



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

SENIOR RISK MANAGEMENT OFFICER

- Salary Grade: R385 315.55 – R500 151.04 (T12) (plus applicable benefits) • REF NO: MM F 5/5/4/2/1

Requirements: • A Grade 12/Matric • NQF Level 6 in Auditing, Forensic Investigation/Risk related qualification • Registered with the Public Accountancy and Auditing Board • 3 years' experience in Risk Management • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Identify risks in the respective departments and interpret legislative requirements and discuss with the immediate superior/ Risk Management Committee, the structure of the plan and program, incorporating Occupational Health and Safety, Disaster Management, Human resources, etc. • Research key compliance aspects related to controls, risk, procedures and practices, performance management and loss control for inclusion into the plan and program • Interact and provide information and opinions on researched issues to the immediate superior/ Risk Committee, commenting specifically on the appropriateness of the Plan/Program against internal processes • Adjust the Plan/Program based on approval of recommendations/submissions prior to implementation • Analyze financial statements and comment to the immediate superior on the credibility of the report with respect to the financial position of the Municipality and compliance with applicable Acts • Peruse through contractual agreements and assesses compliance with laid down legislation and/or policies • Prepare comments and opinions on observations of specific processes, procedures, controls and systems.

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

MANAGER ENVIRONMENTAL HEALTH

- Salary Grade: R488 420.82 – R634 007.01 (T14) (plus applicable benefits) • REF NO: SS F 5/5/4/2/1

Requirements: • A Grade 12/Matric • B.Tech NQF Level 7 and above in Environmental Health • Must have a HPCSA environmental Health License and registration that is up to date • 1 - 2 years' of experience in management in the local government sphere • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Communicate with personnel through the verbal and written mediums statutory and procedural requirements for adoption and/or approve statutory notices for circulation and, procedural forms authorizing personnel to conduct inspection of premises and/or processes to determine compliance • Inspect work sites and/or conduct observations of work sequences and determine extent of awareness and/or the need for corrective/remedial measures • Discuss and/or investigate workplace accidents/incidents, seeking reasons from supervisory personnel on any non-compliance/deviation and providing direction on courses of action for execution • Monitor the execution work sequences against specific timelines and quantitative measures • Evaluate the quality of output through inspections and/or analysis of feedback from the public • Prioritize interventions necessary to curb or control the abuse of public convenience facilities and/or the risk of disease outbreaks through the unhealthy state of public convenience facilities, streets and open spaces • Co-ordinate internal and external stakeholders' meetings • Participate in all national & provincial meetings relating to the provision of Municipal Health Services • Monitor inspections conducted in business premises like shops; butcheries to ensure healthy environment • Ensure effective implementation of key performance areas in Environmental Health.

WATER SERVICES DEPARTMENT

PROCESS CONTROLLERS (2 POSTS)

(Umzimkhulu satellite & Dr NDZ satellite)

- Salary Grade: R193 685.54 – R251 432.17 (T7) (plus applicable benefits) • REF NO: WT F 5/5/4/2/2

Requirements: • A Grade 12/Matric with Physical Science and Mathematics as subjects • NQF Level 3 qualification in Water and Waste Water 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.

Enquiries 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 licence 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, 24 MARCH 2025.**

NB: When applications are being submitted via email address provided, applicants are requested to insert the post title on the subject line.

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

WATER SERVICES DEPARTMENT

ARTISAN PLUMBERS (4 POSTS)

(Kokstad Satellite X2 & Umzimkhulu Satellite X2)

- Salary Grade: R276 454.79 – R358 840.35 (T10) (plus applicable benefits) • REF NO: WT F 5/5/4/2/1

Requirements: • A Grade 9/Standard 7 • Trade Test Certificate • 2 - 3 years' experience in Plumbing • A valid motor vehicle driver's licence • Assertiveness, coaching skills, communication (verbal) skills, community liaison skills, conflict handling skills, decision making skills, leadership skills, people orientation, problem solving skills, supervisory skills and writing skills.

Key performance areas: • Responsible for water in cases of a pipe burst and repairing pipe bursts in emergency situations • Responsible for installation of water meters • Co-responsible for the maintenance works on the reticulation system and for the restoration of the area afterwards • Co-responsible for regular inspections and problem-solving at water network areas where artisans are working to determine the quality of work and to render a service to the satisfaction of the public • Supervise the excavation of water lines and other network line construction • Responsible for the supervision of staff under his/her control and monitoring the performance of employees • Ensure adherence to the provisions of the Occupational Health and Safety Act in the work environment • Ensure understanding of and adherence to the Conditions of Service • Responsible for own safety as well as that of all subordinates.

TRUCK DRIVER

(Dr NDZ satellite)

- Salary Grade: R193 685.54 – R251 432.17 (T7) (plus applicable benefits) • REF NO: WT F 5/5/4/2/3

Requirements: • NQF Level 1 or Grade 9 • A valid (unendorsed) Code EC driver's licence with PrDP • 1 - 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 verbally reports or records defects • Observe and/or participate in the loading/offloading sequences, checking 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 from residential areas to works plant, communicating requirements to support personnel and/or residents to establish access points, checking hose connections and activating 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 seeking direction on serious/urgent or complex issues impacting continuity.

GENERAL WORKERS (5 POSTS)

(Umzimkhulu satellite x1, Dr NDZ satellite x3 & Kokstad satellite x 1)

- Salary Grade: R124 058.51 – R143 008.83 (T3) (plus applicable benefits) • REF NO: WT F 5/5/4/2/4

Requirements: • A Grade 9/ Standard 7 • 6 - 12 months' experience in gardening services.

Key performance areas: • Cut/trim lawns and edges using hand held machines (brush cutters, lawnmowers) and/or tools (shears) for the clearing overgrown shrubs • Receive instructions/guidance from the Supervisor and attends to the preparation of work site (e.g. placing road signage, loading/off-loading equipment, tools, cleaning treatment plants, etc.) and/or fastening slings/ropes and guiding/holding material/equipment during the loading/off-loading sequences • Responsible for excavation and backfilling of trenches to defined levels using hand held tools (e.g. spade picks, etc.) • Clean and remove blockage, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade, etc.) • Responsible for preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences • Clean equipment (brush-cutters, lawnmowers) using specific cleaning aides (brush) and replacing nylon cutting lines and/or checking/replenishing fuel to equipment.

INFRASTRUCTURE SERVICES DEPARTMENT

DATA CAPTURER: EXPANDED PUBLIC WORKS PROGRAMME

- Salary Grade: R136 398.25 – R176 172.44 (T5) (plus applicable benefits) • REF NO: IF F 5/5/4/2/1

Requirements: • A Grade 12/Matric • Computer Certificate • 6 months experience in data capturing • Computer literacy in Microsoft Software Packages.

Key performance areas: • Check the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/systems of the Department • Capture all EPWP projects and extract validation reports from EPWP reporting system • Merge, copy and transfer data from applications, format/generate forms/transactional documentation for approval • Insert, track progress and move or merge fields on databases to maintain records/contracts • Work out the Incentive Grant Projects list for the forthcoming financial year • Attend to and establish the nature of enquiries from the general public/officials, etc. prior to forwarding to the respective units/personnel for attention • Perform duties over and above those in your job description as delegated by a person with authority.