

SIYANCUMA MUNICIPALITY



INTERNAL\EXTERNAL ADVERTISEMENTS

NOTICE 01/2024

Siyancoma Municipality, with its headquarters in Douglas invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

OFFICE OF THE MAYOR

Vacancy: **Liaison Officer** (Term of contract is subject to the Political Term of the Mayor)

Task: 9

Basic Salary: R356 361 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Coordinates and implements the communications strategy associated with the Office of the Mayor through provision of an effective Communications, Public Relations, Marketing and Media Liaison service for the Municipality by reviewing and amending communications policies and procedures against departmental guidelines; reviewing and participating in the design, development and implementation of communications infrastructure and satisfying the Municipality's public image associated with its service delivery functions encapsulated in the Integrated Development Plan.

DUTIES OF THE POST

COMMUNICATION – MEDIA LIAISON

Implements functions associated with key performance areas of the Communications functionality by:

- Identifying the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of the Communication and Media Liaison strategy through drafting and reviewing the Media and Communications Policy for submission to management; compiling the Communication Strategy, Calendar and Action Plan for submission to management; compiling and implementing the Media Strategy and Plans.
- Overseeing and coordinating the development and implantation of communication

strategies, plans and procedures for the directorates.

- Overseeing the identification of annual departmental calendar events for submission/ dissemination to relevant media houses and stakeholders.
- Developing and maintaining a positive relationship with the public and media through the promotion of the Mayor and Mayoral Committee by coordinating the provision of sufficient information pertaining to Municipal services and the understanding of Council's policies, procedures, goals and programs.
- Compiling media releases/statements on Municipal projects, programmes, processes for distribution on external and internal media platforms.
- Developing, improving and maintaining media relations, media monitoring and analysis, creating a media database, arranging media slots, writing media releases/ statements/ announcements and conducting interviews with the media.

SUPERVISION AND CONTROL

Coordinates tasks/ activities associated with controlling personnel performance, productivity and discipline by:

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel.
- Conducting quarterly evaluation of staff through individual performance appraisal.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
- Keeping staff informed of new developments, legislation, circulars and policies.
- Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.
- Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals.

COMMUNICATION/ PUBLIC INFORMATION COORDINATION

Coordinates and implements processes necessary to facilitate communication between the Municipality and its target publics by:

- Coordinating the compilation of programs based on departmental activities and dates for allocation of duties to publicize activities/ programs.
- Coordinating media coverage through press releases of all municipal functions/ events e.g. VIP visits, civic and ceremonial functions, and facilitating protocol.
- Monitoring press coverage and responding to letters and press articles.
- Keeping the public informed of the latest Municipal programmes, projects and processes.

- Coordinating media coverage, including interviews/briefings and media launches/networking sessions, for municipal programmes, processes and policies.
- Receiving, researching and responding to queries from external media houses and official government news platforms on behalf of the municipality.
- Coordinating media alerts about unplanned service interruptions, including arranging media support in times of emergency/disasters.
- Developing content, producing and distributing the official municipal newsletter, including designing, printing and distributing promotional/ marketing and educational material.
- Drafting speeches, messages and presentations for the mayor.
- Overseeing the administration of the home page, general information and media sections of the website.
- Administration of the municipal media and content on social media platforms, such as Facebook.
- Consulting (in conjunction with the Manager in the Office of the Mayor) with and advising members of the Mayoral Committee, Councillors, Municipal Manager, Directorates and Office Managers on strategic public relations and events management solutions and programs.

ADMINISTRATION

Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:

- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the Manager in the Office of the Mayor for consideration and inclusion into Council and Sub Committee reports.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of communications registers and schedules.
- Preparing reports on behalf of the mayor for submission.
- Budgeting for communications products, platforms, etc.

INTERNAL & EXTERNAL COMMUNICATION

Implements communication strategies with intra and inter-departmental management staff and external stakeholders by:

- Communicating with newspapers, online news sites, television and radio stations in updating and popularizing events related to the Municipality, including creating and updating a database of relevant marketing media.
- Communicating with the media with regards to responses on articles and as a tool for imparting Council information viz. publishing quarterly publications i.e. Opening of Council, Community focus in Community Outreach Programs, etc.
- Organizing interviews on radio, television, placing adverts on radio, news sites and

newspapers highlighting public attendance for programs.

INTERGOVERNMENTAL COMMUNICATION

- Representing the municipality at local, district and provincial media and communication forums.
- Establishing and overseeing the functioning of the Local Communicator's Forum.
- Overseeing/coordinating media and communication support to intergovernmental programs in the municipal area.

Qualification: National Diploma/ Degree in Public Relations/ Journalism - NQF Level 6/ 7.; Computer Literacy – Office Applications; Code EB Driver's License.

Experience: 2-3 years applicable

OFFICE OF THE SPEAKER

Vacancy: **Head of Office of Speaker** (Term of contract is subject to the Political Term of the Speaker)

Task: 10

Basic Salary: R401 205 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Manages the key performance areas and outcomes of Administration support and Council Programs for the Office of the Speaker through the alignment and promotion of Council's mandates/ resolutions via Councillors, Ward Committees, etc. and developing and facilitating Programs (Public Participation Programmes, People's Assembly, etc.), maintaining compliance of Rules of Order in Council and Portfolio meetings and Code of Conduct for Councillors, and directing the administrative policies and procedures associated with the Office of the Speaker.

DUTIES

A. FUNCTIONAL MANAGEMENT

LOGISTICAL & ADMINISTRATION SERVICE

Manages specific key performance areas associated with the initiation and coordination of a logistical service for the Office of the Speaker by:

- Verifying logistical support in respect of community structures and partnership agreements through implementation of policies and reporting on specific project/ programme requirements e.g. Public Participation Programmes.
- Coordinating the seating of the Speaker's Forum and coordinating the technical and

administrative team of personnel in the Speaker's office within the Municipal area.

- Maintaining the compliance of Rules of Order in Council and Portfolio meetings and Code of Conduct for Councillors by reviewing/ distributing and monitoring/ evaluating the implementation of rules of order and policies for adoption by Council.
- Developing, implementing and monitoring strategic programmes within the Office of the Speaker through ensuring that the IDP reviewal is conducted according to the Municipal prescripts, ensuring that the budget is presented to the communities for public comments, and ensuring that By-Laws are presented to communities for public comments.
- Monitoring and reviewing performance against agreed plans/ objectives and reporting on progress/ deviations to the Council Secretary.
- Providing a logistical and administrative support for the functionality, committee services for the Speaker's Office, including services for relevant events.
- Monitoring the retrieving/ accessing of information/ files/ correspondences on request and/ or conducts search on electronic mediums to extract information on specific subjects/ topics and maintaining the correspondence registry.

SUPERVISION & PERFORMANCE

Monitors and controls outcomes associated with utilization, productivity and performance of personnel within the Section by:

- Conducting appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives.
- Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/ or the need for changes to plans.
- Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards.
- Analysing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs.

In order to ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance enabling the Section to meet its service delivery objectives.

ADMINISTRATION & SUPPORT

Controls specific activities associated with the functionality by:

- Implementing and monitoring of policies/ protocols/ terms of reference for sectors/ ward committees, and verifying that policies are implemented through interaction with relevant stakeholders.
- Providing effective administration support for all public participation programmes, through capacity building of Ward Committee concept,
- Linking the office with the Mayor's Offices, coordinating of special programmes in terms

- of Council Calendar Month e.g. for periodical events and celebrations.
- Preparing annual budget and revised budget, controlling expenditure for the office and reporting on deviations.
 - Planning and coordinating the required office reports/ draft decisions/ discussion documents/ etc, coordinating the submission of reports/ discussion documents in terms of reporting requirements, compiling the report/ discussion document, and coordinating the printing and distribution of reports/ documents to stakeholders.
 - Maintaining the correspondence register, checking reference numbers and subject of correspondence/ mail received and in circulation and/ or seeking information and communicating responses established for specific/ or routine matters.
 - Maintaining stocks of standard forms and stationery for the Speaker's Office and completing requisition orders to facilitate the replenishment of items prior to depletion.

In order to ensure adequate support is made available to enable accomplishment of service delivery objectives and standards

Qualification: Public Administration Diploma/ Degree – NQF 6/ 7, Computer Literacy – Office applications.

Experience: 5 years applicable

Vacancy: **Public Participation and Outreach Officer** (Term of contract is subject to the Political Term of the Speaker)

Task: 9

Basic Salary: R356 361 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Plans, coordinates and implements the key performance areas and result indicators associated with the provision of an effective Public Participation service for the Municipality by amending, adjusting and reviewing Public Participation policies and procedures against departmental guidelines; guiding and supporting intergovernmental relations initiatives of the municipality locally, provincially and nationally; providing coordination between the office and that of service departments in the municipality, and providing feedback to Ward Councillors, ward committees and community at large on matters emanating from the community; reviewing and participating in the design, development and implementation of public participation infrastructure and satisfying the Municipality's public image associated with its service delivery functions encapsulated in the Integrated Development Plan i.e. ensuring constructive and harmonious interaction between the municipality and the community through the active participation of the community in service payment campaigns; the municipality's budgetary process; decisions about the provision of municipal services; decisions about by-laws, etc.

DUTIES

PLANNING – PUBLIC PARTICIPATION

Identifies and defines the immediate, short and long-term objectives/ plans associated with the provision of public participation support to the Municipality by:

- Conducting research into best practices associated with the functionality and determining the appropriateness of specific public participation communications policies/ procedures for implementation.
- Analysing and aligning public participation, communication and media requirements with operating capacity and capability (developing, reviewing and implementation of the Integrated Public Participation and Communications Strategy) through institutionalization of plans and approaches towards public participation and adopting of a public participation policy in the municipality with mainstream public participation in overall municipal planning, and budgeting.
- Developing a program for National days, Imbizos and Outreach Programs for the municipality, monitoring follow ups on issues raised at Imbizos and providing briefings to political heads on issues requiring attention.
- Evaluating and commenting on the applicability of specific public participation capacity throughout the municipality and other spheres of government against outcomes detailed in the municipality's IDP, SDBIP and Business and Strategic Plans.

To ensure the key responsibility areas are identified, objectives aligned, and appropriate procedures developed and implemented on approval to guide and direct public participation.

OPERATIONAL PUBLIC PARTICIPATION ALIGNMENT

Coordinates and implements the Public Participation strategy and alignment by:

- Coordinating public participation events and activities through preparing itinerary for approval by Ward Councillors; ensuring administration support for writing and distributing agenda items for ward-committee meetings in consultation with Ward Councillors; and verifying that Ward committee members are informed about meeting.
- Developing and maintaining a positive relationship with the community through the liaison and the distribution of critical information to facilitate understanding of Council's policies, procedures, goals and activities.
- Attending meetings and gathering information and developing and strengthening relationships between the communities and the organization.
- Providing support to all Ward Assistants/ Clerks activities through providing them with the necessary tools of the trade; developing annual schedule for activities; receiving and consolidating reports from Ward members; organising monthly meetings with Ward members to monitor and evaluate progress; coordinating provision of training for Ward members; and acting as focal point internally for the Local Municipality and other departments that need to use Ward services.
- Developing, implementing and monitoring Council programs through ensuring that the program reviewal is conducted according to the Municipal prescripts, ensuring that the budget is presented to the communities for public comments, and ensuring that the Municipality's By-Laws are presented to communities for public comments.
- Coordinating ward committee activities through ensuring that minutes are recorded during ward committee meetings, developing reports for the ward-committee meetings; coordinating capacity building activities of ward committee; distribute and collect relevant information to and from ward committees; and coordinating all public participation activities in a cluster of wards.
- Developing and maintaining a comprehensive filing system through the conducting of

an information audit, separating documents according to types and sources, compiling a user-friendly format of Council Resolution Register and compiling progress reports on Public Participation.

- Verifying logistical support in respect of community structures and partnership agreements through implementation of policies and reporting on specific project/program requirements e.g. Public Participation Programs, Youth Councils, etc.

To ensure the functionality is capable of supporting Council's community communication objectives through planning and prioritising key initiatives to foster a well-balanced relationship between the organisation and the community.

SUPERVISION AND PERSONNEL MANAGEMENT

Controls outcomes associated with utilization, productivity and performance of personnel within the Public Participation Section by:

- Defining/ adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements.
- Conducting appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives.
- Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/ or the need for changes to plans.
- Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards.
- Analysing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time and downtime.

To ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the Section to meet its service delivery objectives.

MANAGEMENT OF COMMUNICATION & PUBLIC INFORMATION

Monitors and implements media relations programs, publicity campaigns, Imbizo, Outreach Programmes and the execution of specific instructions and application of laid down procedures with respect to Public Participation by:

- Verifying and approving the release of Public Participation information, publications and communiqués pertaining to projects and programmes to uphold the image of the Municipality and its leadership.
- Communicating with Council's Executive and establishing critical priorities for communication purposes, including the rendering of research and information service, and product development services.
- Providing direction and management of E-Communications strategy through the provision of electronic mediums of communication and resources, including creating and managing a library of photographs, books, videos and other communication tools.
- Coordinating media releases and press interviews during Public Participation engagements by carefully screening topics, identifying designated speakers for interviews and comments and conducting research on issues/ statements prior to

release.

- Overseeing advertising of functions relating to community relations, outreach and public information.
- Monitoring the planning of décor and layout, food service, invitation, media protocol requirements for municipal events and functions.
- Briefing the Speaker on the status of events/functions with respect to confirmation on the guest list, schedule of events, mayoral speech, etc.
- Establishing and maintaining effective working relationships with diverse groups (e.g. Traditional Leaders) and individuals from Government Departments.

To ensure the communications, publicity events and functions are efficiently planned, prioritised and co-ordinated, upholding the professionalism and image of the Municipality and Executive.

QUALIFICATION:

Diploma in Public Relations - NQF Level 6

Code EB Driver's License.

Computer Literacy – Office Applications

EXPERIENCE: 4 years applicable

Vacancy: **Ward Coordinator** (Term of contract is subject to the Political Term of the Speaker)

Task: 9

Basic Salary: R356 361 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Implements the key performance areas and outcomes for the Office of the Speaker associated with the monitoring and administration of the Ward Projects and Ward Committee operation through capturing Ward Development priorities for Community Projects/ Programs (e.g. Moral Regeneration Movement, Public Participation Programs, IDP, People's Assembly, Outreach Programs, Imbizo's, Military Veterans, etc.); sourcing of quotations for these projects/ programs; drafting of Bid Specifications for the approval by the Bids Specification Committee; submitting of invoices; drafting of Ward Projects and Ward Committee operation reports; and implementing the administrative policies and procedures for Ward based programs/ projects in accordance with the Supply Chain Management Policy and Council approved budget for the Ward Projects and Ward Committee operation.

DUTIES

FUNCTIONAL COORDINATION – WARD PROJECTS AND WARD COMMITTEE OPERATION

LOGISTICAL & ADMINISTRATION SERVICE

Implements specific administrative and financial procedures associated with the Ward Projects and Ward Committee operation by:

- Verifying logistical and financial support in respect of community projects/ programs priorities, through implementation of policies and procedures and reporting on specific project/ programme requirements e.g. Imbizos, Moral Regeneration Movement; Public Participation Programs, Youth Councils, etc. and capturing of priorities onto the Ward Projects and Ward Committee operation Database.
- Maintaining the implementation of approved Ward Projects and Ward Committee operation budgets, analysing and correcting deviations of incidental costs.
- Sourcing of quotations for priorities under R30K in terms of the supplier's database and finalizes quotations and formal price quotations in accordance with the guidelines stipulated in the Supply Chain Management/ Procurement Policy and Procedures.
- Drafting of specifications for priorities over R30K, presenting items at Bid Specifications Committee for approval.
- Completing and verifying information recorded on requisition forms (Ward Projects and Ward Committee operation vote numbers, specifications, etc.), processing information onto the system and allocating order numbers.
- Checking quoted prices and specifications against requisitions/ requirements.
- Interacting with supplier representatives and resolving aspects pertaining to quality, discounts and delivery lead times.
- Establishing the status of the order after approval through to delivery and communicating with the supplier on issues pertaining to short delivery, damages, poor service, etc.
- Overseeing that projects are completed according to agreed outcomes, prior to submitting of invoices for further processing.
- Liaising with Councillors on a daily basis on priorities, etc.
- Liaising with Public Participation officers on the requirements for various programs.
- Attending Ward Councillor Meetings and providing feedback on projects/ programs and availability of Ward Projects and Ward Committee operations.
- Drafting of Ward Projects and Ward Committee operation Progress reports for submission to the immediate supervisor.

In order to ensure that logistical and administrative support is provided effectively and efficiently thus contributing to the effective utilization and control of the Ward Projects and Ward Committee operation.

FINANCIAL REPORTS

Prepares Financial reports on the financial status of the Ward Projects and Ward Committee operation by:

- Preparing statistical and narrative reports, correspondence and other documents, including statutory requirements for the expenditure of the Ward Projects and Ward Committee operation.
- Comparing actual expenditure and variances to the immediate supervisor for approval and or reporting.
- Preparing budget amendments when Ward Projects and Ward Committee operations are exhausted in the municipal votes.

- Providing Councillors with financial reports and guidelines pertaining to the maintenance and reconciliation of the Ward Projects and Ward Committee operation financial data.

In order to ensure that reporting requirements are coordinated and disseminated to support the Ward Projects and Ward Committee operation which can deliver on its strategic mandate of service delivery.

Qualification:

National Diploma Public Administration – NQF 6

Computer Literacy – Office applications.

Code EB Driver’s License

Experience: 3 years applicable

Vacancy: Administrative Assistant (Term of contract is subject to the Political Term of the Speaker)

Task: 7

Basic Salary: R205 200 – R266 364 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

OFFICE OF THE MUNICIPAL MANAGER

Vacancy: Programme Manager

Task: 14

Basic Salary: R517 436 – R671 658 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

The Programme Manager is responsible for overseeing the management of complex infrastructure projects, ensuring they align with the Municipality’s Integrated Development Plan (IDP) and broader regional growth objectives. This role includes formulating and guiding project proposals, managing contracts, and ensuring compliance with relevant regulations. The Programme Manager ensures financial integrity through adherence to the Municipal Finance Management Act (MFMA) and related policies, while also coordinating community and functional role-players. Key duties include monitoring project deliverables, addressing constraints, and ensuring that projects such as Municipal Infrastructure Grant (MIG) and Expanded Public Works Programme (EPWP) funded initiatives meet service delivery targets. Additionally, this role involves facilitating the formation of project steering committees, providing strategic input on roads infrastructure, and ensuring that all outcomes are achieved within the set timelines and quality standards.

DUTIES

Programme Management:

Defining Standards and Monitoring Compliance:

- Compiling project briefs for complex aspects, distributing work to specialist consultants, ensuring alignment with the Municipal Infrastructure Grant (MIG) standards.
- Conducting site inspections to assess compliance with the Business Plan, Key Performance Indicators (KPIs), and design concepts as outlined by MIG.
- Managing and chairing site meetings, addressing constraints impacting deliverables, and evaluating requests for variations in accordance with MIG guidelines.
- Monitoring project performance against budgets, controlling cash flows, verifying payment certificates, and ensuring compliance with MIG financial reporting requirements.
- Collating reports and presenting them as evidence during dispute resolution or arbitration processes regarding contractual claims.
- Overseeing the project handover process after the maintenance period, ensuring all MIG and Consultant completion certificates are issued.

Project & Contract Functions:

- **Project Planning & Coordination:**
 - Identifying and defining short- and long-term project objectives related to municipal infrastructure development to support service delivery, with an emphasis on MIG and EPWP-funded projects.
 - Evaluating key performance indicators for projects, ensuring alignment with the Department's Business Plans and strategic outcomes.
 - Conducting research on best practices and coordinating the execution of municipal projects, ensuring compliance with MIG and EPWP guidelines.
- **Contract Management:**
 - Drafting, adjudicating, and managing tender and contract processes, ensuring compliance with MIG and ECSA (Engineering Council of South Africa) standards.
 - Monitoring contractor performance and resolving contractual claims, ensuring all legal obligations and procurement policies are met.
 - Managing contracts through continuous interaction with contractors, conducting site inspections, and ensuring adherence to MIG and EPWP procurement and labour-intensive construction guidelines.

PROJECTS COORDINATION

Coordinates the professional, technical and operational outcomes with respect to core service delivery related projects by:

- Assessing and consulting on the prioritization of project applications for the Municipality with a view to guiding and facilitating the process.
- Mapping out project key performance areas, deliverables and time frames and/ or attending to the approval and implementation sequences.

- Monitoring project progress through analysis and evaluation of reports and schedules received from contractors and conducting of site observations and, attending to deviations from agreed contract specifications and procedures through the implementation of corrective measures/.
- Managing labour intensive project by ensure compliance to EPWP framework and reporting requirements.
- Establishing key performance indicators and measures for determining / assessing the level and appropriateness of service delivery with respect to infrastructure capital project.
- Involvement and responsible for planning design and implementation of capital project in keeping with the relevant contractual obligations.
- Assessing and analysing the material design, introduction of new material and equipment and its impact on the functioning and level of service delivery
- Evaluating interventions and / or the design and construction of infrastructure contemplated or affected through external sources and proving comments on constraints / applicability with regards to ongoing capital project
- Preparing / approving drawings, design and cost estimates for new project and monitoring the implementation sequences thereof
- Managing cash flow and committed project expenditure as per contracts.
- Leading project teams from execution to closeout based on signed contracts.
- Responsible for MIG-MIS reporting.
- Assisting in doing business plan for MIG for each financial year
- Preparing monthly financial and quarterly report for the functionality.
- Responsible for ensuring construction monitoring and supervision.
- Arranging and attending regular project progress site visit and meeting.
- Compiling month Standing Committee report.
- Compiling monthly progress reports.
- Compiling quarterly expenditure reports.
- Representing the Municipality in MIG and EPEP meetings when required.
- Ensuring compliance with professional legislation, procurement and departmental policies.
- Monitoring the compliance with Occupational Health and Safety for capital project.
- Ensuring compliance with local government procurement policies.
- Providing inputs with the procurement of Consultant and Contractors when required.

In order to ensure the activities, projects and assignments associated with the Section are monitored, deviations addressed, and corrective measures introduced enabling the department to deliver in accordance with the laid down service delivery objectives and cost parameters.

Project Closeout:

- **Completion & Handover:**
 - Issuing Work Completion Certificates for MIG-funded projects, ensuring that all as-built drawings and compliance documentation are collected and submitted.
 - Managing the defect liability period and overseeing the rectification of any outstanding work.
 - Coordinating the finalization of cost reports and ensuring the smooth

handover of the project to the client with all statutory and health and safety files in place.

- Present to council

GENERAL FUNCTIONS

Relationship Management & Communication:

- **Internal & External Communication:**

- Participating in council, internal, and external meetings (government structures at national, provincial, and local levels) and providing specialist advice on project management within the scope of MIG-funded projects.
- Engaging with planning departments during feasibility studies to ensure projects align with Provincial growth strategies and regional-level infrastructure plans.
- Negotiating and concluding Memorandums of Understanding (MOUs) and Service Level Contracts to ensure collaboration and efficient service delivery, particularly for MIG and Expanded Public Works Programme (EPWP) projects.
- Maintaining strong relationships with Provincial and Local Government Departments to facilitate knowledge-sharing and improve project management approaches.
- Communicating project progress to communities to enhance buy-in, understanding of service payments, and sustainability of community-based partnerships.
- Coordinating with the Director of Finance for budget reviews, especially regarding DORA (Division of Revenue Act) reporting for MIG-related projects.
- Liaising with the public to respond to service delivery enquiries and providing updates on project implementation as per the EPWP and MIG frameworks.

Financial Management:

- **Financial Planning & Control:**

- Aligning policies and controls to support the financial management of the Programme Management, ensuring adherence to the Municipal Finance Management Act (MFMA) and MIG funding requirements.
- Preparing and verifying financial reports on expenditure related to MIG-funded projects and ensuring compliance with budgetary constraints.
- Monitoring cash flows and implementing corrective measures to rectify financial deviations in both the MIG and EPWP-funded projects.
- Managing grant funding applications and reporting for MIG, ensuring proper documentation and compliance with audit and regulatory requirements.
- Preparing DORA reports for submission to COGTA (Cooperative Governance and Traditional Affairs) and National Treasury, ensuring all financial reporting is accurate and up-to-date.

Personnel & Performance Management:

- **Personnel Management:**

- Defining Key Performance Indicators (KPIs) and conducting performance appraisals to measure staff accomplishments against service delivery

targets, particularly in relation to infrastructure projects funded by MIG and EPWP.

- Identifying skill gaps within the department and implementing training programs to address developmental needs, ensuring alignment with EPWP guidelines.
- Implementing HR policies to regulate workplace conflict, manage absenteeism, and ensure that personnel productivity is optimized to meet the service delivery demands of MIG and EPWP projects.

Administration & Reporting:

- **Administrative Management:**
 - Preparing detailed financial and technical reports on project implementation, ensuring compliance with MIG, EPWP, and DORA reporting requirements.
 - Managing the administrative systems that track project performance, ensuring that all records related to MIG-funded projects are accurate and accessible.
 - Facilitating reporting on project performance and progress through regular submissions to the PMU Manager, EPWP Regional Steering Committees, and other stakeholders.
- **MIG-MIS System Management:**
 - Managing the Municipal Infrastructure Grant – Management Information System (MIG-MIS) for the municipality, ensuring that business plans and project reports are properly captured and presented during DAC meetings.

ADMINISTRATION

Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:

- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the PMU Manager for consideration and inclusion into Council and Sub Committee reports.
- Completing instructional/ operational documentation (vehicle log sheets) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of registers and schedules (safety/ contract/ process monitoring)

In order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Section.

Specific Projects

Roads Operational Projects:

- **Roads Planning & Development:**
 - Planning road infrastructure projects by aligning with MIG standards and considering operational dimensions, resource utilization, and long-term service delivery objectives.
 - Monitoring and assessing road repair and maintenance work to ensure compliance with MIG and EPWP standards, including trench reinstatements and drainage installations.
 - Implementing strategic policies for roads infrastructure development based on MIG and ECSA guidelines, ensuring technical compliance and sustainability of projects.

ISD (Infrastructure Services Delivery) Coordination:

- **ISD Operational Coordination:**
 - Developing and implementing ISD facilitation and training plans that meet the needs of community-based capital projects, ensuring alignment with EPWP and MIG-funded initiatives.
 - Providing guidance on infrastructure maintenance and training procedures to ensure that the ISD objectives are in line with the priorities set out in the Integrated Development Plan (IDP).
 - Ensuring community participation in capital projects through structured training and facilitation, in accordance with EPWP guidelines.

QUALIFICATIONS:

B Project Management/ B. Tech Civil. / Diploma in Engineering Project Management.

NQF level 6/7

Code EB driving license

EXPERIENCE: 8 years applicable

DEPARTMENT: CORPORATE SERVICES

Vacancy: Manager: Council/Committee Support

Task: 12

Basic Salary: R408 185 – R529 843 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Manages the key performance areas and result indicators associated with the Administration Council and Committee Support Section through the provision of an effective administrative, information and council support service to core service delivery functions (Secretarial/ Committee Services, adjusting and reviewing administration policies and procedures against departmental, statutory and audit guidelines; reviewing and participating in the development and implementation of auxiliary services infrastructure

and application platforms capable of satisfying the departments requirements in keeping with the IDP of the municipality.

DUTIES

A. MANAGEMENT FUNCTIONS

ADMINISTRATION FORWARD PLANNING

Identifies and defines the immediate, short- and long-term objectives/ plans associated with the provision of administrative and council support by:

- Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation.
- Analysing and aligning administrative requirements with operating capacity and capability.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments SDBIP and Strategic Plans.
- Referring to Council's schedule of meetings and, arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required.
- Allocating secretarial resources in accordance with the status and complexity of meetings and approving completed schedules for execution.
- Developing a comprehensive filing system through the conducting of an information audit, separating documents according to types and sources, compiling a user-friendly format of Council Resolution Register and compiling progress reports.
- Planning and implementing key deliverables associated with outcomes of the auxiliary services functionality.
- Presenting a conceptual framework of current and future administration interventions necessary to support core service delivery areas with accurate information and records of work in progress.

To ensure the key responsibilities areas are identified, objectives aligned, and appropriate procedures developed and implemented on approval to guide and direct administrative compliance.

PRODUCTIVITY/ PERFORMANCE AND PERSONNEL MANAGEMENT

Manages outcomes associated with utilization, productivity and performance of personnel within the council Support Section by:

- Defining/ adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements.
- Conducting appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives.
- Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/ or the need for changes to plans.
- Analysing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs.

To ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives.

SECRETARIAL/ COMMITTEE SERVICE

Manage the secretariat/ committee services to the Council and other specific committees of the municipality in support of appropriate decision-making processes by:

- Monitoring the provision of Committee Services to Council, Mayor and Exco Committee, Portfolio Committees, Appeal Committees and other Ad-hoc Committees of Council.
- Providing and monitoring a resolution tracking, drafting & distribution of documentation service.
- Preparing departmental circulars to directors based on directives/ decisions taken at meetings, and analysing and formulating responses to correspondence received to facilitate clarification and understanding.
- Managing logistical activities and procedural requirements for Council and Committee meetings.
- Proof reading of agendas and minutes before circulation to relevant Councillors/ Committee members/ Directors.

To ensure the key Committee Services responsibilities are identified, objectives aligned, and appropriate procedures developed and implemented on approval to guide and direct administrative compliance for all meetings.

B. ADMINISTRATION

FINANCIAL CONTROL AND RISK MANAGEMENT IN SECTION

Manages the implementation of financial controls/ procedures and provides information to support financial planning sequences by:

- Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and, consolidating the Section's operating and capital budget.
- Evaluating and presenting reports to the Senior Legal Advisor detailing the Division and section's performance against specific measures.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Initiating specific sequences (vote transfers, etc.) in consultation with the Finance and Management team aimed at regularising expenditure.

To ensure accurate estimates are prepared in relation to requirements enabling the Section to contribute positively towards meeting objectives and sustaining the quality and standards of service delivery.

RELATIONSHIP MANAGEMENT AND COMMUNICATION

Disseminates functional and operational information on the immediate, short and long-term objectives and current developments, problems and constraints by:

- Communicating with internal departments and/ or external service providers in respect of the catering requirements and/ or stationery and equipment needed for specific sessions.
- Communicating with the Council's Financial personnel on audit findings and recommendations and institutes the necessary investigational or corrective measures.
- Analysing and reporting to the Senior Legal Advisor the adequacy of coverage against loss and/ or damage arising out of accidents/ incidents and negligence to departmental assets (facilities, plant and equipment).
- Negotiating contractual terms and conditions of maintenance contracts to support office equipment with service providers/ vendors.

To ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

CORRESPONDENCE, RECORDS AND DOCUMENTATION MANAGEMENT

Manages the implementation of procedures and systems associated with controlling document flow and, quality systems/ statutory and audit requirements regulating record keeping by:

- Maintaining contractual procedures to facilitate assessment of financial/ administrative implications for the Department.
- Updating and maintaining the 'codes of delegations', Department's standing orders and relevant legislation and informing/ circulating to Management and support personnel.
- Preparing departmental circulars based on directives/ decisions taken at management/ council meetings, and analysing and formulating responses to correspondence received to facilitate clarification and understanding.

To ensure administration requirements are effectively addressed through the implementation of defined practices and procedures.

QUALIFICATIONS:

B. Public Admin Degree - NQF Level 7 or National Diploma Public NQF 6

Code EB Driver's License.

Computer Literacy – Office Applications

EXPERIENCE: 5 years

Vacancy: Senior Legal Service Advisor

Task: 14

Basic Salary: R517 436 – R671 658 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE:

Plans and manages the key performance areas of Corporate Services Operational Division including Legal and Labour Relations Service functionality through the provision of a legal service to the municipality on all legal matters, estates matters, mitigating legal risks in line with relevant legislations, regulations, guidelines, policies and procedures, legal advice on pro-active and re-active basis by applying knowledge of relevant legislation, statutes, ordinances, and by-laws, common law and case law; providing practical recommendation and solutions; examining and reviewing current legal strategies to address awareness and relationships; coordinating and implementing legal interventions and initiatives; providing advice and guidance on the development of effective, professional and sustainable legal approaches and conducting research on legal case studies and legal precedents to manage legal implications and risks for the municipality.

DUTIES

LEGAL AND LABOUR RELATIONS MANAGEMENT FUNCTIONS

FORWARD PLANNING

Formulates and implements the broad Legal Services strategy and, defines, implements and monitors short term plans/ objectives by:

- Communicating with the Municipal Manager on specific Key Performance Areas (legal communication, relationship management, strategic legal policy implications) with a view to aligning functions and objectives.
- Analysing the adequacy of current legal approaches, submits reports supporting specific provisions associated with Legal Services interventions.
- Keeping abreast of legislative changes and National Government requirements with respect to access to information and formulating methodologies/ policies dictating procedural legal applications for consideration and approval.
- Analysing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align legal structures and systems.

- Providing legal advice/ opinions to the Executive on the exercise of powers and functions and decision making, through the analysis and evaluation of attitudes and needs of the municipality.
- Interpreting situational and contextual issues and researching relevant topics to enable the preparation of legal documentation.

In order to ensure the Legal Services strategy adequately addresses the legal and administrative needs of the Municipality and local and broader community.

PERSONNEL AND PERFORMANCE MANAGEMENT

Manages and controls the Key Performance Indicator's and outcomes of personnel within the Section by:

- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
- Participating in the recruitment and selection process, approving minimum design and specifications for inclusion into job advertisements and evaluating applicant's suitability through analysis of selected short-listed curriculum vitas and interviews.
- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.

In order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Department's service level objectives and outcomes.

OPERATIONAL MANAGEMENT

LEGAL AWARENESS: BY-LAW FORMULATION & AGREEMENTS

Manages key processes, procedural and legal applications associated with the functionality by:

- Controlling the formulation of new or amended municipal by-laws, tariffs and policies through the investigation/ research of proposals.
- Determining the legality of creation of by-laws and the prospects of enforcing intended by-laws through the assessment of possible legal infringement of any part of the law.

- Drafting by-laws through the application and knowledge of the law i.e. Constitution, Human Rights, relevant Legislation, and applicable Council Policy to ensure that proposed by-laws are not *ultra vires*, unreasonable, vague or invalid.
- Verifying that ramifications of all eventualities implicated by the proposed by-laws have been identified and provided for without any loopholes through research of precedents and application of legal processes knowledge and experience.
- Facilitating the approval of draft by-laws through effecting the relevant approval processes i.e. forwarding the drafts to the Executive Committee, publications in newspapers, to Council, and publishing approved by-law in the Provincial Gazette.
- Assist in evaluating all requests made in terms of the PAIA, and advice on formal compliance with the Act, and legal implications for disclosure including rights of third parties.
- Drafting and vetting of agreements to ensure compliance with legislative and Council policy requirements through receiving requests to draft or vet (prepared by third parties where Council's rights are affected) agreement; researching background and collecting all relevant information; discussing the request with the initiator; submitting vetted/amended agreement with proposed amendments to other party; negotiating agreement until both parties are satisfied, and finalizing and presenting agreement for signature.
- Determining uniform standards for contract administration, tender documents and interpretation of the target groups and Procurement Policy to ensure that all procurement processes are geared towards achieving the same outcome.

In order to ensure the legal strategy is effective in addressing awareness and information needs of the Municipality.

LEGAL ADVICE

Manages the flow of legal communication/ advice from/ to the organization, media and broader communities by:

- Determining the exact nature and extent of legal problems referred by Council Departments, Council Committees, etc. and questioning relevant parties, requesting specific information, and suggesting particular investigations.
- Determining practical resolutions to relevant legal problems through the application and knowledge of the law and where necessary, referring to legal reference documentation, publications, legislation, etc. and considering the legal implications of the problem/s and the alternative solutions to either the Council, the complainant or any other parties.
- Managing Litigation by ensuring that all necessary pleadings are filed and or making recommendations for the out of court settlement to minimize unnecessary litigious costs and to defend the Municipality against malicious claims.
- Formulating legal opinions and recommends guidelines to resolve issues e.g. drafting agreements, undertakings, etc.
- Initiates policies or procedures to deal with various legal issues, including new legislation to ensure sufficient notice and correct interpretation and implementation e.g. employee liability for damage to Council Vehicle, drafting of resolutions, legal guidelines for certain functions undertaken by the various departments.
- Providing legal advice to all Council Departments and Committees on matters relating to Labour Law e.g. serious disciplinary matters, drafting of related charges, etc.
- Providing legal assistance and advice in the drawing up and authorization of contracts

by obtaining rudimentary information regarding intended contracts, drafting the contract according to information gained, verifying that the draft contract is water-tight in terms of Council's possible liability, and authorization of contracts through submission of motivation to relevant Council Committee.

- Advising and assisting departments in matters of a complicated nature where legal input is required e.g. drafting of letters of a technical legal nature.
- Providing legal advice to all Council departments and Committees on matters including but not limited to property, procurement legislation, public and private law, etc.
- Managing the process of dealing with high-level complaints (from internal and external sources) where rights are infringed, evaluating and adjudicating and resolving issues which may include disciplinary proceedings against employees.

In order to ensure that accurate legal advice is communicated on proactive and reactive basis and the Municipality is prepared and positioned to effectively address legal obligations/ requirements.

LEGAL COMPLIANCE FUNCTIONS

Aligns and implements key legal requirements with respect to upholding the image and/ or maintaining positive perceptions of the municipality by:

- Providing departments with copies of legislation where required.
- Keeping abreast of continual updates/ changes in law through the studying of law reports and disseminates information on latest developments to Council and its employees.
- Monitoring and evaluating Contract Documents and developing contract documents which meet business objectives, accountabilities and controls (e.g. auditing, tax, payments, technical); applying appropriate municipal policies and procedures; ensuring form of agreement, general and special conditions, scope of work, schedule of remuneration, risk management and liabilities mitigation clauses, and rates are defined and input from all parties is incorporated.
- Studying Government and Provincial Gazettes for new legislation and amendments to existing legislation; researching case law and any other developments relevant to local government; providing comments on draft/proposed legislation; issuing directives and prepare reports regarding new/proposed legislation or amendments, case law and other developments to Council, together with an interpretation and evaluation of the implications thereof, thereby ensuring full compliance with the law.
- Controlling municipal prosecutions through the gathering of evidence and preparation of witnesses, preparing for trial and conducting the prosecution at court.
- Addressing public liability claims through the consideration of relevant facts and recommending or initiating appropriate processes.
- Preparing and prosecuting interdict proceedings in cases involving transgressions of the National Buildings Regulations.
- Undertaking litigation in the civil court up to and through trial stage for actions against/ or actions for Council.
- Advising the Council on Press Releases through liaison with the Municipal Manager/ Manager in the Office of the Municipal Manager on the contents and legal implications of the contents of the intended press release.
- Liaising with and giving directions/ instructions to attorneys/ advocates appointed to defend/ initiate Council matters.

- Taxing, negotiating and assessing and approving advocate fee notes and bill of costs. To ensure the image of the Municipality is upheld through the application of a professional legal approach.

OPERATIONAL DIVISION MANAGEMENT

ALIGNMENT – Community Halls and Municipal Buildings

Researches, develops and participates in the implementation of strategic and short term plans associated with the functionality by:

- Analysing performance of current administrative systems against legislative requirements and best practices with a view to introducing changes to applications and methods to support accountable governance.
- Interpreting and consolidating the income and expenditure estimates for specific functions, preparing the draft budget and, monitoring financial performance with a view to correcting and/ or reviewing applications and processes.
- Preparing and presenting to the M Manager and/ or Standing Committees of Council forward plans, strategic intent and interventions designed to drive reorganisation and alignment of critical Community Halls and municipal building administrative support service functions with accurate information and records of work in progress and/ or projects and maintenance assignments.

In order to ensure key service delivery requirements associated with the Community Halls administrative and secretariat requirements are identified and encapsulated in service delivery plans.

- Negotiating contractual terms and conditions of maintenance contracts to support office equipment/ maintenance of Community Halls Complex with service providers/ vendors.

CONTINUOUS IMPROVEMENT

Formulates and/ or manages the evaluation and review of the Operations Plan against critical administrative and secretarial deliverables as identified by:

- Analysing situational studies highlighting positive and negatively impacting variables constraining delivery and maintenance of interventions.
- Exploring alternative approaches against current practices and commenting on the advantages/ disadvantages to changing the methodology of service delivery through collation and correction of information.
- Managing procedures for Community Halls usage and maintenance pertaining to use of vehicles, offices, boardrooms, public address system, security, and safekeeping and updating them regularly.
- Providing managerial, clerical, reception and secretarial support services to the Executive and elected Office Bearers as and when required.
- Planning logistical and administrative support in respect of special programmes implementation and reporting on specific programme requirements e.g. Public Participation Programmes, etc.
- Maintaining the compliance of Rules of Order in Council and Portfolio meetings and Code of Conduct for Councillors by reviewing/ distributing the rules of order and policies

for adoption by Council.

- Managing the integration of Special Programme objectives for compliance with National Policy framework through making available Special Programme Policies (including Provincial and National policy framework) to stakeholders, and compiling progress reports for submission to Council.

To ensure that the activities of the Unit are monitored and appropriate interventions identified to enable improvement to current levels of service and sustainability.

Managing Council Support

SECRETARIAL/ COMMITTEE SERVICE

Manage the secretariat/ committee services to the Council and other specific committees of the municipality in support of appropriate decision-making processes by:

- Monitoring the provision of Committee Services to Council, Mayor and Mayoral Committee, Portfolio Committees, Appeal Committees and other Ad-hoc Committees of Council.
- Providing and monitoring a resolution tracking, drafting & distribution of documentation service.
- Preparing departmental circulars to directors based on directives/ decisions taken at meetings, and analysing and formulating responses to correspondence received to facilitate clarification and understanding.
- Managing logistical activities and procedural requirements for Council and Committee meetings.
- Proof reading of agendas and minutes before circulation to relevant Councillors/ Committee members/ Directors.

In order to ensure the key Committee Services responsibilities are identified, objectives aligned, and appropriate procedures developed and implemented on approval to guide and direct administrative compliance for all meetings.

PROPERTY & FACILITIES MANAGEMENT

Providing properties and facilities management administrative processes in respect of all land and property transactions and maintain all municipal buildings by:

- Administering all processes regarding alienation, sales, leases, donations, servitudes, notaries agreements, deeds of sales and ownership confirmation of properties.
- Administering land and properties purchases, sales and leases.
- Managing and administering Council's immovable assets used for administrative purposes.
- Managing the administration of transfers in respect of municipal houses.
- Monitoring usage in terms of contracts and upkeep of Council Properties.

To ensure that all Council properties and facilities are administered effectively in terms of transactions and maintenance of municipal buildings.

LIBRARY MANAGEMENT FUNCTIONS

FORWARD PLANNING - LIBRARIES

Identifies and defines the immediate, short- and long-term objectives/ plans associated with the Libraries by:

- Planning and programming annual schedules to ensure sufficient operating capacity and capability, and resources to meet departmental service delivery needs.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans.
- Preparing the Library's budget, controlling and monitoring budget against operational expenditure.
- Submitting of lost & paid items and monthly statistics to the Department of Arts & Culture.
- Developing an annual business plan for library grants and submit to council for approval by end March and submitting grant application to CATA by end June.
- Presenting a conceptual framework of current and future Library interventions necessary to achieve acceptable levels and standards of service delivery to the Manager for consideration and inclusion into the department's short/ long term performance and service delivery plans.

In order to ensure critical performance indicators are identified and specific measures established to enable and guide the department to plan, manage and or prioritize outcomes accordingly.

ACQUISITION, ORGANISATION AND AVAILABILITY OF INFORMATION

Monitors specific procedural applications associated with the acquisition, organization and communication of information by:

- Analysing new and existing library issues and reporting on trends to the Manager.
- Verifying information on the computer database of user details and accessing specific fields to elicit information on overdue books and specific recovery sequences.

TRAFFIC PERSONNEL AND PERFORMANCE MANAGEMENT

Monitors and controls the Key Performance Indicator's and outcomes of personnel within the Traffic Management Section by:

- Defining/ adjusting the role boundaries, workflow processes against laid down service delivery requirements.
- Planning work and allocating duties to subordinates to ensure that operational requirements are met.
- Conducting appraisals to measure performance against agreed objectives, counselling and consulting with personnel on developmental goals, short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and

progress reports for inclusion into the consolidated Skills Development Plan of the Municipality.

- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.

To ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Department's service level objectives and outcomes.

FINANCIAL CONTROL

Prepares and submits capital/ operating estimates and controls expenditure against the approved budget allocations by:

- Interpreting and consolidating the expenditure estimates for the Law Enforcement Section, preparing the draft budget and, monitoring financial performance with a view to correcting and/ or reviewing applications and processes.
- Considering proposals by the Manager and subordinates for drawing up a draft budget.
- Verifying the execution and procurement of approved budgetary items to circumvent over-expenditure of votes and ensure that approved commodities are acquired in terms of the Municipal Financial Management Act, 2003 (Act 56 of 2003)
- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.

QUALIFICATIONS:

LLB Degree – NQF Level 7

Computer Literacy – Office applications.

Admission as an Admitted Attorney/ Advocate.

EXPERIENCE: 7 years

Vacancy: Senior ICT Practitioner

Task: 12

Basic Salary: R408 185 – R529 843 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Responsible for overseeing and optimizing the Municipality's Information and Communication Technology (ICT) infrastructure and systems. This involves:

- Leading the development, implementation, and maintenance of ICT strategies to ensure continuous improvement and alignment with organizational goals.
- Managing system and network performance, ensuring uninterrupted functionality and swift resolution of hardware and software issues, including desktop support, LAN/WAN administration, and peripheral equipment maintenance.
- Developing and overseeing information security protocols, disaster recovery plans, and compliance with standards, ensuring secure and efficient ICT operations.
- Driving system development and maintenance projects, aligning project outcomes with service delivery objectives.
- Managing the Communications Unit, enhancing the Municipality's public relations and corporate identity by formulating and executing communication strategies, building media relations, and ensuring effective real-time communication channels.
- Providing strategic support to the Municipal Manager and Mayor, promoting a positive image of the Municipality and coordinating key public relations initiatives.
- Overseeing server and network support functions, ensuring the secure and efficient management of the Municipality's ICT infrastructure.

This role ensures that the Municipality's ICT and communication services are robust, secure, and effectively support the organization's operational and strategic goals.

DUTIES

Functional Coordination & Management:

- Monitor and upgrade user systems, networks, and servers, ensuring optimal performance and uptime.
- Continuously apply technological improvements to enhance ICT infrastructure.
- Evaluate and enhance end-user support structures, addressing response time deviations.
- Manage system capacity, compatibility, and installations, ensuring daily antivirus updates and secure WAN connections.
- Oversee custom IT solutions (e.g., Rank Permit system, Traffic Violation Register) and manage Property Valuation systems.
- Identify and address user training needs for specific applications.

Systems Planning & Maintenance:

- Stay updated with the latest technological advancements in ICT systems to improve performance.
- Align system requirements with operational capacity and strategic objectives for long-term service delivery.
- Implement and update procedures for system acquisitions, software development, and asset control.
- Regularly evaluate systems and propose enhancements based on audit findings.

Operational ICT & Network Management:

- Ensure continuous functionality and performance of IT systems, including servers, networks, and user devices.
- Manage server and network support functions, focusing on security, accessibility, and system performance.
- Administer user accounts, DNS/DHCP roles, VPN, and Microsoft Exchange, ensuring seamless connectivity.
- Maintain data backups and security measures, including disaster recovery planning.

ICT and Communication Contract & Vendor Management:

- Oversee ICT contracts, tenders, and vendor performance, ensuring compliance with terms and service level agreements.
- Resolve technical conflicts and manage contract claims, preparing reports for arbitration when necessary.

Communications Management:

- Develop and implement communication strategies to enhance the Municipality's image and public relations.
- Manage the Council's advertising, media relations, and communication resources, ensuring efficient delivery of public information.
- Oversee corporate identity programs and provide in-house graphic design and DTP services.
- Coordinate communication forums and address service delivery concerns.

Manage Documentation Controls & Records Management:

- Oversee the registration and recording of incoming and outgoing mail, ensuring compliance with administrative processes and legislative requirements such as the Provincial Archives and Records Services Act.
- Manage daily scanning, indexing, and routing of documents, while verifying the accurate capturing of records in electronic systems.
- Supervise the handling of incoming correspondence, ensuring secure and compliant receipt of cheques/cash and proper documentation of records.
- Administer document archiving and disposal processes, ensuring that records are archived in accordance with legal standards and disposal is conducted under proper authority from the Provincial Archivist.
- Ensure that no archival records are destroyed, investigate any accidental destruction, and report cases of unauthorized destruction to the Provincial Archives and Records Service.
- Maintain detailed records of all destruction events and compile destruction certificates for audit purposes.

Financial & Administrative Control:

- Prepare capital and operational budgets based on future trends and requirements.
- Monitor budget performance, address variances, and ensure compliance with

financial regulations.

- Ensure accurate and timely completion of administrative reports and record-keeping.

Personnel & Performance Management:

- Define role boundaries, workflow processes, and job designs to meet service delivery requirements.
- Conduct appraisals, monitor training outcomes, and address performance or workplace conflicts.
- Manage the performance and development of ICT and communications personnel, ensuring high motivation and competency levels.

Qualifications:

National Diploma or Degree in Information Technology (NQF Level 6/ 7) or

A+, N+ Computer Driver's License – Diploma in Information Technology or equivalent NQF Level 6/7

Code EB Driver's license.

Experience: 5-8 years

Vacancy: **Local Agricultural and Economic Development Officer**

Task: 11

Basic Salary: R345 738 – R448 810 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

To coordinate and implement the key performance areas and result indicators associated with Local Economic Development (LAED & TOURISM), Local Agricultural Economic Development (LAED), and Tourism within the Municipality. This includes developing, maintaining, and implementing medium to long-term strategies to ensure the economic health, viability, and sustainable growth of the municipal region. The incumbent will focus on promoting economic growth in agriculture, rural development, and tourism, while ensuring alignment with the service delivery objectives as defined in the Municipality's Integrated Development Plan (IDP) and the Provincial Tourism Act of 2003. The role further involves creating an enabling environment for entrepreneurship and capacitating stakeholders, including community-based organizations, businesses, and other interest groups, to achieve sustainable social, economic, and material development and improve the quality of life for residents

DUTIES

LAED & TOURISM FUNCTIONAL COORDINATION

PLANNING & IMPLEMENTATION

Identifies and defines the immediate, short and long-term objectives/ plans and controls associated with LAED & TOURISM development by:

- Planning, coordinating and evaluating all SMME economic development activities in the region through the establishment of a reliable and coherent LAED & TOURISM database.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed LAED & TOURISM in the Municipality's' IDP, Business and Strategic Plans.
- Assessing and evaluating Local Economic Development project proposals and applications and preparing reports summarizing findings and including specific recommendations for consideration.
- Conducting situational analysis and feasibility studies to assess the impact of specific economic development initiatives and opportunities.
- Presenting proposed programs and projects to community groups, industries and local business meetings (SMMEs).

In order to ensure critical performance indicators are identified and specific measures established to enable and guide the department to plan, manage and or prioritize outcomes accordingly.

SPECIFIC LAED & TOURISM, LAED & TOURISM SUPPORT

Provides LAED & TOURISM support and administrative assistance by:

- Providing administrative assistance in the establishment of Ward-Based LAED & TOURISM Forums through preparation of a notice for the LAED & TOURISM Forum establishment meeting; recording the names and contact details of those elected to serve on the ward LAED & TOURISM Forum; and maintaining a register of elected ward LAED & TOURISM Forum members.
- Providing administrative assistance in arranging meetings of the ward-based LAED & TOURISM Forums through receiving communication/ instruction on meetings to be arranged; preparing agendas for the LAED & Tourism ward-based committees; assisting with the keeping of minutes of the meetings; and submitting minutes to immediate superior.
- Maintaining an SMME Internal Data base through preparing notices for publication calling SMME's to register on the SMME database; assisting applicants in completing the prescribed SMME database registration forms; recording qualifying applicants in the SMME Database; and receiving walk-in applications for recording in the SMME database.
- Assisting SMME's to register on the external data bases through determining the requirements for the submission of applications from the various institutions; ensuring that the applicant does have the required documents required for submission with the application; submitting the registration application on behalf of the SMME applicant; following up with the registration body on progress with registration; and informing the applicant of the progress made and/or outcomes of the registration application.
- Providing administrative assistance to sector departments in the development and training of SMME's through liaising with sector departments on community development training programs earmarked for the Municipal Area; submitting names and contact details of proposed participants in training/development programs to the

relevant sector department; recording the names of SMME's trained in the SMME training register.

