



HARRY GWALA DISTRICT MUNICIPALITY

BUDGET AND TREASURY OFFICE

ADMINISTRATOR

(Dr Nkosazana Dlamini Zuma Satellite)

- Salary Grade: R234 966.24 – R304 991.76 p.a. (T09) (plus applicable benefits)
- REF NO: BT M 5/5/4/2/1

Requirements: • A Grade 12/Matric • A 3 year qualification (NQF Level 6) in Accounting/Financial Management or relevant qualification • 1 – 2 years' experience in the debtors section • Computer literacy in Microsoft Software packages.

Key performance areas: • Process transactional data referring to specific transactional documentation and recordings • Attend to amendments/adjustments and the posting of transactions to specific accounts • Execute procedures with respect to the receipts and reconcile of services related to income • Generate and forward printouts of payments and complete procedural forms for banking purposes • Attend to the printing and posting of consolidated bills to customers • Respond to all service debtor queries, whether written, telephonic, faxed or through an interview • Investigate queries on statements and service debtor accounts after retrieving all necessary documentation • Reconcile service debtor accounts by stipulated deadline • Prepare journals when necessary and forward to the relevant authority for signature.

SENIOR STORES CLERK

(Dr Nkosazana Dlamini Zuma Satellite)

- Salary Grade: R153 322.08 – R199 035.36 p.a. (T06) (plus applicable benefits)
- REF NO: BT M 5/5/4/2/2

Requirements: • A Grade 12/Matric • A 3 year qualification (NQF Level 6) in Accounting/Logistics/Supply Chain Management/Finance or relevant qualification • 1 year experience in Stores Management • Computer literacy in Microsoft packages.

Key performance areas: • Check the supplier documentation against physical items received and verifying quantities against specifications prior to acknowledging receipt or recording any short delivery/damages on such documentation • Code stock received in accordance with control procedures and positioning/placing items in the appropriate store location • Attend the rotation of stock based on first in- first out principles and positioning/placing items according to their "shelf-life span" • Monitor stock levels against established safety stock levels, identify slow moving or aged items and seeking approval to change stock control levels or guidelines • Conduct stock counting sequences, apply control procedures using specific coding/labels to indicate counted stock and quantities • Update stock registers and control sheets, reflecting opening balances, movement, and stock in-hand • Update and maintain records, file the records as per the approved filing system to facilitate retrieval.

CASHIERS (4 POSTS)

(Kokstad (2 Posts), Dr Nkosazana Dlamini Zuma and Franklin)

- Salary Grade: R130 524.72 – R168 586.08 p.a. (T05) (plus applicable benefits)
- REF NO: BT M 5/5/4/2/3

Requirements: • A Grade 12 with Accounting or Mathematics in subjects • 6 – 12 months experience in income section • Computer literacy in Microsoft packages.

Key performance areas: • Communicate with the customers and attend to specific payment or sale enquiries and provide information on tariffs for specific services • Calculate balances and explain transactional recordings and penalties applicable • Collect and count payments tendered by verifying total paid against the amount due and/or seek 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 control counting 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 payments for submission to the Supervisor • Verify cash receipts schedule/reports against cash or cheque totals with the Supervisor.

WATER SERVICES DEPARTMENT

SENIOR PROCESS CONTROLLER

(Kokstad Satellite Office)

- Salary Grade: R208 686.96 – R270 896.88 p.a. (T08) (plus applicable benefits)
- REF NO: WT M 5/5/4/2/1

Requirements: • A Grade 12/Matric with Physical Science and Mathematics as subjects • NQF Level 4 qualification in Water Waste Water treatment or relevant qualification • At least 3 years' experience in water purification • A National Diploma in Water Care or equivalent will serve as an advantage • DWS Class IV registration or eligible to register as an advantage • A valid drivers' licence (Code EB).

Key performance areas: • Undertake preventative maintenance on plant equipment as per the prescribed maintenance programme • Perform manual operations and process interventions as per the prescribed operating procedures • Accurate record-keeping of plant interventions and activities for future reference, including log sheets, incident and shift reports adhere to safety procedures and guidelines (Occupational Health & Safety Act) • Strive to minimize the consumption of chemicals and electricity • Undertake the required water analysis • Compile and issue relevant reports • Adjust the parameters of the plant in order to achieve the required water quality and quantity • Coordinate, control and monitor all operational activities on the plant within a shift period • Verify water quality compliance by collecting water samples throughout the purification process, analysing the sample for different parameters using lab instruments, and reporting results to the Superintendent • Observe water quality in tanks regularly • Report deviation of water samples to Superintendent • Be able to act as Process Controller in the absence of Process Controller • Carry out specific tasks & instructions as directed by the Superintendent.

PROCESS CONTROLLERS (8 POSTS)

(Umzimkhulu x3, Dr NDZ x3, Kokstad x1 and Ubuhlebezwe x1)

- Salary Grade: R185 345.04 – R240 604.92 p.a. (T07) (plus applicable benefits)
- REF NO: WT M 5/5/4/2/2

Requirements: • A Grade 12/Matric with Physical Science and Mathematics as subjects • NQF Level 3 qualification in Water and Wastewater treatment or relevant qualification • Candidate must be eligible to register as Class III Process Controller with the Department of Water and Sanitation • At least one year work experience in the field of water/wastewater treatment/purification • Computer literacy in Microsoft Software packages • A valid Code 08 driver's licence.

