

MOPANI DISTRICT MUNICIPALITY

RE – ADVERT .

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

MANAGER INFRASTRUCTURE PLANNING, DESIGN, DEVELOPMENT AND IMPLEMENTATION (5 YEAR CONTRACT) PL 2

REMUNERATION: R682 496,85 per annum, plus 13th Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

REQUIREMENTS: A B-Tech in Civil Engineering qualification with 5 years' experience in Civil Engineering works. Candidate must have registered with ECSA as PR Eng or PR Tech. Registered with SABTACO or SAICE will be an added advantage. Good understanding of the relevant legislation and experience in designing. Knowledge of management techniques, budgeting, labour relations, contract administration and project management. Ability to establish effective working relationship with both internal and external stakeholders. Computer literacy (PowerPoint, Microsoft Word and Excel) and a valid driver's license. Preparedness to be subjected to vetting processes.

KEY RESPONSIBILITIES: Implement strategic alignment of infrastructure projects and related technical support services, manage the development of Infrastructure and ensure proper alignment with Provincial Master Plan. Oversee and approve all infrastructure drawings and designs submitted to the district municipality before implementation. Establish norms and benchmarks for evaluation of infrastructure and related technical support program and projects, implement programme and project measurement and evaluation. Prepare monitoring reports. Manage the development of project list and alignment with the Infrastructure Master Plan.

INFRASTRUCTURE OPERATION & MAINTENANCE: MANAGER: (5 YEAR CONTRACT) PL 2

REMUNERATION: R682 496,85 per annum, plus 13th Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

REQUIREMENTS: A B-Tech in Civil Engineering qualification with 5 years' experience in Civil Engineering works. Registration with ECSA would be an added advantage. Registration with SABTACO and SAICE will be added advantage. Good understanding of the relevant legislation and have experience in maintenance of water and wastewater infrastructure. Knowledge of management

techniques, budgeting, labour relations, contract administration and project management. Ability to establish effective working relationships. Computer literacy (PowerPoint, Microsoft Word and Excel) and a valid driver's license. Preparedness to be subjected to vetting processes.

KEY RESPONSIBILITIES: Ensures that all O&M requirements, such as corrective actions, patches, configuration updates, and installation of new capabilities, are implemented and tested in timely fashion and properly documented through compliance with a planned maintenance process and procedures that supports configuration management and control best practices, Coordinates and collaborates with other technical managers and staff and users regarding planned and unplanned O&M activities, directs and coordinates troubleshooting and root cause analysis and makes recommendations regarding improvements to existing infrastructure, Implements process improvements and training for O&M staff to improve troubleshooting and remediation skills
Identifies opportunities to improve timeliness, accuracy of O&M metrics and reporting, Maintains and reports monthly statistics on O&M activities.

CONTRACTS MANAGER (PL 3)

REMUNERATION: R565 509.94 per annum, plus 13th Cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits.

REQUIREMENTS: The applicant must be in possession of a National Diploma in Civil Engineering or equivalent qualification with a minimum of five years' experience in project management. Interpersonal, report writing and Computer skills. Sound Management skills and ability to manage subordinates. Knowledge of Government policies and regulations, and be familiarity with infrastructure construction sector, valid driver's license. Be prepared to be subjected to security clearance.

KEY RESPONSIBILITIES: Primarily responsible to integrate, co-ordinate, project manage financially administer the MIG in his/her area of jurisdiction. Ensure project compliance with all applicable legislation, policy and conditions applicable to MIG, RBIG and WSIG. Project performance and cash-flow reviews. Liaison with provincial and other line function departments through formal regular evaluation/progress meetings and on an ad-hoc basis. Submission of monthly, quarterly, annual and ad-hoc report to DPLG as determined in applicable legislation or required by MIG Management Unit. Responsible for the management of the PMU team and their respective outputs. Attending to internal to internal and external queries

2 X TECHNICIAN SUPPORT (PL 7)

REMUNERATION: R328 114.80 – 362 077 .34 per annum, plus 13th Cheque, housing subsidy, UIF, medical aid and pension benefits.

REQUIREMENTS: Grade 12 and Computer Literacy plus 1-2 years' relevant experience. Preparedness to be subjected to security clearance.

KEY RESPONSIBILITIES: Receiving and registering documents for typing. Receiving application form and capture it to system. Sharing typing work with other sectional employees. Sending documents for proof reading and corrections. Correcting typing error. By filing as per File Plan. Assist in performing administration tasks: By answering calls in the absence of the admin clerk. By faxing of all sectional documents. By seeking quotation legal section. Assist in performing administration tasks: By answering calls in the absence of the admin clerk. By faxing of all sectional documents. By seeking quotation legal section.

PROCESS CONTROLLERS CLASS 4 (PL12)

(12 X Giyani, Ritavi, Nkowankowa Sewage & Middle Letaba).

REMUNERATION: R161 136 ,61 – R181 239,18 per annum, plus housing subsidy, UIF, and Medical aid pension benefits.

REQUIREMENTS: Grade 12, TVET N3 in Water and Waste Water Treatment, Classification Certificate, 1-2 years' experience; A Class IV Plant Operator with a Diploma /N3 Water and Waste Water Treatment Care. A valid driver's license is a requisite. Preparedness to be subjected to security clearance.

KNOWLEDGE AND SKILLS: The incumbent must be computer literate (excel), be able to work under pressure, perform shift work under minimal supervision. Good strategic planning and organizing skills. Interpersonal skills. Decision making and analytical skills. Problem solving skills. Knowledge of administrative and monitoring and reporting principles and practices.

KEY RESPONSIBILITIES: Reporting to the Plant Superintendent: Operating the potable or waste water treatment plant according to the required standards. Ensure continuous operation and efficiency of the plant to be compliant to the Blue or Green Drop requirements, standard operating instructions and procedures. Capture and record information required for effective operations. Submit shift operational report within the area of responsibility. Ensures compliance with all the health, safety and environmental requirements. Check the stock and calculate the amount of flocculent balance per shift,

Collect, analyze samples and capture data as per schedule. Administrate routine maintenance within the plant. Collect the water sample from the plant unit to the lab.

4 X ADMINISTRATOR (Billing) (PL. 7)

Remuneration: R328 114,80 – R 362 077 ,34 per annum plus 13th Cheque, housing subsidy, UIF, medical aid and pension benefits.

Requirements: Grade 12 certificate, Diploma (TVET) /National diploma in financial management or relevant qualification and computer literacy. Knowledge and skills in finance. 1-2 years' experience. Must be in possession of a valid driver's license. Prepared to be subjected to security clearance.

Key responsibilities: Opening of new accounts, Billing functions in term of municipal policies on a monthly basis, Checking the printing and distributing monthly statements, receipting revenue received, make daily banking, perform monthly debtor's reconciliations, Reconciling the summary of billing to the general ledger, making follow up on all undelivered accounts, making follow up on all accounts in arrears, attend queries on accounts, perform other functions as may be delegated.

Enquiries: Mr Lebepe N.G. / Mathebula T.M. Tel. 015-811 6300.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Please forward your application **through the prescribed form** (www.mopani.gov.za) together with your comprehensive CV and recently certified copies of your qualifications and the identity document to:

The Municipal Manager, Mopani District Municipality, Private Bag X9687, GIYANI, 0826.

Z83 forms and fax applications will not be accepted.

CLOSING DATE: 16 AUGUST 2019.

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. MDM reserves the right not to fill this post, should there be no suitable candidate identified. Late submissions will be disqualified. Submission without certified copies of qualifications will not be considered.

**Mr Monakedi S.R,
Municipal Manager**