

DIRECTORATE: CORPORATE SERVICES
DEPARTMENT: HUMAN RESOURCES
UNIT: HR MANAGEMENT AND DEVELOPMENT
POSITION: SENIOR PERSONNEL OFFICER

Salary

- R326 508.00 - R360 540.00 per annum (post level 05)

Qualifications

- National Diploma in Human Resources.

Experience/Requirements

- Minimum 5 years' experience in an HR environment
- Good command of business English

Key performance areas

- Co-ordinate activities of HR Officers and support staff allocated to the position
- Co-ordinates recruitment and selection activities for the various departments and conduct induction of new employees
- Co-ordinates benefits administration unit (medical aid, pension benefit, etc.) in conjunction with Pay Office
- Prepare reports for submission to council structures on HR related matters
- Makes recommendations to management for improvement in service delivery
- Attend to HR related enquiries
- Attends to correspondence and investigate complaints
- Performs a mediation role between officials of council, their unions and management when disputes arise.

CLOSING DATE: 3 FEBRUARY 2017

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Unit, at the number (018) 487 8095/8336. The City of Matlosana is an Equal Opportunity Employer.

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**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**TSR NKHUMISE
ACTING MUNICIPAL MANAGER**

NOTICE NO. 2/2017

DIRECTORATE: CORPRATE SERVICES
DEPARTMENT: ADMINISTRATION
UNIT: LEGAL SERVICES
POSITION: ADMINISTRATIVE OFFICER GRADE II -I

Salary

- R236 532.00 - R295 728.00 per annum (post level 8/7)

Qualifications

- Grade 12
- Secretarial Diploma/Certificate
- Previous legal practice experience will be an additional advantage.

Experience/Requirements

- Minimum 3 years' experience in an administrative position
- Must be computer literate
- Able to work under pressure and withstand stress
- Willing and able to work overtime when required

Key performance areas

- Receive incoming correspondence regarding legal matters
- Gather information, prepares and submits items
- Provide an effective administration service for all matters related to attorneys, other officials and members of the public
- Type all letters, items, agreements, contracts, affidavits and other legal documents of a confidential nature
- Perform all other office related duties, such as faxing, photocopying, distribution of documents and filing of correspondence
- Assists with preparation and submission of items and reports for Council committee meetings
- Receive and assist with all telephonic enquiries
- Receive and advise on enquiries when members of the public visit the Legal Services offices
- Respond to all enquiries from the public and also to written enquiries.

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NOTICE NO. 2/2017

DIRECTORATE: CORPORATE SERVICES
DEPARTMENT: ADMINISTRATION
UNIT: LAND AFFAIRS
POSITION: ADMINISTRATIVE OFFICER GRADE II -I

Salary

- R236 532.00 - R295 728.00 per annum (post level 8/7)

Qualifications

- Grade 12.

Experience/Requirements

- Minimum 1 years' experience in an administrative position
- Must be computer literate
- Willing and able to work overtime when required

Key performance areas

- Receive incoming correspondence regarding Land Affairs matters
- Gathers information, prepares and submits items
- Provide an effective administration service for all applications/transactions (alienation, leases, purchase of land, exchanges, and temporary rights of use of council land)
- Assists with preparation of minutes of Council committee meetings
- Receive and assist with all telephonic enquiries
- Receive and advise on enquiries when members of the public visit the Land Affairs offices
- Respond to all enquiries from the public and also to written enquiries

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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: DEBT MANAGEMENT
UNIT: DEBT MANAGEMENT
POSITION: ACCOUNTANT: DEBT MANAGEMENT

Salary

- R295 728.00 – R326 508.00 per annum (post level 6)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects
- B-Degree or National Diploma in Accountancy

Experience/Requirements

- Minimum 3 years' experience in a municipal finance environment
- Must be computer literate
- Previous experience in debt collection and credit control will be an added advantage.

Key performance areas

- Responsible for collection of outstanding monies owing to Council
- Hand over defaulters to debt collectors and/or attorneys
- Deal with legal correspondence
- Monitor performance of debt collectors and attorneys
- Develop and implement work procedures, standards and performance outputs in the section
- Develop procedures and job manuals, design work flows and write job descriptions
- Receive, verify and process attorneys' statements
- Verify journals done by subordinates in order for payments to be made in good time.

