



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: 2 X OPERATORS - EMERGENCY COMMUNICATION
CENTRE (PL 7)**

REMUNERATION: R360 823.73 – R396 911.92 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, Diploma in Disaster Management, Fire and Rescue knowledge, Emergency Medical services; Computer literacy and typing skills (40 words per minute); 4-5 years' experience in, and knowledge of, emergency services, emergency communication and / or disaster management; Problem solving skills; GIS / Geography knowledge and experience preferable; Knowledge of RIMS (Road Incident Management System) essential, with preference for completion of RIMS one-day or formal training certificate and / or hazmat awareness certificate; Ability to work under pressure; Knowledge of radio communication protocols and procedures; Good communication skills; Prior experience with the use of emergency communication software an added benefit; C1 driver's license.

KEY RESPONSIBILITIES: Monitoring of Centralised Communication Centre (CCC) operations; Where required, taking of emergency and non-emergency calls and determining the nature of the emergency within required time limits; Where required, activation of appropriate services and resources to the incident address; Monitoring the progress of services activated, as needed, and providing the necessary support as required; Monitoring of captured incidents and intervention, where needed, to ensure rapid response to all reported incidents and disasters; Ensuring daily testing of equipment is undertaken, including of the radio network; Updating of incident status and reporting back, where necessary; Monitoring of the timely dissemination of early warnings; Compiling reports on CCC operations; Oversee operations of assigned shift;

**POST: 4 X OPERATORS – EMERGENCY COMMUNICATION
CENTRE (PL. 8)**

REMUNERATION: R318 688.80 – R351 943.35 per annum, per annum (Excluding benefits).

REQUIREMENTS: Grade 12 certificate; Computer literacy and typing skills (40 words per minute); 2-3 years' experience in, and knowledge of, emergency services, emergency communication and / or disaster management; GIS / Geography knowledge and experience preferable; Knowledge of RIMS (Road Incident Management System) essential, with preference for completion of RIMS one-day or formal training certificate and / or hazmat awareness certificate; Ability to work under pressure; Knowledge of

radio communication protocols and procedures; Good communication skills; Prior experience with the use of emergency communication software an added benefit; C1 driver's license.

KEY RESPONSIBILITIES: Taking of emergency and non-emergency calls and determining the nature of the emergency within required time limits; Activation of appropriate services and resources to the incident address; Monitoring the progress of services activated, as needed, and providing the necessary support as required; Capturing and updating of incidents in an electronic format in real-time; Daily testing of equipment, including of the radio network; Updating of incident status and reporting back, where necessary; Monitoring and dissemination of early warnings.

DIRECTORATE: WATER SERVICES

**POST: 2 X CONTROL TECHNICIANS (WATER SERVICES
SATELLITE MANAGERS) (PL. 4)**

REMUNERATION: R523 191.26 – R577 450.15 per annum, per annum (Excluding benefits).

REQUIREMENTS: Grade 12 certificate. An appropriate three years' career-related tertiary qualification, National Diploma or B-Tech Degree in Water Care or Mechanical Engineering or Chemical Engineering. At least 3-4 years' work experience in a water and waste treatment environment, of which at least five years should be at managerial level. A valid driver's license and computer literacy. Preparedness to be subjected to security clearance.

KEY RESPONSIBILITIES: Manage the operation and water of the Water and Waste Water Treatment Plants as well as associated Water and Water Waste Infrastructures such as boreholes, booster pumps, reservoirs, bulk water pipelines, water reticulations networks; etc, to ensure continuous water and waste water supply with acceptable quality.

POST: SENIOR ADMINISTRATOR (PL 7)

REMUNERATION: R360 823.73 – R396 911.92 per annum
(Excluding benefits)

REQUIREMENTS: **Grade 12 Certificate**, Diploma Human Resources Management/Public Management, 3-4 years' experience in local government administration, Knowledge of the Water and Sanitation Legislative framework and must be computer literate.



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

SKILLS, KNOWLEDGE AND ATTRIBUTES: Confidentiality, Good communication skills, Team work, Good verbal and written skills, good work ethic, Knowledge of office management procedures, report writing and People management.

RESPONSIBILITIES: Perform administration functions as required by the Archive Acts and Record Keeping policies. Provide overall administrative support in the Water and Sanitation Division. Provide logistical support to the Senior Manager. Respond to enquiries as per the Batho Pele Principles. Recording minutes during meetings. Making logistical arrangements and invitations for Water and Sanitation Services meetings and workshops. Packaging of documentation for Water and Sanitation Services Directorate meetings and Workshops. Perform typing services, photocopying and faxing of documents. Perform any other duty as may be delegated by the Supervisor.

POST: 14 X PLANT / SCHEME SUPERINTENDENT: WATER AND SANITATION OPERATIONS (PL 9)

REMUNERATION: R256 871.97 – R295 920.82 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, NTC 3 / Chemical Engineering plus 2 to 3 years' experience in the related field.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must be able to Interpret the technical drawings, Project Management, Interpret Operations and Maintenance Manual, OHS Act, Legislations related to water and sanitation services environment, Local Government legislations, Computer Literate, Report Writing.

RESPONSIBILITIES: Plant Operations and Maintenance Management, Incident management, Preventative Maintenance, Underground Water Management.

POST: 20 X ASSISTANT PROCESS CONTROLLERS (PL. 13)

REMUNERATION: R157 927.40 – R175 946.61 per annum
(Excluding benefits)

REQUIREMENTS: Grade 10, TVET N3 or NQF level 2, in Water and Waste Water Treatment, Classification Certificate, 1-2 years' experience.

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

RESPONSIBILITIES: Assist Senior Process Controller in ensuring that proper water and waste water treatment processes take place at correct and designed intervals; Assist Senior Process Controller in making sure that all reports are submitted when due; Supervise the workmanship of subordinates and provide on job training where necessary.

POST: SUPER SUCKER / JET OPERATOR (PL. 12)

REMUNERATION: R177 199.91 – R199 306.45 per annum
(Excluding benefits)

REQUIREMENTS: Grade 10 or ABET, Drivers licence (Code 14) with PDP, 3 to 5 years' experience.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must be able to operate a sewer jet machine,

RESPONSIBILITIES: Driving the sewer jet truck to various destinations as and when required, operate the jet machine to such effluent from sewer pipeline or drainage. Discharging of effluent at designated points.

POST: 5 X MACHINE OPERATOR: TLB (PL. 12)

REMUNERATION: R177 199.91 – R199 306.45 per annum
(Excluding benefits).

REQUIREMENTS: Grade 10 or ABET, TLB operators certificate, 3 to 5 years' TLB operating experience

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must be able to read instructions, ability to interpret safety signs.

RESPONSIBILITIES: The person must be able to operate the TLB as per under instruction of immediate supervisor.

POST: 13 X BOOSTER PUMP / STATION OPERATOR (PL. 13)

REMUNERATION: R157 927.40 – R175 946.61 per annum
(Excluding benefits)

REQUIREMENTS: Grade 10 or 1 year experience as a Booster Pump Operator, Proven working relations with communities.

SKILLS, KNOWLEDGE AND ATTRIBUTES:

Good knowledge of the operations of booster pump, Reticulations and water boreholes. Must have good communications skills, ability to supervise staff, good communication skills, must be able to work with a team and be able to operate under severe pressure.

RESPONSIBILITIES: Operating the booster pumps in accordance with operating and safety standards. Report to the immediate supervisor of any reported malfunctions, compile reports on the status of the booster pump.



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DIVISION: WATER MAINTENANCE.

POST: 2 X CHIEF MAINTENANCE SUPERINTENDENT (PL. 6)

REMUNERATION: R408 375.13 – R450 919.43 per annum
(Excluding benefits).

REQUIREMENTS: Grade 12 Certificate, N6 in Civil or Mechanical Engineering, Trade Test Dip in Civil / Mechanical, minimum of 3 to 6 years' extensive management experience in a maintenance / water and sanitation environment, valid driver's licence, Experience with preventative maintenance programs, packages and continuous improvement action plans.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Computer literate (MS-Office), Effective utilisation of the plant preventative maintenance program.

RESPONSIBILITIES: Ensure compliance with health and safety in terms of OHSACT, supervise all maintenance activities, allocation of maintenance activities to the maintenance teams, provide support and supervision, monitor usage and ensure availability of maintenance tools / equipment.

POST: 3 X MAINTENANCE SUPERINTENDENT (PL. 7)

REMUNERATION: R360 823.73 – R396 911.92 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, N3 in Civil / Mechanical Engineering / Trade Test in fitter minimum of 5 years' extensive management experience in a maintenance / water and sanitation environment, valid driver's licence, Experience with preventative maintenance programs, packages and continuous improvement action plans.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Computer literate (MS-Office), Effective utilisation of the plant preventative maintenance program.

RESPONSIBILITIES: Ensure compliance with health and safety in terms of OHSACT, supervise all maintenance activities, allocation of maintenance activities to the maintenance teams, provide support and supervision, monitor usage and ensure availability of maintenance tools / equipment.

