and unblock inlets, outlets, valves, filters and connections, remove debris using hand held tools (shovel, fork, etc.) and pressurized water systems to remove/flush blockages • Apply laid down guidelines (burning, burying) in respect of the removal and destruction/disposal of debris to avoid health related risks • Determine parameters in the laboratory such as COD, BOD, Nitrogen content in waste water effluent mechanical equipment • Ensure control of infrastructure components (including electrical and mechanical equipment) • Supervise subordinate staff • Execute any other duties as assigned.

**Enquiries should be directed to:** The Director: Operations and Maintenance Water Services Department, Mr M.A. Yokwe, tel: (039) 834 3939.

### Financial Services Department

#### RELIEF CASHIER

Salary Grade (B2): R110 236.63 - R119 911.36 p.a.  
(plus applicable benefits) • Ref No: 5/5/4/2/14

**Job requirements:** • Grade 12 with Accounting in subjects • Certificate in Financial Management will be an added advantage • 1 year's experience in Income Section.

**Key performance areas: In the absence of the cashier or during peak times/seasons, the incumbent is required to:** • Perform tasks associated with receiving and receiving payments for services/products from the public and other clients including service providers paying penalties, and to provide information/explanations on charges • Must be able to reconcile payments against recipients and to further prepare relevant schedules • Communicate with the customer and attend to specific payment or sale enquiries and/or provide information on tariffs for specific services • Collect and count payments tendered by verifying total paid against the amount due and/or seeking identification, check 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 commence with common accounting sequences • Tally amounts and verify cash totals to receipts issued • Capture data relating to deposits made against revenue collected • Record transactional details on cheques issued as payment 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.

**Enquiries should be directed to:** The Director Income Financial Services, Mr P. Luthuli, tel: (039) 834 8776.

#### FOR ALL POSITIONS:

Applications must be submitted with an Application Form which can be found on our website accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence, must be addressed to: The Municipal Manager, for Attention: Mrs P.P. Cele, Acting Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276.

**CLOSING DATE: NO LATER THAN 16H30, 5 OCTOBER 2015.**

**No faxed or e-mailed applications will be accepted.**

**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 three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**MRS A.N. DLAMINI – MUNICIPAL MANAGER**