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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: DEBT MANAGEMENT
UNIT: PAYOUTS
POSITION: SENIOR CLERK: BANKING AND BALANCING

Salary

- R199 056.00 – R230 760.00 per annum (post level 9)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects

Experience/Requirements

- Minimum 2 years' experience in a municipal finance environment
- Must be computer literate.
- Able to work under pressure
- Good interpersonal and communication skills.

Key performance areas

- Responsible for balancing all payments received by the various pay points of Council
- Update daily receipts and submit ACB debit orders
- Check all receipts issued and reversed and monitor bulk receipting
- Control supervisors who work at outside pay points
- Perform day-to-day balancing of cashiers' takings and execute receipt reversals where required
- Update ACB debit orders and control debtors accounts
- Ensure receipting of bulk consumers and staff deductions as well as booking of receipts to the relevant journals
- Ensure there are no unauthorised pending transactions on pre-paid receipts.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES

DEPARTMENT: DEBT MANAGEMENT

UNIT: PAYMENT COLLECTIONS

POSITION: CLERK GRADE I: SUPERVISOR ENQUIRIES AND ARRANGEMENTS

(4 -POSTS)

Salary

- R166 920.00 – R189 852.00 per annum (post level 10)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects

Experience/Requirements

- Minimum 3 years' experience in a municipal finance environment
- Must be computer literate.
- Able to work under pressure
- Good interpersonal and communication skills.

Key performance areas

- Responsible for super vision of departmental staff, including cashiers
- Perform daily balancing and banking of a pay point receipts
- Control receipting of monies and control any shortages
- Assist consumers with queries at the relevant pay point
- Responsible for debt management function
- Perform receipt reversals
- Do correct allocation of receipts to the ledger
- Ensure there are no unauthorised pending transactions on pre-paid receipts
- Perform debt management duties when required.

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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: DEBT MANAGEMENT
UNIT: PAYMENT COLLECTION
POSITION: CLERK GRADE II: ELECTRONIC BANKING

Salary

- R147 120.00 – R163 812.00 per annum (post level 11)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects

Experience/Requirements

- Minimum 3 years' experience in a municipal finance environment
- Must be computer literate.
- Able to work under pressure
- Good interpersonal and communication skills.

Key performance areas

- Ensure that direct deposits are receipted daily
- Trace unknown deposits and receipting
- Transfer incorrect deposits to correct accounts.

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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: DEBT MANAGEMENT
UNIT: SUNDRY DEBTORS
POSITION: CLERK GRADE I: SUNDRY DEBTORS

Salary

- R166 920.00 - R189 852.00 per annum (post level 10)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects

Experience/Requirements

- Minimum 1 years' experience in a municipal finance environment
- Must be computer literate
- Proficiency in agreement management and monitoring
- Previous experience in a municipal finance environment will be an added advantage

Key performance areas

- Performs creation and maintenance of sundry debtors accounts
- Levies debtors accounts
- Performs monitoring of sales and rental agreements
- Implementation of suspense accounts
- Performs credit control on debtors.

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DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: DEBT MANAGEMENT
UNIT: SUNDRY DEBTORS
POSITION: CLERK GRADE II: SUNDRY DEBTORS

Salary

- R147 120.00 - R163 812.00 per annum (post level 11)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects

Experience/Requirements

- Minimum 1 years' experience in a municipal finance environment
- Must be computer literate
- Proficiency in agreement management and monitoring
- Previous experience in a municipal finance environment will be an added advantage

Key performance areas

- Performs creation and maintenance of sundry debtors accounts
- Levies debtors accounts
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**TSR NKHUMISE
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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: REVENUE MANAGEMENT
UNIT: BILLING AND METER READING
POSITION: ACCOUNTANT: METERING AND CONTROL

Salary

- R295 728.00 – R326 508.00 per annum (post level 6)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects
- B-Degree or National Diploma in Accountancy

Experience/Requirements

- Minimum 3 years' experience in a municipal finance environment
- Must understand management and accounting transactions
- Must be conversant with electronic financial system/s, e.g. Venus Financial System
- Must be computer literate
- Able to work under pressure and stress
- Good interpersonal, communication and problem solving skills.

Key performance areas

- Responsible for coordination and control of the meter reading section
- Manage and direct staff in the section
- Perform consumer accounts billing administration and maintenance and authorise and approve billing, refunds and ledger journals
- Ensures reading of monthly meter readings and correct billing
- Deal with queries from members of the public regarding reported faulty readings and/or meters
- Coordinate and control the billing balancing function and balancing of suspense accounts
- Liaise with sectors and/or departments for updating on legislative requirements on tariffs (NERSA, DWAF, MIDVAAL WATER, ESCOM and relevant meter reading contractors).

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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: REVENUE MANAGEMENT
UNIT: BILLING AND METER READING
POSITION: CHIEF CLERK: BILLING

Salary

- R236 532.00 – R261 216.00 per annum (post level 8)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects
- B-Degree or National Diploma in Accountancy

Experience/Requirements

- Minimum 3 years' experience in a municipal finance environment
- Must understand management and accounting transactions
- Must be conversant with electronic financial system/s, e.g. Venus Financial System
- Must be computer literate
- Able to work under pressure and stress
- Good interpersonal, communication and problem solving skills.

Key performance areas

- Responsible for consumer accounts billing administration and maintenance
- Perform sub-divisions, consolidations, new town proclamations, Council purchases and rezoning
- Supervise and direct staff in the section
- Deal with queries from members of the public regarding reported faulty readings and/or meters
- Capture and process journals to correct debtors' accounts.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

DIRECTORATE: FINANCIAL SERVICES
DEPARTMENT: REVENUE MANAGEMENT
UNIT: PROPERTY RATES
POSITION: SENIOR CLERK: RATES CLEARANCES

Salary

- R199 056 - R230 760.00 per annum (post level 9)

Qualifications

- Grade 12 with Mathematics and/or Accountancy as subjects

Experience/Requirements

- Minimum 3 years' experience in a municipal finance environment
- Must be computer literate
- Able to work under pressure and stress
- Good interpersonal, communication and problem solving skills.

Key performance areas

- Responsible for maintaining an effective flow of applications for property clearances and issuing of clearance certificates
- Ensure that transfers of ownership is done regularly and effectively
- Monitor the transfer of ownership on the monthly lists extracted from the deeds web
- Liaise with attorneys in connection with clearance
- Check and approve journals for authorisation
- Ensure that undertakings are filled regularly and checked for registration and payment
- Supervise subordinates of the section'
- Attend to correspondence and general queries from the public and attorneys concerning clearances.

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NOTICE NO. 2/2017

DIRECTORATE: CIVIL SERVICES AND HUMAN SETTLEMENTS
DEPARTMENT: CIVIL ENGINEERING
UNIT: BUILDING SURVEY
POSITION: BUILDING AND DRAINAGE INSPECTOR

Salary

- R236 532.00 - R261 216.00 per annum plus monthly transport allowance (post level 8)

Qualifications

- Qualified artisan with relevant trade test certificate.

Experience/Requirements

- Minimum 5 years' post apprenticeship work experience
- Valid Code E/EB driver's license with own transport
- Must be able to interpret building plans
- Knowledge of National Building Regulations and other related legislation, e.g. SABS standards
- Thorough understanding of building regulations and codes, as well as materials and methodologies.
- Able to deal decisively with members of the public and contractors
- Good communication and interpersonal skills.

Key performance areas

- Identifies unauthorised building work and instigates appropriate remedial action/s
- Ensures buildings are constructed according to approved plans and norms/standards of the National Building Regulations
- Reports non-compliance to the Chief Building Inspector
- Checks boundary lines and pegs
- Inspects foundations and building practices as well as other technical requirements during the whole building process
- Performs administrative duties by keeping records of building projects inspected
- Attends and gives evidence in court cases involving cases of non-conformance to building regulations.

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NOTICE NO. 2/2017

DIRECTORATE: CIVIL SERVICES AND HUMAN SETTLEMENTS
DEPARTMENT: CIVIL ENGINEERING
UNIT: ROADS, STORM WATER AND LANDFILL SITES
POSITION: BRICKLAYER/SENIOR (3 POSTS)

Salary

- R199 056.00 - R230 760.00 per annum (post level 9)

Qualifications

- Grade 10
- Qualified artisan with valid trade test certificate as bricklayer.

Experience/Requirements

- Minimum 2 years' relevant work experience
- Valid Code C1 driver's license with PdP.

Key performance areas

- Builds new and repairs existing meter boxes, catch pits and kerbing
- Transports personnel, equipment and material to workplace
- Performs concrete work of various nature
- Builds man pits and rick structures around water pipes
- Operates crusher machinery
- Supervises team of workers allocated to the position.

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NOTICE NO. 2/2017

DIRECTORATE: CIVIL SERVICES AND HUMAN SETTLEMENTS
DEPARTMENT: CIVIL ENGINEERING
UNIT: ROADS, STORM WATER AND LANDFILL SITES
POSITION: SPECIAL WORKSMAN (2 POSTS)

Salary

- R166 920.00 - R189 852.00 per annum (post level 10)

Qualifications

- Grade 12.

Experience/Requirements

- Minimum 5 years' work experience, preferably in a supervising capacity
- Valid Code EC driver's license with PdP.

Key performance areas

- Operates equipment to repair potholes
- Repairs road crossing excavations
- Mixes and applies asphalt and/or slurry mix as required
- Supervises team of workers at the work site
- Erects roadwork signs where performing repair duties and ensure general safety of the workers at the site
- Complies with all health and safety regulations.

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**TSR NKHUMISE
ACTING MUNICIPAL MANAGER**

NOTICE NO. 2/2017

LOCAL
REF No. 16/ELE/01/17

DIRECTORATE: ELECTRICAL AND MECHANICAL ENGINEERING
DEPARTMENT: MECHANICAL AND FLEET MANAGEMENT
UNIT: GARAGE
POSITION: FOREMAN

Salary

- R267 828 .00 - R295 728.00 per annum (post level 7)

Qualifications

- Technical Grade 12 or N3
- NTC III Certificate
- Completed artisan qualification as mechanic.

Experience/Requirements

- Minimum 3 years' working experience
- Valid Code EC driver's license with PdP
- Supervisory skills

Key performance areas

- Issue tasks to subordinates of the municipal garage
- Inspect completed work and sign off on work completed
- Issue time sheets to subordinates and provides advice on job performance
- Act as Superintendent when required
- Attend departmental meetings
- Arrange and chair internal safety meetings.

CLOSING DATE: 3 FEBRUARY 2017

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**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**TSR NKHUMISE
ACTING MUNICIPAL MANAGER**

NOTICE NO. 2/2017

LOCAL
REF No. 17/ELE/01/17

DIRECTORATE: ELECTRICAL AND MECHANICAL ENGINEERING
DEPARTMENT: ELECTRICAL ENGINEERING
UNIT: ADMINISTRATION AND SUPPORT
POSITION: SENIOR ADMINISTRATIVE OFFICER

Salary

- R326 508.00 – R360 540.00 per annum (post level 5).

Qualifications

- Grade 12
- B Degree or National Diploma, or equivalent qualification.

Experience/Requirements

- Good communication, interpersonal and administrative skills
- Computer Literacy (MS Office packages).

Key performance areas

- Responsible for all administrative duties in the electrical department
- Responsible for provision of secretarial services
- Manage damage claims on behalf of department
- Manage departmental asset register
- Assist other officials with enquiries and staff matters
- Communicate and distribute relevant information to other officials

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**TSR NKHUMISE
ACTING MUNICIPAL MANAGER**

NOTICE NO. 2/2017

DIRECTORATE: ELECTRICAL AND MECHANICAL ENGINEERING
DEPARTMENT: ELECTRICAL ENGINEERING
UNIT: DISTRIBUTION
POSITION: ELECTRICIAN/SENIOR

Salary

- R199 056.00 – R230 760.00 per annum (post level 9).