POST: ARTISAN FOREMEN: PLUMBER (PL. 9)

REMUNERATION: R256 871.97 – R295 920.82 per annum
(Excluding benefits).

REQUIREMENTS: Grade 12 Certificate, N3, Trade certificate plus 3-5 years' relevant experience

SKILLS, KNOWLEDGE AND ATTRIBUTES: Knowledge of OHSACT; Good communication skills; ability to follow instructions; work well under pressure; emergency driven and ability to work well in teams; Ability to work under pressure and extended hours.

RESPONSIBILITIES: Maintenance of water and wastewater infrastructure by ensuring that all plumbing on water and waste water pipelines, fittings and related works are executed. Record all matters relating to plumbing/ pipe work infrastructure and manage records for current and future corrective and preventative maintenance plan developments; Supervise the workmanship of subordinates and provide on job training where necessary.

POST: 5 X ARTISAN FITTER (PL. 10)

REMUNERATION: R226 362.47 – R256 871.80 per annum
(Excluding benefits).

REQUIREMENTS: Grade 12 Certificate, N2, Trade certificate in fitter and turning or equivalent; Minimum of 3 years' experience in fitting and turning works.

SKILLS, KNOWLEDGE AND ATTRIBUTES:

Knowledge of OHSACT; Good communication skills; ability to follow instructions; work well under pressure; emergency driven and ability to work well in teams; Ability to work under pressure and extended hours.

RESPONSIBILITIES: Maintenance of water and wastewater mechanical infrastructure by ensuring that all mechanical related periodic checks are performed on all plumbing/water pipe related works. Conduct daily inspections on mechanical infrastructure; Record all matters relating to plumbing/ pipe work infrastructure and manage records for current and future corrective and preventative maintenance plan developments; Supervise the workmanship of subordinates and provide on job training where necessary.

POST: 13 X ARTISAN: PLUMBER (PL. 10)

REMUNERATION: R226 362.47 – R256 871.80 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, N2, Trade Certificate in Plumbing or equivalent; 1 to 3 years' experience in plumbing works.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Knowledge of OHSACT; Good communication skills; ability to follow instructions; work well under pressure; emergency driven and ability to work well in teams; Ability to work under pressure and extended hours.

RESPONSIBILITIES: Maintenance of water and wastewater infrastructure by ensuring that all plumbing on water and waste water pipelines, fittings and related works are executed. Record all matters relating to plumbing/ pipe work infrastructure and manage records for current and future corrective and preventative maintenance plan developments; Supervise the workmanship of subordinates and provide on job training where necessary.



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POST: 2 X ARTISAN: ELECTRICIAN (PL. 10)

REMUNERATION: R226 362.47 – R256 871.80 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, N2 certificate in Electrical engineering certificate, 1 to 3 years' experience will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must have knowledge of the relevant hand tools and be able to utilize them in execution of allocated electrical works.

RESPONSIBILITIES: Construct; Assemble; Maintain and repairs water infrastructure assets. Maintenance on electrical, motors starters and telemetric system. Rebuilt control boxes; testing of motors and maintenance on equipment. Adhere to OHS Act standards. Must be prepared to work under pressure. Perform Overtime and Standby duties.

POST: 2 X ARTISAN: DIESEL MECHANIC (PL. 10)

REMUNERATION: R226 362.47 – R256 871.80 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, N2 certificate in Mechanical / Automotive engineering, valid driver's licence, trade test certificate and 3 to 5 years' experience will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must have advanced knowledge of diesel engine components, good diagnostic skills, physically fit,

Proficiency with maintenance and repair tools, Attention to detail, good interpersonal skills, excellent verbal communication skills, good organization skills.

RESPONSIBILITIES: Maintenance and repair of diesel-powered vehicles and equipment, running diagnostic tests, analysing diagnostic test results, replacing vehicle engines, steering mechanisms, transmissions and braking systems, checking vehicle lighting systems, Test driving vehicles to gauge performance, performing preventative maintenance on service trucks, maintaining detailed records of serviced vehicles, adhering to an inspection procedure checklist, Maintaining a parts inventory. Ensuring the cleanliness of the workshop.

POST: 3 X ARTISAN: BRICKLAYER (PL. 10)

REMUNERATION: R226 362.47 – R256 871.80 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, N2 certificate in Brick laying, trade test certificate and 3 to 5 years' experience will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must have knowledge of the relevant hand tools and be able to utilize them in execution of allocated brick laying assignments.

RESPONSIBILITIES: Laying bricks, Applying or removing mortar with a trowel, Working accurately from detailed plans and specifications, Sealing foundations with damp-resistant materials, Using spirit levels and plumb lines to check building alignment, Using hand tools, power tools and brick-cutting machine.