In order to ensure that administrative support provided contributes to the enhancement of the LAED & TOURISM initiatives and objectives of the municipality's IDP.

LAED & TOURISM PROCEDURES & DELIVERABLES

Attends to the implementation of specific policies and procedures for LAED & TOURISM implementation by:

- Formulating plans detailing interventions, actions and timelines guiding the delivery and/ or execution of activities.
- Establishing goals, objectives and priorities and developing these into operating procedures.
- Pooling of various service providers with different expertise and formulating and facilitating access to business development services.
- Conducting training to develop understanding and improve capabilities of the local community to participate in economic development initiatives.
- Assessing project deliverables against agreed outcomes and milestones and establishing reasons for non-achievement of critical requirements.
- Facilitating the linking of SMME's to relevant markets and funding institutions.
- Facilitating and overseeing mentoring of SMME's within the region, including the dissemination of information pertaining to the functionality.
- Monitoring progress and expenditure on projects and keep a record thereof.

In order to ensure that policies and procedures are complied with and specific responsibilities discharged accordingly without any risk to the Municipality.

SPECIFIC LAED & TOURISM FUNCTIONS

DEVELOPMENT PROJECTS

Coordinating LAED & TOURISM development projects to ensure that objectives in terms of the IDP are met by:

- Investigating applications for new SMME development projects, obtaining quotes and preparing reports for submission to the Manager.
- Preparing of development related business plans if required by providing advice, guidance and support.
- Visiting local economic development projects, taking photos and videos and writing progress reports for submission and presentation at management meetings.
- Co-ordinating broader based stakeholder workshops to seek ideas, establish priorities and determine strengths, weaknesses and threats.
- Interacting with the established local business sector to elicit support with job creation and poverty alleviation initiatives.

SMME DEVELOPMENT: INTERNAL FUNDING

Provide administrative assistance in SMME training by:

- Liaising with the finance section to establish funding allocated for SMME training.
- Liaising with the immediate superior on training programs to be presented and the anticipated dates for training; and preparing a SMME training program for approval by the immediate superior.
- Obtaining quotations/bids for service providers to present the required training.
- Ensuring the attendance registers are available and signed by attendees.
- Obtaining a training results report from the service provider on conclusion of the training.
- Recording the results of the training and people trained in the SMME Training Register.

INTERGOVERNMENTAL RELATIONS

Provide administrative assistance in the establishment and maintenance of LAED & TOURISM based Intergovernmental Relations by:

- Establishing and maintaining a data base of sector department contact persons in the LAED & TOURISM field.
- Booking venues on instruction for local meetings of the LAED & TOURISM IGR Forum.
- Providing an attendance register for the meetings.
- Keeping minutes of proceedings if LAED & TOURISM meetings.
- Submitting minutes to the immediate superior.

BUDGET & EXPENDITURE

Prepare requisitions for the LAED & TOURISM Section by:

- Obtaining budget verification per vote for the LAED & TOURISM Section for control purposes from the Finance Section.
- Preparing requisitions for the acquisition of the required goods and/or services for submission to the immediate superior for approval.
- Submitting the approved requisition to the Supply Chain management Section for the issuing of an order.
- Attending to administrative matters relative to the requisition that may be raised by the Supply Chain Management Unit.
- Following up on the issuing of an Official Order.

QUOTATIONS & TENDERS

Performs specific tasks associated with the preparation of specifications for goods and services by:

- Verifying the availability of funds from the budget and treasury section for the required goods/services.

- Preparing the prescribed pre-prep tender/quotation form.
- Preparing draft specifications for the required goods/services for submission to the Bid Specification Committee.
- Attending the Bid Specification Committee Meeting to provide clarity on the proposed specifications for the required goods and services.
- Receiving the quotations/tenders received from Supply Chain.
- Preparing a draft quotation/tender evaluations report for submission to the SCM Unit and/or the Bid Evaluation Committee.
- Liaising with bidders on the approval processes for the goods/ services.

In order to ensure that developmental projects are coordinated and implemented within defined terms and conditions and objectives are met timeously.

ADMINISTRATION

Coordinating the administrative and reporting requirements associated with the key performance and result indicators of the functionality by:

- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the immediate supervisor for consideration and inclusion into Council and Sub Committee reports.
- Completing instructional/ operational documentation (vehicle log sheets) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.

In order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Section.

RELATIONSHIP MANAGEMENT/ COMMUNICATIONS

Disseminates functional and professional information on the immediate, short- and long-term objectives and current developments, problems and constraints by:

- Coordinating and set-up and implementation of communication mediums to serve as avenues to facilitate transfer of functional information and receive client comment and complaint.
- Participating in various meetings (council, internal and external forums) and provides comments / opinions on matters effecting or concerning the business functionality.
- Responding, through the collection of factual information and / or conducting the necessary investigation / research, to enquiries and concerns on service delivery.
- Capacitating project beneficiaries and encouraging maximum participation on business

entrepreneurship programs.

To ensure information, advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

QUALIFICATION:

National Diploma/Degree in Business Administration or Marketing - NQF Level 6/7

Diploma/ Degree in Agriculture/ Economics - NQF Level 6/7

Diploma/ Degree in Tourism and Economics. NQF Level 6/7

Computer literacy – Office applications

Code EB Driving License

EXPERIENCE: 2-5 Years

Vacancy: IDP Officer

Task: 10

Basic Salary: R292 848 –R380 135 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Synchronize the planning and implementing of the key performance areas and objectives associated with the Local Municipality’s Integrated Development Plan (IDP) through developing, monitoring and maintain medium to long term strategy of the economic health and viability of the region.

Coordinates the key performance areas and specific outcomes associated with the IDP Section through processes and procedures associated with the planning, drafting and review of the Integrated Development Plan (IDP), interpreting and aligning objectives towards the accomplishment of specific outcomes and reporting on the application, intervention and achievement of developmental initiatives to ensure the broader aims of Local Government in respect of service delivery are realized.

DUTIES

IDP FUNCTIONS

PLANNING AND REVIEW

Coordinates key requirements associated with the formulation and/ or review of the Integrated Development Plan by:

- Interpreting the Municipality’s service delivery objectives and requirements stipulated in legislation directing the planning, drafting, adoption and review phases.
- Interacting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities and, clarify the

organization's role and process.

- Examining the applicability of the Local planning process to the agreed framework for Integrated Development Planning in the area.
- Assessing and identifying sources of funding to support programme/ project roll out.
- Participating in the ISRDP Programs and interacting with LAED and IDT representatives.

To ensure the planning and review processes contribute and complement development plans and strategies that give effect to the principles of co-operative government.

MONITORING OUTCOMES

Analyses and evaluates the organization performance against specific objectives and deliverables encapsulated in the Integrated Development Plan by:

- Monitoring progress with respect to identified and approved projects against specific key performance indicators and measures.
- Establishing reasons for deviations or constraints impacting critical outcomes.
- Mapping and seeking approval on alternatives and/ or solutions to address alignment to community priorities and statutory requirements in terms of the Integrated Development Plan.

To ensure outcomes are reflective of the developmental aims of the Municipality and, deviations identified and addressed to facilitate compliance and agreement.

IDP POLICIES AND PROCEDURES

Plans and implements the formulation of specific policies and procedures associated with the IDP by:

- Costing project proposals and preparing reports and plans for submission to the Municipal Manager and making necessary budgetary provisions on three-year capital budget.
- Establishing goals, objectives and priorities and develops these into operating procedures.
- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the relevant departments for the attention of the Municipal Manager via HOD CS for consideration and inclusion into Council and Sub Committee reports.

To ensure that policies and procedures are complied with and specific responsibilities discharged accordingly without any risk to the Municipality.

ADMINISTRATION INFORMATION MANAGEMENT AND REPORTS

Attends to the administrative recording, reporting and recordkeeping requirements/ procedures by:

- Preparing investigational and procedural reports and summaries detailing functional progress and/ or outcomes for submission to the MM via the HOD CS for consideration and inclusion in specific Committee Agendas.
- Compiling notices, agendas and minutes of functional meetings and attending to the circulation.
- Updating system information databases with specific project and/ or qualitative and quantitative information on Integrated Development Projects and opportunities, extracting reports and information for dissemination.
- Formulating responses to correspondence and enquires from the general public, Councillors and Officials, referring to policies and resolutions of Council.
- Maintaining records of work in progress, notices and correspondence, updating, filing and/ or removing obsolete records and retrieving information for reference.

To ensure laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions/ actions.

SPECIFIC IDP ADMINISTRATIVE FUNCTIONS

COMMUNICATION AND REPORTING

Disseminates functional and operational information on the immediate, short- and long-term objectives and current IDP developments, problems and constraints by:

- Managing the implementation of IDP communication mediums to serve as avenues to facilitate transfer of functional information and receive comment, opinions and complaints.
- Facilitating and conducting the Alignment Workshop for Mayors, Councillors responsible for planning, Senior Managers, Traditional Leaders and Government departments to discuss and agree on matters requiring IDP alignment and processes to be followed through the development and approval of an IDP framework.
- Facilitating of IDP training initiatives (IDP processes and roles) for Councillors and Municipal Officials through identifying training needs and sourcing suitable and accredited institutions or service providers.
- Monitoring the collection of socio-economic data through consultation with research institutions, district municipality and government departments, and updating and compiling a socio-economic profile report.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns from the general public, councillors, government departments, etc.
- Managing the consultation with forums and stakeholders in drawing up the Final IDP for council's approval, consolidate information and forward to immediate superior for further processing.

- Participating in various meetings (internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councillors, government departments, etc.
- Collaborating with external departments/ agencies on specific issues pertaining to the formulation, drafting and implementation of the Integrated Development Plan.

In order to ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

FINANCIAL MANAGEMENT

Preparing capital and operating estimates and controls expenditure against the approved sectional budget allocations by:

- Prepare the planning, preparation and implementation of the annual budget for the section and reporting to the Municipal Manager about the sectional budget needs.
- Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period to the HOD CS/Municipal Manager.
- Reviewing serious matters reported by the subordinates pertaining to the section's performance against the budget and providing guidance or take immediate corrective actions.
- Seeking approval and managing budgets for sectional projects, in line with the approved budget for the section.
- Reviewing and approving consolidated report and recommendations on the annual council budget based on the IDP and SDBIP, analyse and make final recommendations to the municipal manager for seeking approval from council.

In order to ensure accurate estimates are prepared in relation to requirements enabling the Section to contribute positively towards meeting financial objectives.

QUALIFICATIONS:

A relevant Tertiary qualification (B Degree or equivalent)/ Public Administration or Planning Qualification – NQF level 7

Code EB Driver's License

Experience: 2-3 Years

Vacancy: Senior Human Resources Practitioner

Task: 13

Basic Salary: R459 576 – 596 563 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

The Senior HR Practitioner is responsible for overseeing and managing key human resource functions, ensuring the alignment of HR policies, procedures, and systems with legislative requirements and organisational goals. This includes leading the recruitment,

selection, and termination processes, coordinating organisational development initiatives, and managing job descriptions, evaluations, and employment equity plans.

Key aims involve:

- Ensuring compliance with labour legislation (e.g., Labour Relations Act, Basic Conditions of Employment Act) and SALGBC agreements.
- Managing labour relations, including disciplinary and grievance procedures, to foster a positive work environment.
- Administering employee benefits, payroll, leave management, and maintaining accurate HR records.
- Supporting the development and implementation of the Workplace Skills Plan (WSP) through skills development programmes, such as learnerships, internships, and bursaries.
- Advising management on HR policy interpretation and application, as well as ensuring legislative compliance in organisational development and change management processes.
- Facilitating the implementation of the Performance Management System in alignment with the Integrated Development Plan (IDP) to track and enhance employee and organisational performance.

This role is pivotal in developing the municipality's workforce, ensuring compliance with HR-related regulations, and enhancing overall organisational capacity.

DUTIES

Human Resource Specialist Functions

1.1 Recruitment and Selection

- Develops objectives, activities, and budget requirements for the section in line with SDBIP.
- Verifies post details from approved vacancy requisition forms for advertisements.
- Confirms establishment details and budget availability for vacancies, providing relevant information to departmental heads.
- Prepares, circulates, and publishes internal/external advertisements.
- Processes applications, checks references, and prepares candidate shortlists.
- Schedules and manages interview dates, informing representatives and candidates.
- Prepares job descriptions and participates in interviews, providing policy guidance.
- Monitors recruitment and selection systems to ensure compliance and information storage.

1.2 Engagement and Termination

- Sends appointment letters to successful candidates, informs unsuccessful candidates.
- Applies statutory updates during the engagement of new employees (e.g., UIF registration, medical checks).
- Conducts induction programs for new employees.
- Manages exit interviews to assess reasons for departure, reporting findings.

1.3 Employee Benefits Administration

- Manages employee benefits, including salary adjustments, leave, and allowances.
- Oversees pension fund, medical aid, and other benefit schemes.
- Coordinates payroll and leave management, ensuring compliance with policies.

SPECIALISED APPLICATIONS

PERFORMANCE MANAGEMENT ADVISORY SERVICE

Manage and Provides guidelines and information on the Performance Management System by:

Performance Management Advisory

- Provides guidance on Performance Management Systems to managers and supervisors.
- Analyse and advises on Key Performance Areas and indicators for different roles.
- Ensures compliance with standards for Performance Management implementation.

Personnel and Performance Management

- Manages Key Performance Indicators and outcomes for HR personnel.
- Adjusts role boundaries, workflows, and job designs to meet service delivery and legal requirements.
- Determines staffing needs, facilitates recruitment, and assesses applicant suitability.
- Conducts performance appraisals, providing counselling on goals, career paths, and short-term targets.
- Evaluates training interventions and prepares progress reports for the Skills Development Plan.
- Analyses of staff attendance, overtime, and leave data, addressing any deviations or conflicts with corrective measures in line with HR policies and employment laws.

Objective: Ensure a motivating and high-performance work environment, contributing to departmental service objectives.

Procedural Applications & Administration

- Monitors compliance with performance reporting structures.
- Prepares reports on targets, outcomes, and deviations.
- Maintains a record-keeping system for Performance Management, ensuring audit compliance.

To ensure recordkeeping and reporting procedures are complied with in accordance with quality control requirements.

COMMUNICATION

Relationship Management

- Communicates operational objectives and problems to personnel and stakeholders.
- Coordinates with Payroll Software Service Providers, SALGA, and other departments for compliance.
- Manages communication between the department and third-party benefits providers.

Labour Relationship Management

- Corresponds with Trade Unions on member actions and disciplinary cases.
- Schedules and provides guidance on disciplinary hearings and grievance cases.
- Reports on disciplinary case outcomes to respective managers and committees.

Organisational Development Functions

Structure Development

- Maintains the organisational structure, assigning unique post numbers and implementing authorised changes.
- Analyses human capital strategy and provides estimates for continuous improvement.

Post Establishment

- Updates and maintains the computerised post establishment system.
- Verifies employee placements and confirms details for auditing and advertising purposes.

Job Description & Evaluation Procedures

- Verifies compliance with the T.A.S.K Job Evaluation System.
- Analyses job descriptions for alignment with organizational best practices.
- Coordinates the submission of job descriptions to the Job Evaluation Committee.

Information Processing & Reporting Functions

- Oversees the consolidation and processing of HR-related information.
- Ensures access control for personnel files and maintains centralized record systems.
- Manages long service awards for employees with 10+ years of service.

SUPERVISION

Controls the Key Performance Indicators and outcomes of personnel within the functionality by:

- Defining and adjusting role boundaries, workflow processes, and job design in accordance with established service delivery requirements.
- Conducting appraisals to measure performance against agreed objectives, providing counselling and consulting with personnel on short-term targets and standards.
- Analysing statistical information related to staff attendance, overtime, and leave, addressing any deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures in line with Human Resources policies and procedures.

This ensures a climate conducive to promoting and sustaining motivation and performance levels, enabling the section to contribute positively to the Department's service level objectives and outcomes.

Employee Relations – Planning & Coordination

Labour Relations Strategy

- Develops strategic plans for Employee Relations based on market trends and legislation.
- Coordinates disciplinary and grievance cases, advising on case law and procedure.

Case Management

- Coordinates procedures for disciplinary and grievance cases by:
- Interpreting case details and researching relevant case law.
- Preparing necessary documentation for disciplinary actions or grievances.
- Providing procedural advice and investigating employee grievances.
- Engaging legal practitioners to support case outcomes.
- *Objective: Ensure effective management of disciplinary and grievance cases.*

Case Presentation

Prepares and represents the Municipality in conciliation/arbitration cases by:

- Analysing evidence and interpreting relevant policies and laws.
- Evaluating case strengths and formulating strategies to counter negative statements.
- Presenting cases and documenting meetings.
- Represents the Municipality in conciliation/arbitration cases, analysing evidence and strategies.
- Prepares necessary documentation for hearings and inquiries.

