



Mopani District
Municipality

MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND TOURISM DESTINATION OF CHOICE.

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

DIRECTORATE: COMMUNITY SERVICES

POST: SENIOR MANAGER – COMMUNITY SERVICES.

Applications are herewith invited from suitably qualified persons for appointment in terms of the Municipal Systems Act, act no. 32 of 2000 and Local Government Regulations on the Appointment and Conditions of Employment of Senior Managers of 17 January 2014, Government Gazette Number 37245 on a **Performance Based Contract** coupled to an annual renewable performance agreement.

Remuneration: The remuneration will be as follows: R1,016,855 (minimum), - R1, 158, 646 (midpoint), - R1, 315, 065(maximum). The remuneration offer will be determined by competency and current salary earnings read together with the Determination of Upper Limits Circular No. 3541 released by the Minister of Corporative Governance and Traditional Affairs dated 14 June 2023)

MINIMUM REQUIREMENTS: A relevant Bachelor's Degree/ B-Tech in Social Sciences / Health Sciences / Public Administration/ or relevant equivalent qualification. A minimum of Five (5) years' experience at Middle Management Level. Have proven successful institutional transformation within public or private sector. Good knowledge and understanding of relevant Policies and Legislations. Good knowledge and understanding of institutional governance, performance management and the operations of Council. A qualification relating to the National Treasury Competency Requirements for Senior Officials e.g. MFMP and a Postgraduate qualification in the above field will be an added advantage. Computer literate in Word, Excel and Windows 2007 programs. A Code EB driver's license is essential. Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognized relevant professional body (will be an added advantage).

KEY PERFORMANCE AREAS: The successful candidate will report to the Municipal Manager and be responsible and accountable for the following:

Assume overall responsibility of Disaster Management services, Management of Fire Services, Environmental Services and Health Services.

The overall management of the Community Services Directorate in order to ensure efficient and effective provision of services, promoting economic growth, facilitation of social and economic development.

Implementation and administration of municipal by-laws relevant to the Directorate. Assuming overall responsibility for all income and expenditure as well as budget management for the Directorate. Performing human resources and administrative activities. Development, implementation and management of strategic goals, policies, procedures and plans for the Directorate and advice the Municipal Manager.

PLEASE NOTE: Fraudulent qualifications or documents will immediately disqualify any application. Short-listed applicants will be screened for criminal records and /or any pending criminal cases; Contacting a candidate's current or previous employer; Determining the validity of a candidate's qualifications and verifying whether a candidate has been dismissed previously for misconduct or poor performance by another employer. Recommended candidates will undergo a competency assessment test; will have to sign an employment contract, a performance agreement and disclosure of financial interest.

Enquiries: Ms Ngobeni S.N. (SNR Manager - Corp and Shared Serv.)@015-811 6300.

Mopani District Municipality is an Employment Equity Employer.

Please forward your application through the compulsory Senior Managers prescribed application form accessible from Mopani Website - www.mopani.gov.za (NOTE: Fax applications and Z.83 form not allowed) together with your comprehensive CV and recent certified copies of your qualifications, identity document and drivers licence

POST: CHIEF FIRE OFFICER (PL.3)

REMUNERATION: R687 583.73 – R758 061.06 Per annum (excluding benefits)

REQUIREMENTS: Grade 12 Certificate. National Higher Diploma or a Bachelor's degree in Fire Technology. 12 years' operational experience of which 2 years must be at supervisory level. Ability to work under stress and long hours. Must be Computer literate and be registered with HPCSA as a Basic Ambulance Emergency Assistance/ Having a First aid and Code EC driver's Licence

SKILLS: Report-writing. Presentation. Problem Solving. Negotiation Communication. Interpersonal Relationships. Service Delivery and Team Orientation.



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APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

KEY PERFORMANCE AREAS: Lead and manage Fire and Rescue services in the district. Oversee major emergency operations. Staff development & management; Ensure compliance and enforcement of appropriate legislation; Stakeholder management; Provide and manage administrative support relevant to Fire and Rescue Services. Manage resources (Financial, human and physical). Perform any other related duties as instructed by the Senior Manager Community Services.