Key performance areas: • Coordinate, control and monitor all operational activities on the plant within a shift period. Collect samples and complete analyses in the site laboratory as per the prescribed monitoring programme • Ensure raw water flow into the system is correct • Ensure proper chemical dosing as per dosing rate • Monitor floc formation and report any deviation to the senior process controller • Operate water and wastewater treatment plants to ensure effective dosing • Adjust the parameters of the plant in order to achieve the required water quality and quantity • Check and receive bulk chemical deliveries meant for area • Collect samples and complete analyses in the site laboratory as per prescribed monitoring programme • Report defects daily to Senior Process Controller and follow up on defects • Good housekeeping and safety in the workplace • Good understanding of plant operation and dosing principles.

INFRASTRUCTURE SERVICES DEPARTMENT

ARTISAN PLUMBER

- Salary Grade: R264 550.08 – R343 387.80 p.a. (T10) (plus applicable benefits)
- REF NO: INF M 5/5/4/2/1

Requirements: • A Matric/Grade 12 • Plumbing Trade Test Certificate. Applicants who have already applied for the Trade Test will be eligible to apply • 2 – 3 years' experience in Domestic and Industrial Plumbing • Computer literacy in Microsoft Software packages will be an added advantage • A valid motor vehicle driver's licence • Willing to work extensive hours and travelling throughout the District.

Key performance areas: • Render task associates with Municipal Maintenance through specific applications and procedures in order to accomplish immediate and short-term service delivery objectives in keeping with the Integrated Development Plan and your Job Description • Attend to all plumbing related Instructions as directed by your Supervisor • Co-ordinate activities associated with fault finding and repairing faults in various municipal offices • Read and interpret drawings/work orders detailing layout and specifications • Mark routes for the running in and laying of pipes and/or measure, mark and drill plastered surfaces using hand held power tools • Install valves, flow meters and/or bends, joints and diverts pipes using couplings and/or seam welding techniques • Construct support structures using bricklaying techniques and apply finishing procedures, seal joints and seams and plaster/cover open spaces • Inspect works prior to commissioning and communicate with the immediate superior with regards to tests, adjustments and functionality of the installation • Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings • Complete 'critical inspection point' cycle and attend to the cleaning of drainage systems (unblocking, treatment, etc.) • Remove and replace valves, seals and filtration devices such as pumps, controlling high and low pressure water and wastewater reticulation • Clear blocked drainage systems using high pressure cleaning systems to remove debris/trapped waste in various municipal offices.

ARTISAN BUILDER

- Salary Grade: R264 550.08 – R343 387.80 p.a. (T10) (plus applicable benefits)
- REF NO: INF M 5/5/4/2/2

Requirements: • A Matric/Grade 12 • Trade Test Certificate in one of the building trades. Applicants who have already applied for the Trade Test will be eligible to apply • 2 – 3 years' experience in the construction environment • Computer literacy in Microsoft Software packages will be an added advantage • A valid motor vehicle driver's licence • Willing to work extensive hours and travelling throughout the District.

Key performance areas: • Render task associates with Municipal Maintenance through specific applications and procedures in order to accomplish immediate and short-term service delivery objectives in keeping with the Integrated Development Plan and your Job Description • Attend to all Building and Carpentry related Instructions as directed by your Supervisor • Monitor and control procedural applications associates with Municipal maintenance • Ensure technical and operational outcomes with respect to core services delivery related to projects • Co-ordinate tasks/activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new building, additions and renovations to existing structures • Undertake specific tests at various stages of construction to check tolerances, compaction, etc. and compare findings with stipulated specifications/requirements • Measure and determine conformity to specifications of screen walls, openings and interior angles and check the use of protective materials and layers to prevent water penetration, cracks, etc. • Analyse design and structural details to determine applicability and conformity to specifications.

ARTISAN ELECTRICAL

- Salary Grade: R264 550.08 – R343 387.80 p.a. (T10) (plus applicable benefits)
- REF NO: INF M 5/5/4/2/3

Requirements: • A Matric/Grade 12 • Electrical Trade Test Certificate. Applicants who have already applied for the Trade Test will be eligible to apply • 2 – 3 years' Electrical experience • Computer literacy in Microsoft Software packages will be an added advantage • A valid motor vehicle driver's licence • Willing to work extensive hours and travelling throughout the District.

Key performance areas: • Render task associates with Municipal maintenance through specific applications and procedures in order to accomplish immediate and short-term service delivery objectives in keeping with the Integrated Development Plan and your Job Description • Attend to all Electrical related Instructions as directed by your Supervisor • Ensures technical and operational outcomes with respect to core services delivery related to projects • Coordinate activities and sequences associated with maintaining the electrical functionality in the Municipality • Fabricate electrical boards, brackets and cable support boxes as and when required • Check the operating functionality of safety and attend to replacement of defective parts • Inspect works prior to commissioning and communicate with the immediate superior with regards to tests and functionality of the electrical installation • Mark routes for the running in and laying of cables and positioning of supporting structures (poles) and provide guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.) • Monitor and attend to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc. • Terminate cables, wires, etc. to junction boxes, connect blocks and/or terminals including soldering, fitting of lugs and harnessing wires • Isolate, remove and replace defective components and/or attend to the stripping, cleaning and jointing of overhead and underground cables and lines with due consideration given to safety procedures in live environments • Test circuits and the functionality of new components using testing and fault detection equipment and communicate readiness to activate operations.

Enquires should be directed to: The Human Resources Unit on (039) 834 8756/5504/8752. No faxed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website www.harrygwaldm.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, identity document and driver's license must be addressed to **The Municipal Manager for Attention: Mrs T.T Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276**, or can be hand delivered/courier to **40 Main Street, IXOPO, 3276**, or e-mailed to: recruitment@harrygwaldm.gov.za to reach us no later than **15H00, 7 JUNE 2024**.

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.

NB: Proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER