

# SIYANCUMA MUNICIPALITY



## INTERNAL / EXTERNAL ADVERTISEMENT

**NOTICE: 02/2026**

Siyancuma Municipality, an equal opportunity, affirmative action employer with its headquarters in Douglas, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

**Vacancy: Electrician (12 Months Contract) (Ref: 2026/02/03)**

**Task: T10**

**Basic Salary: R 26 011 – R 33 764 pm**

### QUALIFICATIONS AND EXPERIENCE

- 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.

### JOB PURPOSE

To coordinate and control 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.

**Vacancy:** Fitter and Turner / Millwright (12 Months Contract) (Ref: 2026/02/04)

**Task:** T10

**Basic Salary:** R 26 011 – R 33 764 pm

The successful candidates will be responsible for maintaining, repairing, and optimising plant, machinery, and utilities equipment to ensure safe, reliable, and efficient operations in a manufacturing environment.

#### **QUALIFICATIONS AND EXPERIENCE:**

- Trade Certificate as a Fitter or Millwright
- Must have at least 3-5 years' experience as a qualified Fitter or Millwright with experience related to pumps and electrical equipment in a municipal environment.

#### **REQUIREMENTS AND SKILL:**

Computer literate.

- Valid Code C1 driving license with PRDP or it must be obtained within 6 months of commencing with employment.
- Communication in at least two of the three Official Languages of the Northern Cape
- Project management and supervision skills
- Interpersonal skills
- Conflict resolution skills
- Attention to detail
- Ability to function effectively under pressure
- Work independently and willingness and availability to work after hours
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)

#### **FUNCTIONS & RESPONSIBILITIES:**

- Monitors and controls personnel and operational requirements associated with the Plan Station Operations;
- Supervising, scheduling and undertaking of activities associated with the construction and installations of mechanical pumps (motors, equipment/accessories/parts/components);
- Supervise and undertakes activities and sequences associated with maintaining and monitoring the functionality by conducting investigations and inspections to assess work in progress and procedural applications are adhered to;

- Supervises activities/sequences associated with troubleshooting, fault finding and repairing to mechanical reticulation systems;
- Coordinates and controls tasks/activities of personnel and allocates and prioritizes outcomes'
- Interpret and coordinate specific pre-work/site requirements with regards to repairs and planned and predictive maintenance sequences in relation to pump station repairs and maintenance and guides the activities of personnel;
- Complete internal transactional documentation (time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist etc);
- Perform specific tasks associated with the operation of heavy and/ or specialized vehicles and equipment (Crane Trucks; etc.) during plumbing installation, repair and maintenance activities;
- Coordinate activities and sequences associated with maintaining the functionality of mechanical parts and equipment/machinery at pump stations;
- Perform any other related duties as instructed by supervisor;

## **COMPETENCIES REQUIRED**

### **CORE PROFESSIONAL COMPETENCIES**

- **Managing Work:** Makes contingency plans;
- **Problem Solving:** Generates various solutions and contingency plans for localized problems;
- **Planning and Organising:** Sets goals and objectives relevant to the function;
- **Quality Orientation:** Maintains a project checklist covering all detail that may be overlooked;

### **FUNCTIONAL COMPETENCIES**

- **Work Place Safety:** Ensure the effective execution of health and safety regulations;
- **Discipline Specific Skills:** Applies specialist knowledge to situations, to solve problems;

### **PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **Service Delivery Orientation:** Understands and articulates client needs;
- **Interpersonal relationships:** Convinces others of ideas without suppressing their views;
- **Communication:** Communicates effectively both verbal and written;
- **Customer orientation and customer focus:** Understands the client's issues

### **PERSONAL COMPETENCIES**

- **Action Orientation:** Inspires others through own actions and attitude to perform;
- **Resilience:** Plans and initiates new ways forward;
- **Accountability and Ethical Conduct:** Aware of potential conflicts of interest;
- **Learning Orientation:** Creates a learning environment and encourages others to learn;

### **MANAGEMENT / LEADERSHIP COMPETENCIES**

- **Direction Setting:** Good at establishing clear direction;
- **Impact and influence:** Tactfully confronts and corrects others when necessary;
- **Team Orientation:** Encourages team approach to problem solving;
- **Coaching and mentoring:** Encourages 'on-the-job' training and the acquisition of new skills;

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

**Vacancy:**     **Artisan Plumber (12 Months Contract) (Ref: 2026/02/05)**

**Task:**         **T10**

**Basic Salary:** R 26 011 – R 33 764 pm

Sound knowledge of plumbing maintenance and installation techniques. Good problem finding and judgmental skills. Ability to read ground plans for the layout of underground pipes. Good communication skills. Ability to work independently. Attention to detail. Good supervisory skills.