Objective: Provide professional support during hearings and inquiries

Local

Labour

Forum

Manages services for the Local Labour Forum by:

- Advising on meeting dates and overseeing calendar submissions.
- Monitoring meeting agenda preparation and distributing minutes.
- *Objective: Ensure effective administrative support for the Local Labour Forum.*

Supervision

and

Control

Coordinates personnel performance and productivity by:

- Monitoring attendance and performance, addressing deviations.
 - Conducting quarterly staff evaluations and managing workplace conflicts.
 - Identifying training needs and ensuring compliance with productivity standards.
- Objective: Support effective personnel management and performance.*

Disciplinary

Hearings

Oversees the appointment of Presiding Officers and Prosecutors and prepares charge sheets by:

- Assessing allegations of misconduct and suitability of officers.
- Ensuring charge sheets comply with best practices.

Objective: Maintain fairness and compliance in disciplinary processes.

Conciliations

and

Arbitrations

Coordinates notices and documentary evidence for conciliations and arbitrations by:

- Monitoring hearing registrations and preparing disciplinary files.
- Appointing labour practitioners as needed and overseeing evidence preparation.

Objective: Ensure effective planning and documentation for arbitration processes.

Information

Dissemination

Provides training and guidance on employee relations procedures by:

- Explaining processes related to hearings and identifying training needs.
- Outlining responsibilities in union activities and advising on policies.

Objective: Develop capacity and ensure consistent application of procedures.

Administration

Functions

Handles administrative tasks related to employee relations by:

- Compiling reports and maintaining case files.
- Conducting labour climate surveys to inform management.

Objective: Ensure effective reporting and documentation in employee relations.

OCCUPATIONAL HEALTH AND SAFETY CONTROLS

Occupational Health and Safety (OHS)

OHS Planning and Reporting

- Formulates OHS operational plans, safety programs, and policies in collaboration with management.
- Evaluates project compliance with the Occupational Health and Safety Act.

OHS Procedures

- Implements OHS procedures to regulate work sequences and identify unsafe conditions.

- Investigates workplace incidents and develops corrective measures.

Financial Administration

- Oversees the OHS budget, monitors expenditures, and certifies goods/services for safety operations.

Compliance and Enforcement

- Monitors implementation of safety laws, investigates incidents, and ensures corrective action.
- Manages the functioning of workplace health and safety committees.

Supervision and Control Manages personnel performance, productivity, and discipline by:

Monitoring attendance and output, addressing performance deviations through counselling.

Conducting quarterly staff evaluations and addressing resource needs.

Keeping staff informed on developments and addressing workplace conflicts.

Identifying skill gaps and training needs for employee development.

Objective: Support human resource needs to meet productivity and performance standards.

Occupational Health and Safety Committees Monitors the establishment and functioning of workplace Health and Safety Committees by:

Verifying the election and training of Health and Safety representatives.

Reporting on the functionality and recommendations of committees to Council and the Local Labour Forum.

Objective: Ensure that Health and Safety Committees operate effectively and provide necessary recommendations.

EAP Analysis and Profiling Manages the establishment of the Employee Assistance Programme (EAP) capacity by:

Analysing data to develop a comprehensive EAP plan with prioritised interventions.

Providing substance awareness programmes and monitoring workplace issues.

Offering individual counselling and referring employees to specialists as needed.

Objective: Support employee well-being and address workplace issues effectively.

Compensation for Injuries on Duty – Claims & Risk Assessment Provides guidance on injury claims by:

Monitoring reporting processes for injuries on duty and ensuring documentation is completed.

Following up on claims and auditing claim progress.

Objective: Ensure prompt and orderly handling of injury claims.

OHS Risk Assessment
Conducts risk assessments related to injuries on duty by:

Investigating the causes of injuries and verifying workplace inspections.
Issuing compliance orders and monitoring corrective actions.

Objective: Ensure timely attention to injuries and recommendations for risk corrections.

Reports & Communication
Disseminates information on OHS outcomes and developments by:

Responding to enquiries and preparing reports for various meetings.
Compiling and analysing statistical returns for compliance with legal requirements.
Communicating advice on OHS matters to superiors and external stakeholders.

Objective: Ensure clear communication and interpretation of OHS information.

SKILLS DEVELOPMENT COORDINATION

Skills Development Management and Coordination

Oversee Skills Planning and Development

- Engages with departments on skills development and submits the Workplace Skills Plan.
- Facilitates training programs based on skills audits and coordinates with SETA for discretionary grants.
- Plan and ensure implementation of every 5 years 2021 Municipal Staff regulation - Skills Audit (LOCSKA)
-

Manage Training Coordination

- Manages training schedules, selects external providers, and oversees the tender process.
- Reports on training outcomes, costs, and program effectiveness.

Planning and Continuous Improvement

Engaging in discussions about employee skills development with relevant authorities and departments.

Conducting counselling sessions on career paths and developmental needs.

Presenting data on skills development initiatives, identifying strengths, weaknesses, and improvement opportunities.

Submitting the Workplace Skills Plan to the Local Labour Forum and Council for approval, then to LGSETA and COGTA.

Establishing funding values for grants and internal resources, scheduling training, and

preparing a Service Provider Procurement Plan.
Applying for discretionary grant funding and reporting on its implementation.
Maintaining the Skills Audit database and facilitating training programmes based on needs analysis.
Reporting key outcomes to the Human Resource Manager.

Objective: Enhance employee development to improve organisational service levels.

Skills Analysis and Profiling
Coordinates the establishment of skills capacity by:

Distributing skills audit questionnaires to assess current skills and developmental needs.
Compiling comprehensive skills plans and prioritising interventions based on audit results.
Evaluating the effectiveness of the skills plan against cost, time, and quality measures.
Discussing training requirements and preparing implementation reports for relevant plans.

Objective: Identify critical skills for effective service delivery planning.

Manage Training Coordination – Implementing the WSP Schedules and coordinates training based on needs analysis by:

Identifying participants for training and selecting external providers.
Preparing specifications for service provider appointments and attending Bid Specification Committee meetings.
Managing the tender process for training services and liaising with appointed providers.
Reporting on training attendance, costs, and evaluating course effectiveness.
Updating the Workplace Skills Plan after training completion.

Objective: Ensure effective implementation of the Work Place Skills Plan.

Financial Administration
Implements financial tasks for Skills Development by:

Making budget submissions for equipment and consumables.
Preparing procurement plans for items and service providers.
Overseeing quotations, drafting evaluation reports, and monitoring budget expenditure.
Certifying receipt of goods/services and reporting budget status to superiors.

Objective: Ensure effective administration of the Skills Development budget.

EMPLOMENT EQUITY & DIVERSITY PROCEDURES

REPORTING & MONITORING

Employment Equity & Diversity

Reporting and Monitoring

- Extracts and analyses employment equity data, presenting reports to the Employment Equity Committee.
- Monitors and implements the Employment Equity Plan, ensuring compliance with targets.
- Advises on changes required to meet employment equity goals.
- Manage the implementation of the following:
 - Extracting and analysing management reports from Departments and maintaining a database for all employees in the Municipality.
 - Preparing and collating Employment Equity statistical information including terminations, age analysis, and any other employment equity statutory requirements by Stats S.A, Department of Labour, Local Government, etc.
 - Facilitating presentations on Employment Equity plans to the Employment Equity Committee, Management and Local Labour Forum.
 - Monitoring the implementation of the job profiling/ recruitment/ promotion system and the Municipality's Employment Equity performance.
- Analysing, implementing and monitoring the Municipality's five-year Employment Equity plan.
- Compiling the Employment Equity report for consolidation into the Municipality's EE report, for timeous submission to the Department of Labour.
- Monitoring and implementing Equality and Diversity strategy in line with the organisation's visions and values and corporate plan.
- Developing of initiatives and interventions to change the culture of the organisation to promote equality and diversity and ensure equality of outcome for all employees.
- Carrying out a review of existing Equality and Diversity policies to identify those requiring an update.
- Contributing to the development and delivery of Diversity and Equality training.
- Identifying measures to monitor cultural change.
- Verifying reports to monitor performance against targets and plans and ensuring that the Executive Team are regularly advised of progress against plans and to recommend actions as required.
- Providing advice, guidance and support on equality and diversity issues and submission of Employment Equity Plan to the Manager: Human Resources Management.
- Maintaining an up-to-date knowledge of anti-discriminatory legislation, translating equality legislation into practice to ensure the municipality meets its statutory requirements.
- Representing the Municipal Manager on regional and national forums and working groups.

In order to ensure adequate guidance on procedures, applications and approaches is made available and evidence/ information impacting negatively and/ or positively explored to formulate arguments that could support a favourable Employment Equity outcome.

EMPLOYMENT EQUITY COMMITTEE FUNCTIONS

Establishment of the Employment Equity Committee
 Provides administrative assistance and oversight by:

- Overseeing the preparation and receipt of employee nomination forms for committee members.
- Arranging sessions to explain legal requirements, nomination processes, and committee duties to employees.
- Compiling and submitting a list of nominees with recommendations to the Local Labour Forum.
- Preparing and distributing appointment letters to the Municipal Manager and relevant employees.

Objective: Ensure fair, transparent, and legally compliant appointment of committee members.

Annual Employment Equity Plan

Provides oversight in the preparation and submission by:

- Consulting regional demographics to determine employment equity targets.
- Updating the plan with details of new appointments and arranging consultative sessions with internal stakeholders.
- Taking minutes of sessions and submitting the Employment Equity Plan to Council and the Department of Labour for approval and publication.
- Ensure EE Plan is submitted for publication on the Municipal Website. Update information.
- Implementation of the Employment Equity Plan
Offers administrative assistance by:
 - Consulting shortlisting agendas to draw relevant Employment Equity targets.
 - Submitting targets to the selection panel and making recommendations regarding appointments.
 - Recording demographics of appointments and updating the Employment Equity Plan accordingly.
 - Employment Equity Reporting

Objective: Ensure compliance with legislative reporting requirements and facilitate informed decision-making regarding the Employment Equity Plan.

QUALIFICATIONS:

National Diploma/ Degree in Human Resource or Preferable Labour Relations Degree - NQF Level 7

Computer Literacy – Office applications + Payroll

Drivers licence

Membership to the South African Board for People Practices is Advantageous (should complete within first year of appointment)

Experience: 5 Years

Vacancy: Human Resource Practitioner

Task: 12

Basic Salary: R408 185 – R529 843 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

To coordinate and implement key Human Resources functions within the municipality, focusing on recruitment, selection, and termination processes for approved and funded vacancies. This includes ensuring compliance with established policies and procedures, providing statistical insights on staffing interventions, and supporting job evaluation, organisational development, and design.

The role also involves managing Labour Relations interventions, fostering a sound employee relations climate through the application of relevant legislation (Labour Relations Act, Basic Conditions of Employment Act, etc.), SALGBC Collective Agreements, and internal policies. This includes guiding disciplinary and grievance processes and advising management on policy interpretation.

In addition, the role supports the execution of the Employment Equity Plan, coordinates the organisational development framework (including job descriptions, job evaluation, and work-study), and facilitates the accurate recording and reporting of organisational development initiatives.

The Human Resources Practitioner also serves as an advisor in implementing the Performance Management System, ensuring it aligns with the Integrated Development Plan (IDP) and supports the municipality's strategic objectives. This includes objectively measuring performance against key indicators and enabling the municipality to adapt its plans for enhanced service delivery.

DUTIES

A. HUMAN RESOURCE FUNCTION

RECRUITMENT AND SELECTION/ JOB DESCRIPTION/ JOB EVALUATION

Coordinates specific sequences in consultation with the Senior Human Resource Practitioner associated with the employment of personnel by:

- Compiling and updating the job descriptions to ensure the availability of accurate and updated job descriptions for each post in the organogram.
- Creating a database of job descriptions and submitting signed job descriptions to the job evaluation committee for evaluations, including submitting job descriptions for the purpose of recruitment of new staff.
- Verifying details of post recorded on approved vacancy requisition forms and/ or referring to the job description to establish role boundaries and specifications for inclusion into advertisements.
- Verifying establishment details to accommodate the filling of the vacancy and/ or providing information to immediate superior on specific aspects requiring Council approval.

- Verifying the Employment Equity Act and goals as well as plans of the organization is complied with during the recruitment and selection process.
- Coordinating the staff vacancy advice process by liaising with the relevant Managers and ensuring that they complete the recruitment forms for funded vacant posts in their respective departments.
- Delegating duties to the HR Clerks in respect of providing the logistical support related to the employment process.
- Complying with Councils financial regulations in the preparation stage of adverts during the employment process and liaising with external service providers in respect of quotations and publications.
- Preparing and seeking approval on the content of internal/ external advertisement prior to circulation and publication and ensuring compliance to Council policies and procedures.
- Receiving and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criterions/ standards.
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
- Addressing travel arrangements for interviewees where necessary.
- Implementing the interview process by informing relevant personnel and/ or providing information to the panel on the requirements and application of specific Human Resources policies and procedures.
- Participating in the interview process by recording relevant information and providing a logistical support at the interviews.
- Conducting reference checks on all short-listed candidates.
- Compiling letters of appointment, employment and progression for further processing by the immediate supervisor.

In order to ensure employment applications are checked and verified enabling the Municipality to attract capable and competent individuals who satisfy the minimum standards applicable.

ENGAGEMENT AND TERMINATION

Coordinates the application of consultative and administrative processes and procedures by:

- Forwarding appointment letters to inform successful applicant of the terms and conditions of employment and, informing unsuccessful applicants telephonically and/ or through regret letters.
- Applying specific statutory and procedural information update / registration sequences on engagement of the successful applicant (Unemployment Insurance Fund Registration, Income Tax, banking details, medical checks, etc.).
- Scheduling and presenting the induction program to new engagements, providing information on the functions of the organizations, benefits and rules and procedures.

- Coordinating exit interviews with personnel leaving the organization when required.

In order to ensure procedures associated with the engagement and termination of personnel are complied with.

SPECIALISED APPLICATIONS

PERFORMANCE MANAGEMENT ADVISORY SERVICE

Provides guidelines and information on the Performance Management System by:

- Interacting with functional managers/ supervisors and making available information on the system and/ or explanations on application.
- Participating in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in the Integrated Developmental Plan.
- Analyzing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area's, Indicators and Action Plans.
- Monitoring and advising on implementation and assessing compliance with standards and procedures to support synergy between application and understanding of the Performance Management System.

In order to ensure adequate support is made available at a localized level to enable implementation and improve the effectiveness of the Performance Management System.

ALIGNING REQUIREMENTS TO SUPPORT METHODOLOGY

Applies methods and standards to determine specific requirements and dimensions of Performance Management by:

- Applying statistical tools and approaches to interrogate and classify information pertaining to structures, functions and/ or capacity to guide decisions pertaining to the selection of a model for basing measurements.
- Facilitating the development of Departments, Branch or Section scorecards, incorporating identified areas of improvement in scorecards, coordinating monthly, quarterly and annual performance reports, and evaluating and benchmarking outputs and providing feedback.
- Facilitating and developing of individual performance plans and personal development plans, giving guidance and advice on the application of the appraisal system, and

conducting training/ workshops on the appraisal system.

In order to ensure key requirements are established and defined using agreed applications and procedures to enable consistent and valid of outcomes.

PROCEDURAL APPLICATIONS & ADMINISTRATION

Coordinates specific procedures associated with the implementation and execution of Performance Management and associated administration by:

- Monitoring compliance with respect to the adopted reporting structure.
- Collating and preparing reports outlining accomplishment of targets and standards and/ or commenting on specific deviations from agreed outcomes.
- Making available documentation and records to substantiate reasoning for specific performance management actions/ decisions during enquiries and investigations.
- Maintaining the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.

In order to ensure recordkeeping and reporting procedures are complied with in accordance with quality control requirements.

COMMUNICATION

RELATIONSHIP MANAGEMENT AND COMMUNICATION

Disseminates functional and operational information on the immediate, short, and long-term objectives, current developments, problems, and constraints by:

- Interacting with personnel to consolidate, refer, and respond to specific problems or clarify procedural interpretation and understanding, including the signing of new applicants' files, new job descriptions, etc.
- Communicating and reporting with the Senior Organisational Development Specialist regarding Organisational Development functions, problems, and constraints.

CREATING UNDERSTANDING AND AWARENESS

Provides information and/or reports on the status and outcomes, both internally and externally, by:

- Presenting information on the Performance Management System capabilities, measures, and outcomes.
- Explaining qualitative and quantitative outcomes, elaborating on the reasoning and/or need for alignment concerning specific objectives and measures.
- Conducting workshops to facilitate understanding of the system and its application in defining and measuring organisational goals and accomplishments.

- Implementing and publishing a Service Commitment Charter by identifying key points from Scorecards, compiling drafts, submitting them for authorisation, and publishing the charter

ORGANIZATIONAL DEVELOPMENT FUNCTIONS

PROCEDURES, SYSTEMS AND CONTROLS

Coordinates specific Organizational Development processes by:

- Coordinating the implementation of recruitment and selection procedures, systems and controls related to the receiving, updating and recording of information and activities associated with the functionality (e.g. information storage and retrieval systems, etc.).
- Coordinating and updating the Job Description database with new or revised job descriptions.
- Coordinating and updating Job Evaluation information for new posts.
- Updating the Employment Equity Plan with relevant information as and when they become available in accordance with relevant Department of Labour guidelines and legislation.

In order to ensure administrative and departmental procedures and guidelines are adopted, applied and complied with in all transactions, activities and sequences.