Qualifications

- NTC III/National Diploma
- Recognised Apprenticeship and Trade Test successfully completed

Experience/Requirements

- Minimum 2 - 3 years' relevant experience, preferably in a municipal environment
- Valid Code EC driver's license with PdP
- Able and willing to work overtime and to be on standby/respond to after-hours callouts
- Must be technically competent
- Must not be colour blind
- Willing and able to work in all weather conditions and in high risk and small/confined spaces.

Key performance areas

- Perform repairs and maintenance of all electrical transformers, low and high voltage circuit breakers, high voltage reticulation equipment, electrical panels and low voltage cables
- Disconnect and/or re-connect consumers to the electricity supply network as required
- Perform electrical consumption metering and investigate illegal tampering, illegal connections and wiring, etc.
- Connect new consumers to the supply network

- Record consumption data readings
- Repair and maintain installations including cubicles and boxes housing electrical consumption meters
- Supervise subordinates
- Act as supervisor in case of his/her absence from work.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

DIRECTORATE: ELECTRICAL AND MECHANICAL ENGINEERING
DEPARTMENT: GARAGE AND MECHANICAL ENGINEERING
UNIT: DISTRIBUTION
POSITION: FITTER & TURNER/SENIOR

Salary

- R199 056.00 – R230 760.00 per annum (post level 9).

Qualifications

- NTC III/National Diploma
- Recognised Apprenticeship and Trade Test successfully completed

Experience/Requirements

- Minimum 2 - 3 years' relevant experience, preferably in a municipal environment
- Valid Code C1 driver's license with PdP
- Able and willing to work overtime and to be on standby/respond to after-hours callouts
- Must be technically competent
- Must not be colour blind
- Willing and able to work in all weather conditions.

Key performance areas

- Perform repairs and maintenance of all gearboxes, electrical motors and conveyors
- Perform repairs and maintenance of all mechanical equipment at sewer and water purification plants
- Ensure compliance to all safety standards and implement safe working conditions
- Complete requisitions for stock items and spares
- Complete time sheets of all work performed for job costing purposes

- Perform safety inspections on all hydraulic cranes and platform trucks to ensure safety of operation
- Supervise artisan assistants to ensure efficient repairs to plant and equipment
- Act as supervisor in case of his/her absence from work.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

LOCAL
REF No. 20/ELE/01/17

DIRECTORATE: ELECTRICAL AND MECHANICAL ENGINEERING
DEPARTMENT: GARAGE AND MECHANICAL ENGINEERING
UNIT: FLEET MAINTENANCE
POSITION: MECHANIC/SENIOR

Salary

- R199 056.00 – R230 760.00 per annum (post level 9).

Qualifications

- NTC III/National Diploma
- Recognised Apprenticeship and Trade Test successfully completed

Experience/Requirements

- Minimum 2 - 3 years' relevant experience, preferably in a municipal environment
- Valid Code EC driver's license with PdP
- Able and willing to work overtime and to be on standby/respond to after-hours callouts
- Must be technically competent with sufficient knowledge of auto electrical repairs
- Willing and able to work in all weather conditions.

Key performance areas

- Perform fault diagnosis and repairs to all vehicles and plant, including electrics
- Order and fit replacement parts for installation
- Perform preventative maintenance by introducing service and lubrication schedules according to manufacturer specifications
- Maintain workshop breakdown and recovery vehicles

- Ensure compliance to all safety standards and implement safe working conditions
- Complete requisitions for stock items and spares
- Complete time sheets of all work performed for job costing purposes
- Perform safety inspections on all hydraulic cranes and platform trucks to ensure safety of operation
- Supervise artisan assistants to ensure efficient repairs to plant and equipment
- Act as supervisor in case of his/her absence from work.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

LOCAL
REF No. 21/ELE/01/17

DIRECTORATE: ELECTRICAL AND MECHANICAL ENGINEERING
DEPARTMENT: ELECTRICAL ENGINEERING
UNIT: DISTRIBUTION
POSITION: GENERAL WORKSMAN

Salary

- R130 896.00 - R163 812.00 per annum (post level 12/11).