POST: STATION OFFICER: OPERATIONAL (PL.7) (3 POSTS)

REMUNERATION: R398 943.32 – R440 237.19 Per annum (excluding benefits)

MINIMUM REQUIREMENTS: Grade 12 Certificate. BAA/AEA Certificate, Higher certificate in fire technology or fire engineering, or equivalent SAQA accredited qualification in fire technology, plus six (6) years' experience of which 2 years must be in a leading fire fighter Position. A code EC driver's Licence with PDP.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Good communication skills, Teamwork, Good verbal and written skills, Computer Literacy (Ms word/Excel/PowerPoint. Applicant) must be medical and fitness compliant according to the relevant NFPA standards. Excellent Planning and organizing skills, must have knowledge of methods /practices and techniques of modern firefighting, fire prevention, fire inspection, fire apparatus and equipment purchasing, ability to work under pressure knowledge of fire service act and regulations and disaster Management act. Preparedness to security Clearance.

KEY PERFORMANCE AREAS: Coordinate and perform fire and rescue as well as Hazmat Operational duties. Assist the Divisional Officer in preparing Monthly, Quarterly, and annual reports. Manage all shifts to ensure effective operational Services. Manage and draw up shift duty rosters. Coordinate proper completion of incident, Occurrence, and vehicle logbooks. Ensure that buildings vehicles and equipment Maintenance is done daily by shifts duty. Maintain discipline on the shifts. Ensure that parades are conducted before shifts changes. Perform internal training and ensure physical fitness of operational personnel. Perform standby duties when required. Assist with coordinating demonstrations for visiting schools and the public and assist with awareness campaigns. Perform any other duty that may be delegated to you.

POST: LEADING FIRE FIGHTERS: OPERATIONAL (PL.8) (6 POSTS)

REMUNERATION: R352 356.99 - R440 237.19 Per annum (excluding benefits)

MINIMUM REQUIREMENTS: Grade 12 Certificate. BAA Fire Fighter 1 and 2 Certificate, certificate in fire technology or fire engineering, plus six (6) years' experience. A code EC driver's Licence with PDP.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Good communication skills, Teamwork, Good verbal and written skills, Computer Literacy (Ms word/Excel/PowerPoint. Applicant) must be medical and fitness compliant according to the relevant NFPA standards, ability to work under pressure knowledge of fire service act and regulations and disaster Management act. Preparedness to security Clearance.

KEY PERFORMANCE AREAS: Allocate with schedule for fire service personnel on shifts. Perform daily inspection of all vehicles, buildings and equipment's. Compile monthly reports for the fire station from incidents and occurrence books. Maintain effective on firefighting, rescue and hazmat operations. Maintain discipline on shifts. Ensure that parades are conducted before shifts changes. ensure physical fitness of operational personnel. Perform standby duties when required. Perform any other duty that may be delegated to you.

POST: SENIOR FIRE FIGHTERS (PL.9) (8 POSTS)

REMUNERATION: R284 009.47 – R327 183.68 Per annum (excluding benefits)

MINIMUM REQUIREMENTS: Grade 12 Certificate. BAA Fire Fighter 1 and 2 Certificate, plus 3-6 years' experience. A code C1 driver's Licence.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Good communication skills, Teamwork, Good verbal and written skills, Computer Literacy, must be medical and fitness compliant according to the relevant NFPA standards, ability to work under pressure knowledge of fire service act and regulations and disaster Management act. Preparedness to security Clearance.

KEY PERFORMANCE AREAS: Extinguish fire by making sure that the team contains fire under control to limit extended damage of property, Rescuing victims under severe situations, rescue victims on floods, car accidents, and water rescue, Trench rescue and high angle rescue. Protect the life and properties against any threatening danger. Educate public about fire services. Perform admin duties when



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prescribed to do so. Perform effective on firefighting, rescue and hazmat operations. Manage the control room as prescribed by control room shifts. Inspecting all firefighting and rescue equipment. performing duties as prescribed by leading firefighter. Doing general maintenance where possible. Take part in internal training and fitness programs. Perform any other duty that may be delegated to you.

POST: JUNIOR FIRE FIGHTERS (PL.11) (10 POSTS)

REMUNERATION: R250 276.77 – R284 009.27 Per annum (excluding benefits)

MINIMUM REQUIREMENTS: Grade 12 Certificate. BAA Fire Fighter 1 Certificate, plus code C1 driver's Licence.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Good communication skills, Teamwork, Good verbal and written skills, Computer Literacy, must be medical and fitness compliant according to the relevant NFPA standards, ability to work under pressure knowledge of fire service act and regulations and disaster Management act. Preparedness to security Clearance.

KEY PERFORMANCE AREAS: Rendering of fire and emergency services as well as rescue operations, to perform control room duties, Daily Maintenance, & cleaning of fire stations buildings, vehicle and equipment's. Partake regularly internal and external training. Perform admin duties when prescribed to do so. Perform any other duty that may be delegated to you.