INFORMATION PROCESSING AND REPORTING

Monitors the consolidation, processing and presentation of functional information e.g. Job Descriptions, Job Evaluation, Recruitment, etc. by:

- Checking and validating information recorded and received from relevant departments pertaining to specific Organizational Development operational activities.
- Preparing and extracting qualitative and quantitative reports for submission to the Senior OD Specialist detailing the status of operations.
- Formulating and merging progress reports for the Employment Equity Plan, and providing statistical information for HR Planning and forecasting.
- Coordinating Organizational Work-study Questionnaires for completion by all employees and extracting reports from the Change Management Implementation Plan under guidance of the Senior OD Specialist.

In order to ensure information and records detailing Organizational Development activities/ operations are updated, maintained and made available to support departmental planning and decision-making processes.

SUPERVISION

Controls the Key Performance Indicator's and outcomes of personnel within the functionality by:

- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Conducting appraisals to measure performance against agreed objectives, counselling and consulting with personnel on short-term targets and standards.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.

In order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Department's service level objectives and outcomes.

HR ORGANISATIONAL DEVELOPMENT SUPPORT ACTIVITIES

- Supporting clerical tasks associated with Human Resource Development by checking documentation accuracy and updating systems.
- Distributing Organisational Work-study Questionnaires, Assist with skills audit questionnaires, following up on responses, and compiling reports.
- Updating the Job Description Database, typing and issuing letters, and making necessary bookings for workshops and meetings.

EMPLOYEE RELATIONS – COORDINATION & IMPLEMENTATION

CASE MANAGEMENT Coordinates and implements procedures related to disciplinary and grievance cases by:

- Interpreting the nature of cases through literature and transcripts.
- Researching case law to guide decisions on disciplinary actions, grievances, or appeals.
- Preparing and submitting necessary documentation and applications for cases.
- Providing specialist advice on appropriate procedural actions.
- Monitoring and investigating grievances related to unfair labour practices, attending hearings, and ensuring fairness.
- Liaising with Legal Practitioners to brief them on investigational findings, procedural and substantive issues.

CASE PRESENTATION Represents the Municipality in conciliation/arbitration cases by:

- Analysing evidence, policies, procedures, and legislation applicable to the case.
- Evaluating the strength of facts and evidence, and formulating strategies for favourable outcomes.
- Presenting cases, questioning witnesses, and preparing meeting minutes and notifications.

LOCAL LABOUR FORUM (LLF) Provides administrative support for LLF meetings by:

- Consulting with superiors to set meeting dates and distributing dates to LLF members.
- Arranging consultative meetings, preparing agendas, and overseeing the distribution of meeting materials.
- Booking venues and necessary equipment for meetings.
- Taking and distributing minutes, and following up on required inputs from directorates.

SUPERVISION AND CONTROL Coordinates tasks and controls performance by:

- Monitoring attendance, conduct, and output, and addressing deviations from performance standards.
- Conducting quarterly staff appraisals and addressing workplace conflict through disciplinary procedures.
- Defining skill gaps and coordinating training to build capacity.

DISCIPLINARY HEARINGS Provides administrative support for disciplinary hearings by:

- Appointing Presiding Officers and Prosecutors, and preparing appointment letters.
- Preparing charge sheets by researching best practices and case law.
- Distributing disciplinary findings and sanctions to the relevant parties.
- Implementing sanctions through letters for dismissal, demotion, or suspension, and overseeing administrative follow-up.

CONCILIATIONS AND ARBITRATIONS Implements oversight functions for conciliations and arbitrations by:

- Recording and distributing notices for conciliations/arbitrations.
- Preparing files for hearings and ensuring documentary evidence is available for arbitration.
- Recording and implementing arbitration awards.

INFORMATION DISSEMINATION Provides training and guidance to management by:

- Explaining procedures for enquiries and hearings and addressing skill gaps.
- Participating in committees and providing advice on Industrial Relations policies and conditions of employment.

ADMINISTRATION FUNCTIONS Performs administrative tasks by:

- Compiling and presenting reports and minutes on employee relations matters.
- Maintaining case files, documents, and correspondence for employee relations cases.
- Providing updated information on labour trends through reports and surveys.

WELLNESS

CLERICAL/ ADMINISTRATIVE FUNCTIONS

CAPTURING OF EAP ANALYSIS AND PROFILING & OHS INFORMATION

Processes information associated with EAP/ OHS and Employee Wellness records by:

- Capturing information to facilitate the preparation of a comprehensive EAP plan.
- Updating substance awareness programmes through capturing of relevant information e.g. absenteeism, accidents in the workplace, etc.
- Updating the list of Peer Support Para-Professionals for utilisation in situations where traumatic events occur.
- Capturing individual counselling sessions with employees and making arrangements for professional psycho-social clinical services to employees.
- Contacting relevant service providers for employees that are referred to specialist practitioners in cases where psychological or medical assistance is needed.
- Capturing post counselling information onto the employee files and safe keeping these to ensure confidentiality.
- Capturing reports of injuries, property damage, occupational diseases and public liability incidents.
- Capturing analysis of OHS causative factors, updating the computerized classification system to identify significant causative factors, and ensuring validity of reported information.
- Capturing payment invoices of external provides prior to forwarding for processing.
- Maintaining the management information recordkeeping system, updating employee assistance files with current information and data and/ or accessing information to support query resolution or provide details of interventions planned and completed.

In order to ensure critical EAP/ OHS interventions are captured and safely stored to maintain confidentiality.

Schedules and maintains a diary of training courses based on priorities determined through needs analysis by:

- Maintaining a diary for the OHS Officer for demonstrations and/ or communication staff briefings for capacitating employees and safety representatives with basic safety and awareness skills to identify and capably manage threatening situations.
- Keeping a diary of all EAP/ OHS training and contacting training providers to arrange required training.
- Booking of venues, making travel arrangements, ensuring training material is available, etc for all training undertaken by the section.
- Making arrangements for training in peer counsellor skills for para-professionals.
- Updating statistical information with respect to training completed, attendance levels and targets achieved.

SKILLS DEVELOPMENT

EDUCATION AND TRAINING ADMINISTRATION FUNCTIONS

WORKPLACE SKILLS PLAN – ADMINISTRATION SUPPORT

Provides administrative/ clerical support to the Practitioner: Skills Development through processes in the development of the Workplace Skills Plan by:

- Performing administrative support in conducting annual skills audit and training needs analysis exercise by distributing appropriate questionnaires to all staff and by collating the results, thereby obtaining information to be utilized for further training and development.
- Providing support in the evaluating and analysing of information obtained from the audits and needs analysis questionnaires, through a process of documentation, in order to generate a list of training requirements for each individual and department.
- Providing support to the Practitioner: Skills Development in the administrative process of prioritization of the training and development needs as identified in the results data, in order to assist in drawing up an annual Workplace Skills Plan.
- Providing support to the Practitioner: Skills Development in the administrative process of development of an annual Workplace Skills Plan for the entire organization, within the specification requirements of the Local Government SETA and defines all training and development plans for the following year.
- Assisting in the administrative processes of submitting the WSP to the LGSETA as prescribed, in order to utilize as a justifiable requests for disbursements from the SETA.
- Compiling and updating annual course schedules (internal and external) and updating of course material on the computer.

In order to ensure the functionality contributes to the development of employees and sound relationship with stakeholders/ role-players cultivated and maintained enabling the organisation to keep abreast of trends and improve its service level.

TRAINING PROGRAMS ADMINISTRATION SUPPORT

Providing administrative/ clerical support for training programs by:

- Providing support to the Practitioner: Skills Development in coordinating training programs on Policy Development for Staff and Councillors by writing correspondence, informing departments and booking training facilities for the occasion to happen.
- Ensuring that venues for conference centre and training equipment are secured.
- Ensuring that participants are registered informed and confirmed for the attendance.
- Reporting to relevant personnel in respect of any training arranged, by means of submitting reports, so that appropriate remedial action is taken where required and general training and development information is kept current.
- Updating the data base for the training interventions implemented, by capturing on the Computer System.
- Maintaining accurate records of all training conducted, costs involved and provider details, so that this information may be accessed for future reference and claim procedures.
- Assisting in the submission of all appropriate information to the Local Government

Sector for Education & Training Authority (LGSETA) in terms of standard requirements, enabling interaction to occur between both parties, in the required manner.

- Assisting in the developing and submission of the Monthly Monitoring Reports to LGSETA.
- Reacting appropriately to, identified training needs by sourcing appropriate providers, and by making all the necessary administrative arrangement for the training to occur.
- Scheduling and confirming training and circulating dates, times and other related information to employees.

In order to ensure that administrative support of training and learning programs support the development of employees improving their abilities to comprehend concepts and procedures in the workplace.

Training CORRESPONDANCE, REPORTS AND RECORDKEEPING

Performs tasks/ activities associated with the administrative and reporting requirements of the functionality, by

- Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved as per individual Personal Development Plans arising out of the PMS.
- Checking and verifying payment invoices of external provides prior to forwarding for processing.
- Updating registers detailing assets (monitors, projectors, etc.) and submitting adjustments/ changes or information on new acquisitions to the Finance and Administration Section for inclusion into the consolidated Assets Register.
- Maintaining the training information recordkeeping system, updating files with current correspondence and data and/ or accessing information to support query resolution or provide details of interventions planned and completed in the region.

ANNUAL EMPLOYMENT EQUITY PLAN

Provide oversight on administrative support in the preparation and submission of the Annual Employment Equity Plan by:

- Consulting regional demographics for purposes of determining employment equity targets.
- Obtaining details of new appointments for purposes of the updating of the Employment Equity Plan.
- Arranging consultative sessions on the content and targets of the Employment Equity Plan with internal stakeholders' other than the Employment Equity Committee.
- Taking minutes of consultative sessions and recording the inputs from such sessions

for submission to the Employment Equity Committee.

- Submitting the Employment Equity Plan to the Senior OD Specialist for verification and submission to Council for approval after consultative processes.
- Submitting the Employment Equity Plan to the Department of Labour after adoption by Council.
- Submitting the Employment Equity Plan for publication on the Municipal Web Site.

In order to ensure that that sufficient consultation on the Employment Equity Plan is conducted and that the Employment equity Plan is submitted as per legislative requirements

IMPLEMENTATION OF THE EMPLOYMENT EQUITY PLAN

Provide administrative assistance in the implementation of the Employment Equity Plan by:

- Consulting shortlisting agendas and drawing Employment Equity Targets relevant to the position being considered for filling.
- Submitting the Employment Equity targets at the Short-Listing Meeting for consideration by the selection panel.
- Making recommendations to the selection panel relative to the Equity Targets in the appointment.
- Recording the demographics of the appointment made.
- Updating the Employment Equity Plan by inserting the relevant information from appointments made.

In order to ensure that the Employment Equity Plan is taken into account with all appointments made

EMPLOYMENT EQUITY REPORTING

Report status of the implementation of the Employment equity Plan through appointments made and the status of the demographics of the workforce to the Senior OD Specialist by:

- Accessing employment equity information from the electronic employee data base.
- Comparing the equity information from the employee data base with the employment equity targets set.
- Reporting progress made with the achievement of employment equity targets, obstacles and status for submission to Council and its Committees.
- Providing employment equity reports as may be required by the Department of Labour.

In order to ensure that employment equity reporting meets the legislative prescripts and to allow the Employer to take informed decisions relative to the implementation of the Employment Equity Plan

Qualifications:

Degree in Human Resource – NQF level 7

Computer Literacy – Office applications + Payroll

Or

Labour Relations Degree – NQF 7

Computer Literacy - Office Applications

Experience: 3 Years

Vacancy: Public Relations Officer

Task: 10

Basic Salary: R292 850 –R380 135 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Coordinates and executes internal and external communications activities in line with the Municipal Communication Strategy, fostering relationships with key stakeholders, including media, to promote Municipal policies and programs. Oversees public participation services by revising policies, ensuring alignment with intergovernmental relations at local, provincial, and national levels, and facilitating community engagement. Supports service delivery by coordinating feedback between service departments, ward councillors, and the public, and ensuring compliance with the Intergovernmental Relations Framework Act (Act No.13 of 2005). Design and manage social media and websites of the municipality.

DUTIES

**FUNCTIONAL COORDINATION
COMMUNICATIONS & OBJECTIVES**

Implements functions associated with key performance areas of the Communications functionality by:

- Identifying annual departmental calendar events for submission/ dissemination to relevant media and stakeholders.
- Developing and maintaining a positive relationship with the public and media through the promotion of the Municipality by providing sufficient information pertaining to Municipal services and the understanding of Council's policies, procedures, goals and programs.

- Mapping out initiatives and interventions (public relations programs, Municipal publications, Exhibitions and Educational programs) necessary for the delivery of a professional and quality service with due consideration given to the communications needs of the Municipality and priorities requiring attention.
- Liaising with key municipal departments to develop proactive communications plans to support their business objectives, projects and programs.
- Providing communications support to municipal events/programmes, including media coverage, photography, branding and the development of social media, website, flyers, posters and other communications products.
- Conceptualizing, maintaining and creating updated content for all communications platforms, including, external and internal publications, the municipal website and social media.
- Translating, proofreading, editing and fact-checking content for communications platforms.
- Nurturing a positive relationship and mutual understanding between the municipality and its public/stakeholders, with a view to disseminating information on municipal policies, procedures and programs.
- Developing and implementing suitable ways of communicating complex information on municipal policies, procedures and programs to all stakeholders.
- Dealing with complaints received through the Presidential Hotline.
- Researching and preparing reports for operational purposes, Committee meetings and Council.

In order to ensure the functionality is capable of supporting Council's public communication objectives through planning and prioritising key initiatives to foster a well-balanced relationship between the Municipality and the public.

PUBLIC RELATIONS FUNCTIONS COMMUNICATION/ PUBLIC INFORMATION COORDINATION

Coordinates and implements processes necessary to facilitate communication between the Municipality and it's target publics through publications by:

- Compiling programs based on departmental activities and dates for allocation of duties in order to publicize activities/ programs.
- Communicating with the media as a tool for imparting Council information viz. publishing quarterly publications i.e. Opening of Council, Community focus in Community Outreach Programs, etc.
- Coordinating media coverage through press releases of all municipal functions/ events e.g. VIP visits, civic and ceremonial functions, and facilitating protocol.
- Monitoring press coverage and responding to letters and press articles.
- Organizing interviews on radio, placing adverts on radio and newspapers highlighting public attendance for programs.
- Providing an intermediary service between management and council employees as a communication facilitator/ interpreter as and when required.
- Translates brochures, press releases, video scripts and other documents as required.

In order to ensure accurate information is made available to support and strengthen relationships with the Municipality and general public.

MANAGEMENT FUNCTIONS

FORWARD PLANNING – PUBLIC PARTICIPATION

Identifies and defines the immediate, short and long-term objectives/ plans associated with the provision of public communications support to the Municipality by:

- Conducting research into best practices associated with the functionality and determining the appropriateness of specific public participation communications policies/ procedures for implementation.
- Analysing and aligning public participation, communication and media requirements with operating capacity and capability (developing, reviewing and implementation of the Integrated Public Participation and Communications Strategy) through institutionalization of plans and approaches towards public participation and adopting of a public participation policy in the municipality with mainstream public participation in overall municipal planning, and budgeting.
- Developing a program for National days, Imbizos and Outreach Programs for the municipality, monitoring follow ups on issues raised at Imbizos and providing briefings to political heads on issues requiring attention.
- Evaluating and commenting on the applicability of specific strategic managerial and technical capacity throughout the municipality and other spheres of government against outcomes detailed in the municipality's IDP, SDBIP and Business and Strategic Plans.
- Presenting a conceptual framework of current and future Public Participation interventions necessary to support core service delivery areas with accurate communication and public relations services.

In order to ensure the key responsibility areas are identified, objectives aligned, and appropriate procedures developed and implemented on approval to guide and direct public participation.

ADMINISTRATION FUNCTIONS

ADMINISTRATION

- Prepare investigative, productivity, and performance reports using statistical data and qualitative information related to service delivery initiatives.
- Collaborate with IT to design and manage a service delivery app to ensure public queries are tracked and facilitate faster communication with the community.
- Compile investigational reports and draft responses to queries, conducting research and gathering records to support recommendations and opinions.
- Maintain and update communication registers and schedules to ensure accurate record-keeping.

This ensures compliance with reporting requirements and approval procedures while providing accurate and timely information on the section's activities.

Qualifications:

National Diploma/ Degree in Public Relations/ Journalism - NQF Level 6/ 7.

Computer Literacy – Office Applications and the content design of communication applications

Code EB Driver's License.

Experience: 3 Years

Vacancy: Records Officer

Task: 10

Basic Salary: R292 850 – R380 135 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Coordinates and executes tasks related to the management, registration, documentation, and distribution of mail, correspondence, and records within the Archives of the Municipality in strict adherence to established registry control procedures.

DUTIES

A. ADMINISTRATIVE FUNCTIONS

PERSONAL/ SECRETARIAL SUPPORT

Performs specific tasks/ activities associated with the provision of Secretarial support by:

Documentation Controls

Manages the registration and recording of incoming and

outgoing mail, correspondence, and documents,

ensuring compliance with the Provincial Archives and Records Services Act through:

- Implementing administrative processes and systems in accordance with policy and legislative requirements.
- Ensuring daily scanning, indexing, and routing of documents through the Electronic Filing System.
- Receiving and handling incoming mail, correspondence, cheques, and cash per organisational policies.
- Recording incoming and outgoing mail using the Electronic Records Management System or manual registers, noting dates and addressee details.
- Stamping, acknowledging receipt of incoming mail, and tracking circulation.
- Preparing outgoing mail, determining appropriate postage rates, and addressing any special mailing requirements.