Qualifications

- Grade 12

Experience/Requirements

- Minimum 2 years' relevant experience, preferably in a municipal environment
- Valid Code C1 driver's license with PdP
- Must be able to read and write and to compile statistics
- Must not be colour blind or afraid of heights
- Able to work independently
- Willing and able to work in all weather conditions.

Key performance areas

- Drive heavy duty truck and operate the crane and other relevant machinery/equipment
- Ensure roadworthiness of vehicle at all times
- Operate the truck crane according to manufacturer specifications
- Ensure compliance to all safety standards and implement safe working conditions

- Complete requisitions for stock items and spares from stores and/or suppliers
- Ensure safe loading and unloading of equipment/machinery/personnel
- Perform safety inspections on truck and crane, machines/equipment, and stumper. to ensure safety of operation
- Complete log sheets as prescribed
- Responsible for execution of all new construction works, including new house connections, excavations and laying of electrical cables, installation of mini-substations, etc.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

LOCAL
REF No. 22/MUN/01/17

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES
DEPARTMENT: SPORT, ARTS AND CULTURE
UNIT: LIBRARIES
POSITION: LIBRARIAN (KLERKSDORP)

Salary

- R236 532.00 – R261 216.00 per annum (post level 8)

Qualifications

- B-degree or National Diploma in Library Sciences.

Experience/Requirements

- Minimum 3 years' library experience
- Computer literacy.

Key performance areas

- Supervises all activities and tasks at the Adult Lending section
- Trains staff members and develop training manuals
- Provide services to members of the public by ensuring availability of stock and finding requested information
- Displays library material to introduce new books and promote library awareness
- Performs financial administration, cash management and adherence to Library By-laws
- Performs cataloguing of library material and capture data on the electronic library data system

- Selects and purchases new library material and keep stock up to date
- Performs various administrative duties as required.

CLOSING DATE: 3 FEBRUARY 2017

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NOTICE NO. 2/2017

LOCAL
REF No. 23/MUN/01/17

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES
DEPARTMENT: SPORT, ARTS AND CULTURE
UNIT: LIBRARIES
POSITION: ASSISTANT LIBRARIAN - REFERENCE SECTION (KLERKSDORP)

Salary

- R199 056.00 - R230 760.00 per annum (post level 9)

Qualifications

- B-degree or National Diploma in Library Sciences.

Experience/Requirements

- Minimum 3 years' library experience
- Computer literacy.

Key performance areas

- Supervises all activities and tasks at the Reference section
- Performs shelving and shelf reading of library material
- Displays library material to introduce new books and promote library awareness
- Performs administrative and financial duties, cash management and adherence to Library By-laws
- Performs cataloguing and classification of library material and capture data on the electronic library data system

- Keeps statistics for compiling the monthly stats reports
- Selects and purchases new library material and keep stock up to date
- Responsible for clippings collection
- Performs various administrative duties as required.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

LOCAL
REF No 24/MUN/01/17

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES
DEPARTMENT: SPORT, ARTS AND CULTURE
UNIT: LIBRARIES
POSITION: ASSISTANT LIBRARIAN - YOUTH SECTION (KLERKSDORP)

Salary

- R199 056.00 - R230 760.00 per annum (post level 9)

Qualifications

- B-degree or National Diploma in Library Sciences.

Experience/Requirements

- Minimum 3 years' library experience
- Computer literacy.

Key performance areas

- Supervises all activities and tasks at the Youth section
- Provides service to members of the public
- Performs shelving and shelf reading of library material
- Displays library material to introduce new books and promote library awareness
- Performs administrative and financial duties, cash management and adherence to Library By-laws

- Performs cataloguing and classification of library material and capture data on the electronic library data system
- Keeps statistics for compiling the monthly stats reports
- Prepares new library material for making it available to the public
- Trains staff in the Youth section
- Performs various administrative duties as required.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

LOCAL
REF No 25/MUN/01/17

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

DEPARTMENT: SPORT, ARTS AND CULTURE

UNIT: LIBRARIES

**POSITION: SENIOR LIBRARY ASSISTANT (5 POSTS – KLERKSDORP (STOCK),
ORKNEY, KANANA, HARTBEEFONTEIN AND TIGANE)**

Salary

- R147 120.00 - R163 812.00 per annum (post level 11)

Qualifications

- Grade 12.