DIRECTORATE: BUDGET AND TREASURY

POST: SECRETARY – OFFICE OF CHIEF FINANCIAL OFFICER (PL. 8).

REMUNERATION: R334 304.55 (Min), R351 251,02 (Mid), and R369 188,58 (Max) per annum (Excluding benefits).

REQUIREMENTS: Grade 12 certificate and Computer Literacy with Office Management Certificate. 1-2 years' experience and a valid driver's license. Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS: Manage the Chief Financial Officer's Diary. Make travelling arrangements. Typing, filing and records keeping. Consolidating monthly reports for the Directorate. Events Coordination and assist with logistical arrangements. Give feedback to organizers.

Promote image of the District Municipality as first point of contact and as required by the Batho Pele Principles. Perform reception duties diligently. Managing all in-coming and outgoing phone calls and emails.

DIRECTORATE: TECHNICAL SERVICES:

PMU TECHNICIANS : (PL. 5) 6 POSITIONS

REMUNERATION: R511 022.09 – R564 398.03 per annum (Excluding benefits)

MINIMUM REQUIREMENTS: A grade 12 Certificate, National Diploma in Civil Engineering, driver's licence, professional registration with ECSA, SAICE or SABTACO and 2 to 3 years' experience in PMU will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Programme/project management, ability to meet pre-determined timelines and report writing.

KEY PERFORMANCE AREAS: Compiling business plans for new projects, ensuring project compliance with various legislative frameworks, monitoring the implementation of projects, provide technical support to contractors, liaising with internal and external stakeholders, ensure adherence to construction regulations.

DIRECTORATE: WATER SERVICES

POST: SENIOR TECHNICIAN: ELECTROMECHANICAL/ INSTRUMENTATION (PL.4) (Erratum)

REMUNERATION: R578 464.33– R638 455.45 per annum (excluding benefits)

MINIMUM REQUIREMENTS: Grade 12, National Diploma/Degree in Electrical Engineering/ Instrumentation, Wireman's Licence, accredited Certification; Registration with Electrical Board of SA plus 3-4 years' relevant experience.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Interpret the drawings; Rewire the panels; Connect electrical meters; Rewire a star/delta panel; Interpret SANS 0142; Local government legislation; Computer Literate and report writing, People management.



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**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE
AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

KEY PERFORMANCE AREAS: Monitor electromechanical compliance; Monitor quality of distribution system; Incident management; administrative functions; repairs and maintenance of electrical.

POST: TECHNICIANS: WATER SERVICES (PL.5) 4 POSTS (Erratum)

REMUNERATION: R511 022.09 – R564 398.03 per annum (excluding benefits).

MINIMUM REQUIREMENTS: Grade 12, National Diploma in Civil Engineering / National Diploma in Mechanical Engineering, National Diploma in Water care/ Analytical Chemistry. Professional registration with SACNASP. (Driver's license, Minimum of 2-3 years' relevant experience will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must be computer literate and have good reporting skills, management of projects/programmes, and must have extensive knowledge of operation and maintenance, quality as well as regulations governing the laboratory requirements.

KEY PERFORMANCE AREAS: Supervise the implementation of operation and maintenance projects/programmes, ensure compliance with relevant legislations, conduct site visits/inspections, provide technical support to the directorate, verification work done, and confirm value for money and compilation of progress reports.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AS THE APPOINTMENT WILL BE MADE ACCORDING TO THE COUNCIL'S EMPLOYMENT PLAN BY ENSURING REPRESENTATION OF THE DESIGNATED GROUP IN THE MUNICIPALITY.

PLEASE NOTE: Fraudulent qualifications or documentation will immediately disqualify any application. MDM reserves the right not to fill these positions, should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within three (3) months after the closing date, regard your application as unsuccessful. Submissions without certified copies of qualifications will not be considered.

Enquiries : Ms Ngobeni S.N. (SNR Manager - Corp and Shared Serv.)@015-811 6300.

Please forward your application through the relevant prescribed form accessible from Mopani Website - www.mopani.gov.za (Fax applications and Z.83 form not allowed) together with your comprehensive CV and recent certified copies of your qualifications and the identity document to:

**The Municipal Manager,
Mopani District Municipality,
Private Bag x9687,
GIYANI,
0826**

**HAND DELIVERY TO:
Government Buildings, Former Premier's Office,
Mopani District Municipality,
Ground Floor, Registry Office No. 13,
GIYANI,
0826**

CLOSING DATE: 11 SEPTEMBER 2023.

**MR MOGANOT.J.
MUNICIPAL MANAGER**