- Verifying the inclusion of appropriate control codes on internal and external correspondence.
- Archiving documents per the Provincial Archives and Records Services Act by transferring records to the Electronic Records Management System and managing the database of both archived and active documents.
- Distributing Government Gazettes to relevant officials.
- Disposal Programme Management:
 - Ensuring records are disposed of only with written disposal authority from the Provincial Archivist.
 - Applying General Disposal Authorities (GDAs) for common records and seeking disposal authority for others.
 - Submitting file plans and schedules to the Provincial Archives and Records Service for disposal authority.
 - Listing terminated correspondence and non- correspondence files and submitting to the Provincial Archives and Records Service for disposal authority.
 - Documenting legacy electronic records systems and submitting schedules for disposal.
 - Determining retention periods for non-archival records in consultation with risk managers and users, ensuring compliance with relevant legislation.
 - Conducting annual destruction of non-archival records, except those needed for litigation or information access requests.
 - Ensuring destruction events for electronic records are documented in audit trails and destruction certificates are filed.
 - Implementing policies on destruction holds, ensuring no archival records are destroyed unlawfully, and reporting accidental or unauthorized destruction to the Provincial Archives and Records Service. This ensures effective control of mail, correspondence, and records, maintaining compliance with policies and legislation. In order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.

CIRCULATION/ DISTRIBUTION

Prepares mail/ correspondence/ records for circulation and attends to the delivery to Departments by:

- Checking and batching according to destinations and/ or preparing the circulation list.
- Identifying with urgent mail and executes applications to facilitate circulation to the relevant Department or immediate attention.
- Walking to specific offices located within the complex, checking delivery details and seeking acknowledgement of receipt from the relevant personnel.

To ensure mail/ correspondence are distributed to the correct destinations and any priority and/ or urgent mail afforded the necessary attention and delivered timeously.

SUPERVISION

Controls the Key Performance Indicator's and outcomes of personnel within the Section by:

- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures. To ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Department's service level objectives and outcomes.

INFORMATION SERVICE

Coordinates the provision of information to the public and other corporates including government departments on information in terms of the Access to Information Act. i.e. telephonically, electronically or written, by:

- Compiling and updating the manual in terms of the Act in 3 languages- annually.
- Compilation of section 15 report, publication thereof in the media and submission to Department of Justice for publication- annually
- Annually submission of report to Human Rights Commission
- Receiving requests and attending to enquiries from public for information.
- Assisting those not able to make formal requests.
- Processing fees and makes statements in terms of cases where information can't be supplied.
- Defer giving access to records in certain instances.
- Deciding whether to grant access in accordance with the Act and notify requester.
- Granting access as per request ie visual, written, sound and computer.
- Giving access to information in any language. To ensure that information services are provided in a professional manner in keeping with relevant procedures, policies and legislation.

SUPPORT FUNCTIONS

Office/Systems Support

Carries out clerical, office, and systems support duties, including:

- Managing the franking machine by ensuring modem connectivity, completing requisition forms, verifying payments, downloading funds, and maintaining records of funds loaded.
- Handling CDs and statutes, including updating, exporting, burning, renewing subscriptions, and maintaining chronological and alphabetical lists of acts/statutes.
- Maintaining the Records System by performing routine maintenance, managing user access, reporting errors, verifying updates and backups, and building databases.
- Sending faxes and documenting transmission details, including confirmation of receipt, time, and date.
- Photocopying documents upon request from personnel. This ensures adequate support and adherence to requests and instructions.

DEPARTMENT: FINANCE

Vacancy: Principal Accountant

Task: 16

Basic Salary: R671 658 - R871 840per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Budget and reporting

To administer capital and operational budget, investment process and financial reporting processes to ensure that the budgeting both operational and capital proceeds smoothly, to assist with the financial reporting procedures and verifying and updating investment register.

Revenue

Co-ordinates and controls the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions to support analysis, identification and recovery overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment, certification and correspondences.

Expenditure

Co-ordinates and controls the application of accounting procedures within the Branch by attending to the verification, reporting, processing and reconciliation of expenditure accounts, guiding and developing personnel on the processing sequences and controlling the effective implementation recordkeeping and data management procedures to facilitate recovery/ retrieval of accounting information.

DUTIES

A.

BUDGETING & REPORTING PROCEDURES AND OPERATIONS

Administer operational and capital budgeting processes in collaboration with Manager, by:

- Addressing employees in person or telephonically when dealing with enquiries related to capital and operational budget issues
- Capturing budget information in terms of completed documentation received from line managers:
By making sure that all the requests from all the departments are captured in the budget
- Printing reports for verification by supervisor and line managers in terms of budgets by capturing report specifications on computer system
- Compiling a report of projection of year end revenue and expenditure and submit to the manager
- Identify possible overspending on the budget processing Virements and adjustment after the adjustment budget has been approved by Council
- Compile six months actual vs. budget report and submit to all Departments for budgeting process
- Assist the manager to balance the budget
- Attend public meetings, make budgeted presentation and address all budget related queries when needed
- Compiling monthly reports in terms of actual, budgeted amounts and variations:
Monthly report in terms of section 71 of the Municipal Finance Management Act that must be sent to MEC, Mayor or and national treasury every month before the 10th to ensure that the Municipality's expenditure is in line with approved budget.
- Discussing deviations and changes necessary with line managers
- Updating financial projections to ensure accurate reflection of plans
- Filing documentation for enquiry and audit purposes
- Capturing adjustment and Virement budget in the financial system.

In order to contribute to timely finalisation of budget

ASSIST WITH FINANCIAL REPORTS

Provides assistance to the Manager on preparation on monthly, quarterly, and yearly financial reports, by:

- Analysing data on Cash flow report provided by manager, where after a monthly actual cash flow report is generated and handed back to manager for verification of correctness of data
- Receives monthly debtors report from Revenue where after data is compiled as required by National Treasury in prescribed format before submission
- Receives monthly creditors report from Expenditure Division where after data is compiled as required by National Treasury in prescribed format before submission

In order to ensure all data is collected and processed in time

FINANCIAL REPORTS

- Provides leading assistance to the Manager on preparation on monthly, quarterly, and yearly financial reports, by:
- Analysing data on Cash flow report provided by manager, where after a monthly actual cash flow report is generated and handed back to manager for verification of correctness of data
- Receives monthly debtors report from Revenue where after data is compiled as required by National Treasury in prescribed format before submission
- Receives monthly creditors report from Expenditure Division where after data is compiled as required by National Treasury in prescribed format before submission

In order to ensure all data is collected and processed in time

- ASSET Management

Perform maintenance, recording and identification of assets on the asset register, by:

- Process asset acquisitions and disposals in terms of Council Resolutions
- Confirms and updates inventory list
- Reconciles the total amount to general ledger account.

- Captures and updates items to the asset register
- Reconciles asset register to the general ledger on a monthly basis
- Prints and distributes inventory lists to all employees
- Liaises and addresses any outstanding issues with the relevant external companies
- Signs of employees clearance for asset management control
- Barcodes movable assets
- Supplies the relevant company with updated list of fixed assets
- Codes assets in terms of General Accepted Municipal Accounting Practise
- Maintaining and/ or updating records in registers (Assets, Capital Contribution Development Fund, etc.) applying accounting formulae and procedures to capture sequences, verify and/ or adjust and reconcile information.
- In order to ensure control over assets

LEDGER

- Responsible for the general administration regarding the ledger, by:
- Checks journals received for completeness and accuracy
- Allocates journal number
- Captures and imports the journal to the General Ledger System
- Processing and ensuring distribution journals balance for month-end procedures

In order to ensure accurate capturing of information.

INVESTMENTS AND INSURANCE

2.1 Manages and oversees long and short-term investment processes, by:

- Capturing new investments and calculate interest received
- Update Investment Register to reflect current position
- Filing documentation for audit purposes
- Compile financial statement notes regarding investments
- Determines surplus funds using cash flow statement.
- Obtains quotation from approved financial institution.
- Recommends investments to City Treasurer.
- Finalises investment - transfer funds.
- Manages investment portfolio:
- Investment register
- Interest received against quotation
- Maturity dates - investments redeemed
- Reconciliation

In order to ensure the most beneficial investment and to prevent losses to Council.

INVESTMENT PORTFOLIO

2.2 Maintain investment portfolio, by:

- Draw electronic bank statements each morning to determine level of cash available for transactions
- Check to identify any funds paid into the account for a specific purpose, which should be treated differently to a normal deposit
- Determine whether funds should be withdrawn from investments to cover expenditure, or whether excess funds should be invested to earn more interest or for safekeeping for a specific purpose
- Co-authorise investment, withdrawals, and payments
- Obtain written quotations from the approved banking institutions to determine where excess funds should be invested/withdrawn, striking a balance between spreading the risk and earning high interest
- Maintain a register reflecting all investments specifying purpose of investment, institution where invested, interest rate, interest earned, type of investment, balance, and vote allocations for capital and interest earned

INSURANCE PORTFOLIO

2.3 Manage and administer Council's Insurance Portfolio, by:

- Consults Departmental Heads in respect of Councils assets and replacement values.
- Ensures that all Councils assets are insured.
- Ensures that Council is also insured for any other possible claim:
- Business All Risks, Stated Benefits (Employees), Group Personal Accident (Councillors), Public and Management liabilities, etc.
- Investigates self-insurance – Possible financial loss against annual premium.
- Invites Insurance Brokers to submit quotations on Councils Short Term Insurance Portfolio.
- Reports to Council regarding the quotation received and recommend the placing of the Short Term Insurance Portfolio.
- Ascertains the financial position of the Insurance Fund, report position to Council and recommend contribution if required.
- Discusses Insurance Portfolio with appointed Broker in respect of possible shortcomings, which can result in financial loss due to unforeseen claims.
- Evaluates possible shortcomings and report to Council.
- Ensures all losses of Council's property, and liability claims against Council is accounted for by means of insurance claims.

In order to prevent any possible financial loss.

Maintain insurance portfolio, by:

- Advise insurer if all asset descriptions and insurance cover required each time assets are purchased or disposed of or when changing insurers
- Ensure premiums are paid timeous to prevent loss of cover due to non-payment by checking
- Lodge all claims to insurers together with all required documentation for their consideration
- Advise claimant of outcome of claim in writing and any action required of him/her
- Ensure that all payments in respect of claims from insurer are booked to the correct ledger account by instructing the cashier accordingly

In order to ensure that assets are insured and losses claimed.

INTERNS

Responsible for training of interns, by:

- Compile a program for training of interns per division
- Meetings weekly with interns to monitor progress
- Approve leave of interns
- Co-ordinate external training of interns
- Compile regular reports
- Liaise with NT/ PT

In order to ensure that the necessary training is provided.

CLIENT SERVICES

Perform client service and public service function, by:

- Answering queries in connection with activities by addressing the public or internal clients in person, by phone or in writing
- Collecting all the information relating to budget reporting and all other financial aspects for different stakeholders e.g. Provincial and National treasury, STATS SA, etc.

In order to ensure proper communication

Report to the following institutions/ persons, by:

Informal Reporting:

- Report to the supervision issues around reporting, investment and budgets

Formal Reporting:

- Report to National Treasury, MEC for Local Government and the Mayor via the supervisor on the state of the Municipality's budget in terms of the Municipal Finance Management Act
- Monthly statement report and submit to National treasury and provincial treasury via supervisor
- Actual Capital Acquisition reports
- Actual statements of Financial Performance.
- Monthly Financial Reports to Council that includes analysis of rates and services charges, creditors, investments and bank reconciliations.
- Quarterly Budget statements to NT and PT
 - MFMA 12 urgent priorities
 - Budget evaluation checklist
- Yearly Budget statements reporting to National Treasury and Provincial Treasury.
 - Statement of Financial Position
 - Statement of Financial performance Budget
 - Reconciliation of IDP to budget

Production of Documents:

Financial Budgets to the managers and Head of Division

In order to ensure that proper reporting procedures are executed

Interacts with the following institutions/ persons, by:

- With employees, Councillors, management teams to educate, train, assist, advise, convey information, negotiate, consult, participate, observe and decision-making. By means of telephonic, electronic and written communication. Use diplomacy to discuss sensitive financial matters and persuasions to get colleagues to agree to working processes or to find compromises and to apply policies / procedures.
- With bank officials, official of State Departments, consultants, auditors, community to educate, assist, advice, convey information, negotiate, consult, participate, and observe, for decision-making. By means of formal and informal reporting, written and electronic correspondence, telephonic, formal and informal meetings, working groups & teams. Use diplomacy for negotiating payment terms with consultants and contractors and persuasion when dealing with auditors, compromises to balance budget, agreement on alternative mechanisms to change or improve procedures and policies.

In order to ensure that the post's responsibilities regarding interaction and liaison are efficiently executed

REVENUE CONTROL FUNCTIONS

VERIFICATION AND REPORTING

Co-ordinates and controls sequences associated with the verification and provision of information related to Revenue transactions, by

- Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Providing support with regards to the consolidation of Income transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations.
- Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transactions.

In order to ensure reporting requirements and information explaining and detailing income sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation processes.

B. REVENUE SPECIFIC ACCOUNTING FUNCTIONS

TRANSACTIONAL PROCEDURES AND APPLICATIONS

Co-ordinating the recording and processing procedures of income transactions against services rendered, by

- Analysing and verifying transactional recordings, Debtor reports and summaries and, processing or approving adjustments to entries.
- Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts.
- Generating reminder notifications for circulation to overdue debtors and/ or communicating, calculating and establishing payment terms and conditions with defaulters.
- Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/ overdue accounts for further action.

In order to ensure the processing of income related transactions are completed accurately in accordance with laid down accounting procedures and practices.

C. EXPENDTURE CONTROL FUNCTIONS

VERIFICATION AND REPORTING

Co-ordinates and controls sequences associated with the verification

and provision of information related to Expenditure transactions, by

- Analysing and approving expenditure recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Providing support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations.
- Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts.

In order to ensure reporting requirements and information explaining and detailing expenditure sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation processes.

C. EXPENITURE SPECIFIC ACCOUNTING FUNCTIONS

TRANSACTIONAL PROCEDURES AND APPLICATIONS

Co-ordinating the recording and processing procedures of

Expenditure transactions, by

- Analysing and verifying transactional recordings, expenditure reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms
- Reconciling creditor accounts and claims (insurance claims, fuel, salaries) and proceeding with the posting and balancing of ledger accounts
- Calculating, using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information.
- Activating electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts.

Maintaining and/ or updating records in registers (Assets, Capital Contribution Development Fund, etc.) applying accounting formulae and procedures to capture sequences, verify and/ or adjust and reconcile information.

In order to ensure the processing of expenditure transactions are completed accurately in accordance with laid down accounting procedures and practices.

DATA MANAGEMENT AND RECORDKEEPING

Performs specific sequences associated with maintaining electronically based information/ data and files/ records, by

- Applying data storage/ recovery procedures to back-up information and records on the Accounting Module.
- Updating files and record keeping systems using sequential alpha-numeric references to code documentation/ correspondence and reports and/ or retrieving specific information to support processing adjustments/ queries.
- Reporting to the immediate supervisor on the adequacy of current recordkeeping systems (electronic/ documented form) with a view to improving controls on access, confidentiality and circulation of information.

In order to ensure records are up to date, reflective of the activities of the Branch and made available to support transactional sequences and applications.

RATES ADMINISTRATION

Co-ordinates specific administrative and financial sequences associated the rates levy, by

- Preparing and/ or approving correspondence and calculations of rates due on properties and buildings, forwarding to legal professionals to facilitate the preparation of specific contractual documentation.
- Attending to queries related to the calculation of penalties/ interest on and providing explanations to clients,
- Issuing rates certificates to support the transfer/ sale agreement and approving payment terms and conditions.

In order to ensure laid down procedures are applied in determining levies due to the Municipality, payment agreement concluded and agreed upon prior to issuing certificates to facilitate the purchase and sale of property.

SUPERVISION AND PERSONNEL DEVELOPMENT

Controls the key performance areas and critical outputs of personnel within the Branch, by

- Providing guidelines/ guidance to personnel on the application of procedures.
- Implementing remedial measures/ corrective action to align performance and output against agreed standards.
- Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance.
- Instituting disciplinary action for non-conformance and serious breaches to terms and conditions of employment / codes of conduct.

In order to ensure acceptable performance levels are sustained and adequate direction provided enabling the Branch to accomplish laid down objectives.

Qualifications:

B Com or equivalent with financial accounting as a major subject. (NQF 7)

Experience:

Relevant experience 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience and 5 years Supervisory Experience

DEPARTMENT: TECHNICAL SERVICES

Vacancy: Technician: Roads and Storm water (Civil)

Task: 14

Basic Salary: R517 436 – R671 652 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Plans and manages the key performance areas and result indicators for the Civil Services functionality associated with the formulation and review of the plans, identification and prioritization of needs and measures necessary to address the provision of Civil Services; communicating with functional and community based role- players, formulation of contracts and, approving and monitoring the execution and application of procedures regulations and standards in order to ensure priorities the Municipality complies with requirements in terms of the Integrated Development Plan.

DUTIES

MANAGEMENT FUNCTIONS

FORWARD PLANNING

Identifies and defines the immediate and short-term objectives/ plans associated with road and storm-water maintenance by:

- Keeping abreast with technological developments in the rehabilitation and maintenance of roads, buildings, water and sanitation, storm-water drainage, traffic signage/ markings and regulations.
- Analysing and aligning requirements for civil services project rehabilitation/maintenance with operating capacity and capability.
- Building capacity where a shortage in capacity is identified.
- Evaluating and commenting on the applicability of specific key civil services

performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans.