**QUALIFICATIONS AND EXPERIENCE:**

- Trade Tested Artisan – Plumber – NQF level 6
- Code EC driving license.

**REQUIREMENTS AND SKILL:**

Computer literate.

- Valid Code C1 driving license with PRDP or it must be obtained within 6 months of commencing with employment.
- Communication in at least two of the three Official Languages of the Northern Cape
- Project management and supervision skills
- Interpersonal skills
- Conflict resolution skills
- Attention to detail
- Ability to function effectively under pressure
- Work independently and willingness and availability to work after hours
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)

**FUNCTIONS AND RESPONSIBILITY**

**REPAIRS AND INSTALLATIONS**

Coordinates activities associated with the repairs, maintenance and installations of water meters, water pipes and manholes by:

- Receiving the job card from the Immediate Superior and monitoring the loading of required equipment and materials;
- Locating meters and conducting relevant investigations (water leaks, faulty meter readings, etc.);
- Inspecting works prior to commissioning and communicating with the immediate superior with regards to tests, adjustments and functionality of the water meters;
- Visually examining seams, joints and welds on piping reticulation and plumbing systems, fixtures and fittings;
- Performing PRV and valves operating/ maintenance and water meter servicing;
- Inspecting and identifying leaks in the system, isolating defective area and commencing with repair sequence (Removing and installing of water pipes);
- Monitoring the cutting/ removing and replacing defective sections using welding techniques and/ or

couplings to secure joins;

- Monitoring the removing and replacing defective flow metering units and connections to domestic household/ industrial premises;
- Diagnosing of electrical and telemetry faults affecting water control valve operations, bleeding air from pumps and water systems, air lock and understanding of electric and electronics e.g. pump running backwards, reverse polarity;

## **SUPERVISION**

Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality by;

- Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and / or other approved methods designed to improve and motivate personnel;
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the Immediate Superior for addition resources;
- Addressing workplace conflict / conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures;

## **COMMUNICATION**

Performs specific activities associated with communications and providing support to line functions by:

- Inspecting works prior to commissioning and communicating with the immediate supervisor with regards to tests, adjustments and functionality of the water meter;
- Establishing and providing information on options/ alternative methods to address problems and prevent reoccurrence and assessing the extent/ complexity of the repair/ maintenance processes for the purpose of determining resource requirements;
- Interacting and checking allocated components and materials against job cards prior to commencing and/or communicating the need for material and plant requirements in accordance with work sequence or informing alternative water supply for consumers during major shutdown;

## **COMPETENCIES REQUIRED**

### **CORE PROFESSIONAL COMPETENCIES**

- **Managing Work:** Makes contingency plans;
- **Problem Solving:** Generates various solutions and contingency plans for localized problems;
- **Planning and Organising:** Sets goals and objectives relevant to the function;
- **Quality Orientation:** Maintains a project checklist covering all detail that may be overlooked;

### **FUNCTIONAL COMPETENCIES**

- **Work Place Safety:** Ensure the effective execution of health and safety regulations;
- **Discipline Specific Skills:** Applies specialist knowledge to situations, to solve problems;

## **PUBLIC SERVICE ORIENTATION COMPETENCIES**

- **Service Delivery Orientation:** Understands and articulates client needs;
- **Interpersonal relationships:** Convinces others of ideas without suppressing their views;
- **Communication:** Communicates effectively both verbal and written;
- **Customer orientation and customer focus:** Understands the client's issues

## **PERSONAL COMPETENCIES**

- **Action Orientation:** Inspires others through own actions and attitude to perform;
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- **Learning Orientation:** Creates a learning environment and encourages others to learn;

## **MANAGEMENT / LEADERSHIP COMPETENCIES**

- **Direction Setting:** Good at establishing clear direction;
- **Impact and influence:** Tactfully confronts and corrects others when necessary;
- **Team Orientation:** Encourages team approach to problem solving;
- **Coaching and mentoring:** Encourages 'on-the-job' training and the acquisition of new skills;

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](http://www.siyancuma.gov.za)

Interested persons are requested to forward application form together with a comprehensive CV (applications without the application form will not be considered) and certified copies of qualifications to the Municipal Manager.

**Enquiries can be directed to the Senior Human Resources Practitioner, Ms. SZ Xengana at 053 298 1810.**

**Closing Date:** 06 March 2026 16:30

### **Physical address:**

Municipal Manager  
Siyancuma Municipality  
P.O Box 27  
Douglas  
8730

Siyancuma Municipality  
13 Charl Cilliers Street  
Civic Centre  
Registry Office  
Douglas



**Municipal Manager**