POST: 2 X ARTISAN: ASSISTANT BRICKLAYER (PL. 11)

REMUNERATION: R199 308.43 – R221 507.61 per annum
(Excluding benefits)

REQUIREMENTS: Grade 10, N2 certificate in Brick laying, 2 to 3 years' experience will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Must have knowledge of the relevant hand tools and be able to utilize them in execution of allocated brick laying assignments.

RESPONSIBILITIES: Assist in laying bricks, Applying or removing mortar with a trowel, Working accurately from detailed plans and specifications, Sealing foundations with damp-resistant materials, Using spirit levels and plumb lines to check building alignment, Using hand tools, power tools and brick-cutting machine.

WATER QUALITY AND PRODUCTION.

POST: QUALITY AND COMPLIANCE COORDINATOR (PL. 4)

REMUNERATION: R523 191.26 – R577 450.15 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, B-Tech in Water Care or Chemical Engineering, valid driver's licence, 3-4 years' experience, registration with professional body within water sector will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Sound management principles, Relevant technical knowledge, Knowledge of the relevant legislations on safety and quality standards, Effective people management.

RESPONSIBILITIES: Coordinate the pumping / production of purified water including booster stations by effective control over the operating staff & associated equipment to ensure that daily potable water demands & quality are complied with.

POST: 5 X METER READER (PL. 13)

REMUNERATION: R157 927.40 – R175 946.61 per annum
(Excluding benefits).

REQUIREMENTS: Grade 12 Certificate, Drivers licence, Computer literacy.

SKILLS, KNOWLEDGE AND ATTRIBUTES: This person needs to come from a technical utility metering background

RESPONSIBILITIES: Data Capturing, Develop process and procedures for effective performance, Check meters on arrival to see they are working, Verify water tariffs, Account Analysis Report



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writing, Reading and programming meters, Mend incorrect reading and report non-operational meters to the maintenance team leader.

DIRECTORATE: TECHNICAL SERVICES

POST: 2 X PMU TECHNICIAN (PL. 5)

REMUNERATION: R462 193.22 – R510 469.01 per annum
(Excluding benefits).

REQUIREMENTS: Grade 12 Certificate, National Diploma in Civil Engineering, drivers licence, professional registration with ECSA, SAICE or SABBACO and 3 to 5 years' experience in PMU will be an added advantage.

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

RESPONSIBILITIES: Compiling business plans for new projects, ensure project compliance with various legislative frameworks, monitor implementation of projects, provide technical support to contractors, liaise with internal and external stakeholders, ensure adherence to construction regulations.

**POST: 4 X ADMINISTRATOR / DATA CAPTURER /
TECHNICAN ASSISTANT (PL. 7)**

REMUNERATION: R360 823.73 – R396 911.92 per annum
(Excluding benefits)

REQUIREMENTS: Grade 12 Certificate, Diploma in Business Administration / Public Administration / Project Management qualification. 1-2 years' experience in Project Management and experience in Municipal Infrastructure Grant (MIG) will be an added advantage.

SKILLS, KNOWLEDGE AND ATTRIBUTES: Attention to detail; Analytical thinking ability; Dedicated to achieving goals and deadline driven; Detail focused with strong analytical skills; Able to multi task and handle pressure and must be team player with good interpersonal skills.

RESPONSIBILITIES: Responsible for the PMU document Management System according to the set standard and procedures; Perform sequence and activities associated with processing of project information; Provide administrative support to the Project Manager as required. Assessing and confirming if projects are recommended by Department of Water and Sanitation and approved for Municipal Infrastructure Grant funding. Notifying relevant Project Managers and the Manager: PMU about unregistered or unapproved projects; Establishing the facts as to why they are not yet registered and prepare an action plan thereof; Confirming that all project documentation is recorded and filed electronically on the server; Coordinating the MIG and CDM projects, payment certificates and invoices, incoming and outgoing documents, technical reports and tender documents; Facilitate registration of MIG projects. Provide required project

information for compilation of monthly DoRA financial and quarterly DoRA non-financial reports.

Enquiries: Mr Lebadika P. 015 811 6300.

Please hand-deliver or post (forward) your application **through the prescribed form** (www.mopani.gov.za) together with your comprehensive CV, recently certified copies of your qualifications and the identity document not longer than three months to:

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

**Hand delivery: Government Buildings, Former Premier's Office
Main Road, Giyani
Registry, Office No. 13**

Z83 forms, e-mails, and fax applications will not be accepted.

CLOSING DATE: 21 DECEMBER 2021

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 Kgatla Q.
Municipal Manager**



PROTECT SOUTH AFRICA