- Presenting reports of current and future civil services interventions necessary to achieve acceptable levels and standards of service delivery to the Director for consideration and inclusion into the department's short/ medium term performance and service delivery plans.

In order to ensure critical performance indicators are identified and specific measures established to enable and guide the department to plan, manage and or prioritize outcomes accordingly.

PERSONNEL AND PERFORMANCE MANAGEMENT

Manages and controls the Key Performance Indicator's and outcomes of personnel, by

- Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements and statutory financial regulations referring to good and accountable financial management and governance practices.
- Determining staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements.
- Participating in staff weekly meetings in order to discuss performance targets and progress through meetings and interventions in order to ensure commitment and support for the tasks at hand.
- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and, short term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures and Codes of Good Practice encapsulated in Employment Legislation.

In order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling Section to contribute positively towards accomplishing service level objectives and outcomes.

FINANCIAL CONTROL

Prepares capital and operating estimates and controls expenditure against the approved budget allocations by:

- Evaluating the sections performance against budget and addressing deviations/ variances with appropriate personnel.
- Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
- Obtaining quotations for relevant purchases for the Section.
- Setting specification for required materials or services to be procured for the section
- Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.

In order to ensure accurate estimates are prepared in relation to requirements enabling the Section to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.

OPERATIONAL MANAGEMENT

CIVIL SERVICES CONSTRUCTION AND MAINTENANCE

Controls the professional, technical and operational outcomes associated with the functions related to civil services construction/ maintenance by:

- Establishing key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to road construction (planned road construction prioritized in three-year infrastructure plan) and road maintenance (planned three-year maintenance plan, routine, planned and unplanned) and repair work, storm-water drainage and traffic signage and markings.
- Managing the operational functions and resources (materials, construction plant and vehicles, depot operations) and monitors utilization and cost effectiveness of activities against operational plans.
- Manages all the section's plant by ensuring the vehicle tracking reports, fleet administration and fuel data captured by the Administration and Data Clerk are submitted and evaluated and reported
- Monitoring the adequacy of procedures and compliance with departmental guidelines with respect to trench re-instatements resulting from excavations, the construction and installation of drainage, traffic signage/markings.
- Approving civil services project plans, drawings, designs and cost estimates for minor new works and, monitoring the implementation sequences thereof.
- Evaluating interventions and/ or the design and construction of Road, Storm-water Drainage and Traffic Signage Infrastructure contemplated or affected through external sources and, providing comments on constraints/ applicability with regards to ongoing maintenance.

- Conducting inspections on-site and ensures that regulations, specifications and safety issues are being adequately addressed as a means to managing the process of civil services projects.
- Assessing material design, introduction of new materials and equipment and its impact on the functioning and level of service delivery.

In order to ensure the activities, projects and assignments associated with the section are monitored, deviations addressed, and corrective measures introduced to curb non-conformance, poor quality and performance enabling the department to deliver in accordance with the laid down objectives, procedures and cost parameters.

MONITORING PROJECT DELIVERABLES

Analyses and evaluates the scoping, award and deliverable phases of projects associated with the provision of Civil Services to communities by:

- Prioritizing specific projects to achieve targets on Civil Services provision.
- Aligning proposals to comply with the reconstruction and development requirements and guidelines.
- Guiding the drafting, adjudication and reporting processes with regards to contracts/ tenders and verifying details, terms and conditions, specifications, etc comply with laid down policies, regulations and procedures.
- Participating in the appointment process and briefing parties (consultants/ contractors, etc) on the terms and scope of such appointments and, evaluating, investigating and approving submissions on progress, performance and costs.
- Monitoring Contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on-site inspections, etc and alerting the Contractor to any acts of non-conformance.
- Implementing procedures to administer contracts and the processing of completion certificates and, verifying outcomes prior to approving payment certificates.
- Evaluating the adequacy of Council's Affirmative Procurement Policy in providing opportunities to emerging contractors to develop and enhance their skill base and promote employment.
- Resolving technical conflicts and contractual claims and preparing the necessary reports presenting councils arguments at arbitration.

In order to ensure contractual terms and conditions entered into, and agreed to, are complied with and specific responsibilities discharged accordingly without any risk to the Council.

COMMUNICATION

Disseminates functional and operational information on current developments, problems and constraints by:

- Implementing sequences associated with establishing databases reflective of rehabilitation and special maintenance projects relating to civil services to be undertaken in the regions/ wards.
- Assist with the prioritization of three-year roads maintenance schedule in line with the roads that have been identified in the Pavement Management System as requested in the DORA.
- Coordinating the implementation of Project Steering Committees to serve as avenue to facilitate functional information and receive public comment.
- Participating in various meetings (council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councillors, government departments, developers/contractors, etc.

Communication:

Internal (within the Organisation)

Same Level: Departmental Managers, Site Personnel

External (Outside the Organisation)

Same Level: Developers, Contractors, Committees

In order to ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

ADMINISTRATION

Manages and coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:

- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the functionality for the attention of the Manager for consideration and inclusion into Council and Sub Committee reports.
- Completing instructional/ operational documentation (vehicle log sheets) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the compliance of the functionality with relevant legal requirements as well as Council Policies and Procedures.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.

In order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Section.

Qualifications:

B. Tech. Civil Engineering or S A Diploma Civil Engineering - NQF Level 6/7

Code EB driving license

Experience: 4-5 Years

Thorough knowledge of Engineering Projects planning processes and Local Government Sector processes. Sound knowledge of research and analytical theories and practices. Good project financial costing skills. Excellent communication skills. Excellent report writing and presentation skills. Attention to detail. Drive and tenacity to lead a multi-disciplinary project team. Monitoring of contractor performance.

Vacancy: Technician: Environmental Quality

Task: 14

Basic Salary: R517 436 – R671 658 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Co-ordinates the technical applications and procedures with regards to ensuring specific requirements of the necessary Environmental Legislation including Water Services Act are complied with through the review and analysis of the Water Services Development Plan, Landfill, Refuse Sewer and Wastewater (operations and maintenance) and associated Master Plans, participating in the preparation of maintenance project guidelines, providing of recommendations on proposals and the appointment of consultants and, controlling the implementation, administration and communication of the status of programs/ projects in the Water Services Authority Section and to ensure that all consumers are afforded efficient, affordable, economical and sustainable access to water services.

DUTIES

TECHNICAL WSA PLANNING FUNCTIONS REVIEW AND ANALYSIS

Coordinates specific applications with respect to the development and review of Operations & Maintenance Plan Responsible for Bulk Water services, Wastewater and Refuse Management within the Municipality and determine a clear line of responsibility between WSA and WSP by:

- Compiling a Water services Master Plan to determine, by planning forward, what infrastructure is required to ensure the provision of water services to meet the future demand.
- Compiling a Waste management Master Plan to determine, by planning forward, what infrastructure is required to ensure the provision of water services to meet the future demand.
- Compiling a sewer services Master Plan to determine, by planning forward, what infrastructure is required to ensure the provision of water services to meet the future demand.
- Compiling a Landfill Master Plan to determine, by planning forward, what infrastructure is required to ensure the provision of water services to meet the future demand.
- Monitoring progress in achieving the outcomes identified as priority in the Water Development Plans, assessing compliance with respect to specific Acts/ Legislation/ Regulations and advising and/ or supporting the supervisor with information on progress and/ or results of interventions. Ensuring adoption of WSDP by Council and monitoring that there is no deviation from the plan.
- Reporting on the implementation of the plan during each financial year.
- Managing and accounting separately for the WSA and WSP functions.
- Making and updating By-laws containing conditions for the provision of water services.
- Analysing the status of water and sanitation facilities in communities, referring to field reports and data collected through investigations.
- Reporting updates and providing information and guidelines to appointed consultants on planned maintenance projects.
- Verifying that Tariffs for water services are in accordance with norms and standards and can sustain water services functions.
- Managing Take-off agreement with the Nelson Mandela Bay Metro for bulk water provision from the river system as well as with GIB for water from the Dam.
- Regulating access to water services in an equitable way and having oversight of the Billing process to ensure maximum efficiency of income stream for water services.
- Preparing and workshopping a WSDP and updating it on regular basis through:
 - This forms the WSA's roadmap for water services delivery for the next 5 years.
 - Time frame and implementation plan for next 5 years
 - List of Infrastructure required to ensure water services to all
 - Detail of water sources
 - Capital and operating costs and financial arrangements for funding of water services

- Rolling-out Feasibility and Implementation Readiness studies and applying for National Grant Funding programmes (RBIG, WSIG etc). Maximise the use of external funding sources.
- Revitalizing and implementing the green and blue drop requirements
- Working closely with the WSP within the Municipality to set goals and to measure achievement for the provision of Water Services

In order to ensure an accurate analysis on community, needs is completed, basic priorities identified and, plans and implementation sequences adjusted to meet and/ or adequately address the provision of water and sanitation requirements in accordance with legislation.

PROJECT/ PROGRAMME CO-ORDINATION AND ADMINISTRATION

Coordinates and controls administrative and technical procedures with respect to the implementation of Water Projects/ Programmes and associated maintenance interventions by:

- Drafting cash flow schedules referring to specific funding guidelines and/ or collating information for inclusion into project briefs and, preparing and forwarding of terms of reference for approval.
- Drafting Tender documents and reports and Evaluating Tenders and evaluating consultant's proposals and formulating recommendations for consideration during the appraisal and appointment process and submitting Business Plans to the Supervisor for approval.
- Analysing and evaluating adjudication reports received from Consultant's and preparing recommendations on tenders for consideration.
- Executing procedural measures for monitoring, updating and maintaining cash flows and deliverables in accordance with programme objectives and outcomes.
- Checking and authorizing payment certificates referring to budget guidelines and approving variation orders.
- Compiling a Water safety plan to monitor water quality and mitigate the deterioration of the services.
- Conducting a maintenance backlog investigation on all Bulk water services infrastructure to determine the capital required to eradicate any backlog in maintenance.
- Identifying alternative sources of water and water that is not used – Groundwater and War on leaks.
- Coordinating Publication and Implementation of restrictions in times of emergency and conservation of water resources.
- Exercising the right to limit or discontinue the provision of water services if there is a failure to comply with conditions set for the provision of services
- Looking at alternative ways of providing access to water services
- Ensuring regional efficiency of water services and benefit of scale
- In an emergency, taking steps to provide basic water and sanitation services to any person in its jurisdiction.

To ensure procedures, requirements and guidelines are complied with, deliverables and costs monitored and controlled enabling deviations from agreed terms to be identified, addressed and corrected.

MONITORING COMPLIANCE AND FACILITATING HANDOVER

Monitors and addresses specific WSA project/ programme related outcomes and co-ordinates closure and handover sequences by:

- Evaluating work in progress and outstanding issues through interaction and site inspections and provides guidelines on specific applications/ requirements in respect of complying with standards, specifications and applicable legislation.
- Executing final closure sequences, evaluating and submitting reports and attending to the release of retentions and original surety to the Contractor.
- Performing basic surveying.

In order to ensure outstanding issues and procedural requirements are attended to prior to transfer of scheme to the WSP Section.

GENERAL OPERATIONAL FUNCTIONS

COMMUNICATION AND REPORTING

Disseminates technical operational information on outcomes, current developments, problems and constraints, by

- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery and/ or services from the general public, councillors and government departments.
- Participating in various meetings (council, internal and external forums, steering committees, consultants) and provides comments/ opinions on matters affecting sewer programmes/ projects.
- Interacting with processing departments and providing information to facilitate the finalisation of specific procedural applications.

Communication:

Internal (within the Organisation)

Same Level: Departmental Personnel

Upper Level: Departmental Managers, Council

External (Outside the Organisation)

Same Level: Members of the public, Consultants

Upper Level: Forums, Committees, Government Departments.

To ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

ADMINISTRATION

Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:

- Preparing interim and final project investigational and performance reports referring to statistical data and qualitative information gathered through investigations and inspection, for the attention of the supervisor for consideration and inclusion into Council and Sub Committee reports.
- Completing instructional/ operational documentation (vehicle log sheets; overtime schedules; travel claims) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Maintaining and updating databases with regards to the financial, capacity and service level dimensions and, extracting and interpreting reports with a view to providing information on the strengths, weaknesses and constraints to sustain service delivery levels, to internal departments, stakeholders and the immediate superior
- Compiling investigational reports and / or responses to correspondences and queries, extracting information and records to support content, recommendations and/ or opinion.

To ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information.

Qualifications:

B. Tech Civil Engineering - NQF Level 7

Code EB Driving License

ECSA registration

Experience: 5 Years

Sound knowledge of Legislation, Policies, Procedures, Bylaws applicable to water services/provision. Good communication skills. Good analytical skills. Attention to detail

Vacancy: Electrician

Task: 10

Basic Salary: R292 850 – R380 135 per annum (plus benefits: pension fund benefits, medical aid scheme, housing subsidy, 13th cheque).

JOB PURPOSE

Coordinates and controls the key performance areas and specific outcomes associated with the Infrastructure and Engineering, (Electrical) Section through set-up, work in progress and completion of specialized Electrical tasks activities associated with medium/ low voltage electrical installation, maintenance and repair for maintenance of municipal buildings and electrical inspections of housing projects, including monitoring and correcting support personnel productivity and performance and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives.

DUTIES

ELECTRICAL FUNCTIONS CONSTRUCTION AND INSTALLATIONS

Coordinates activities associated with the construction and installations of medium/ low voltage electrical networks by:

- Reading and interpreting drawings/ works orders detailing layout and specifications.
- Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.)
- Installation of pre-paid meters in all Municipality and privately-owned buildings.
- Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc.
- Terminating cables, wires etc to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires.
- Taking of meter readings and installing new connections for houses, including three phase prepaid meters where required and conducting of COC inspections,

To ensure installation and safety procedures and guidelines are complied with, and tasks executed in accordance with standards associated with quality workmanship.

PLANNED AND PREDICTIVE MAINTENANCE

Coordinates activities and sequences associated with maintaining the functionality of medium/ low voltage electrical reticulation systems by:

- Confirming through tests and communication with the control room all live conductors are disconnected in premises housing switchgear and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises.
- Repairing and maintaining low and high voltage electrical equipment and networks in all the Municipality buildings.

- Conducting visual inspections of supporting structures, lines and cables and evaluating the performance of step-down transformers, switchgear and associated components.
- Performing electrical maintenance functions on MV's and Sub-Stations.
- Isolating, removing and replacing defective components and/ or attending to the stripping, cleaning and jointing of overhead and underground cables and lines with due consideration given to safety procedures in live environments.
- Thumping of MV faults and jointing of MV cables and switching off supply during MV phasing cables.

To ensure scheduled planned and predictive maintenance cycle and work procedures are compiled enabling uninterrupted and optimum functionality of the electrical/ power supply system.

FAULT FINDING/ REPAIRS

Coordinates activities/ sequences associated with trouble shooting/ fault finding and repairing to medium/ low voltage reticulation and electrical systems by:

- Conducting tests to diagnose and determine the nature of the fault and communicating with the control room/ immediate superior on the possibility of re-routing supply in respect of major repair work.
- Isolating, removing and replacing defective components and/ or attending to the stripping, cleaning and jointing of overhead and underground cables and lines with due consideration given to safety procedures in live environments.
- Conducting electrical fault-finding tests on pump stations and cables.
- Testing circuits and the functionality of new components using testing and fault detection equipment and communicating readiness to activate operations.

To ensure faults are detected and repaired and functionality restored with minimal disruption to services.

SUPERVISION AND CONTROL

Coordinates and controls tasks / activities associated with controlling personnel performance, productivity and discipline by:

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/or other approved methods designed to improve and motivate personnel.
- Conducting quarterly evaluation of staff through individual performance appraisals.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
- Keeping staff informed of new developments, legislation, circulars and policies.
- Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.

- Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals.

To ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.

GENERAL FUNCTIONS

INFORMATION RECORDING

Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist), by

- Inserting the relevant information (quantitative/ qualitative) and/ or details of activities and forwarding to the relevant personnel for processing.
- Referring to work schedules and registers to correct deviations/ discrepancies entries raised during processing.

To ensure details of activities are accurately recorded to facilitate the processing of information related to productivity personnel, time and material allocation and utilization for specific assignments.

RELATIONSHIP MANAGEMENT AND COMMUNICATION

Disseminates functional and operational information on the immediate and short-term objectives and current developments, problems and constraints by:

- Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders.
- Interacting with the Stores, checking allocated components and materials against job cards.
- Inspecting works prior to commissioning and communicating with the control room/ immediate supervisor with regards to test outcomes and functionality of the installation.

To ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

Qualifications:

Trade certificate

Authorisation course for high voltage (ORHVS level 1-12) Identification and Risk Assessment (HIRA) Protection schemes training Maintenance and Transformer testing schemes High tension (HT) terminations and cable jointing (XLPE & PILC)

Experience: 3-5 years post apprenticeship experience required.

Sound knowledge of electricity policies and procedures. Analytical, fault-finding and problem-solving skills. Good supervisory skills. Good communication skills. Attention to detail.

NB: For full details of the advertisements applicants are requested to visit the municipal website: www.siyancuma.gov.za

Interested person are requested to forward application on the prescribe application form accompanied by a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Senior Manager: Corporate Services, Mr LJ Marwane at 053 298 1810

Closing Date : **04 November 2024 – 16:30**

Applications can be forwarded to:

Siyancuma Municipality
P.O Box 27
Douglas
8730
053 298 1810

Physical Address
Siyancuma Municipality
13 Charl Cilliers Street
Civic Centre
Registry Office
Douglas