Experience/Requirements

- Minimum 2 years' working experience
- Diploma or degree in Library Sciences will be an added advantage
- Computer literacy.

Key performance areas

- Provides service to members of the public
- Performs shelving and shelf reading of library material
- Displays library material to introduce new books and promote library awareness
- Performs administrative and financial duties, cash management and adherence to Library By-laws

- Performs cataloguing and classification of library material and capture data on the electronic library data system
- Keeps statistics for compiling the monthly stats reports
- Prepares new library material for making it available to the public
- Performs various administrative duties as required.

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**TSR NKHUMISE
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NOTICE NO. 2/2017

LOCAL
Ref. No. 26/MUN/01/17

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES
DEPARTMENT: SPORT, ARTS AND CULTURE
UNIT: LIBRARIES
POSITION: LIBRARY ASSISTANT (4 POSTS – KLERKSDORP (2), KHUMA AND KANANA)

Salary

- R107 094.00 - R147 120.00 per annum (post level 14/12)

Qualifications

- Grade 12.

Experience/Requirements

- Minimum 2 years' working experience
- Diploma in Library Sciences will be an added advantage
- Computer literacy.

Key performance areas

- Provides service to members of the public
- Performs shelving and shelf reading of library material
- Displays library material to introduce new books and promote library awareness
- Prepares library material for making it available to the public.

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NOTICE NO. 2/2017

LOCAL
REF No 27/MUN/01/17

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES
DEPARTMENT: COMMUNITY SERVICES
UNIT: CEMETERIES AND AERODROME
POSITION: SUPERINTENDENT (CEMETERIES)

Salary

- R267 828.00 - R295 728.00 per annum (post level 7)

Qualifications

- Grade 12
- National Diploma in Horticulture/Open Space and Recreation Management
- Basic certificate in Environmental Management will be an added advantage.

Experience/Requirements

- Minimum 2 years' experience in supervisory capacity
- Valid Code EC1 driver's license
- Good interpersonal and communication skills
- Computer literacy
- Must be willing and able to work overtime.

Key performance areas

- Manage and maintain grave yards and aerodrome
- Supervise personnel allocated to the position

- Perform maintenance work at the aerodrome
- Perform inspection of vehicles, machines and other equipment used by section\
- Ensure compliance with health and safety rules in line with OHSAct and municipal by-laws
- Manage budget expenditure
- Report problems to Chief: Cemeteries and Aerodrome.

CLOSING DATE: 3 FEBRUARY 2017

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**TSR NKHUMISE
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NOTICE NO. 2/2017

LOCAL
REF No 28/LED/01/17

DIRECTORATE: MACRO CITY PLANNING AND DEVELOPMENT
DEPARTMENT: FRESH PRODUCE MARKET
UNIT: MARKET OPERATIONS
POSITION: OPERATIONS SUPERVISOR

Salary

- R295 728.00 - R326 508.00 per annum (post level 6)

Qualifications

- Grade 12.

Experience/Requirements

- Minimum 5 years' work experience
- Computer literacy
- Knowledge FreshMark System will be an added advantage
- Good interpersonal and communication skills.

Key performance areas

- Maintain all municipal assets present at the fresh produce market
- Manage staff complement of the section
- Ensure cleanliness and neatness of the market premises
- Deal with customer enquiries and complaints
- Draw up annual operational budget

- Ensure only goods of a good quality are traded on the market floor
- Manage cold room and ripening facilities.

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NOTICE NO. 2/2017

LOCAL
REF No. 29/LED/01/17

DIRECTORATE: MACRO CITY PLANNING AND DEVELOPMENT
DEPARTMENT: FRESH PRODUCE MARKET
UNIT: OPERATIONS
POSITION: PRODUCE CONTROL CLERK

Salary

- R130 896.00 - R147 120.00 per annum (post level 12)

Qualifications

- Grade 12.

Experience/Requirements

- 6 - 12 month's previous work experience\
- Computer literacy

Key performance areas

- Ensure that consignments received are written in and captured correctly on the computer
- Ensure upkeep and maintenance of producer register
- Report all building related problems to the supervisor
- Manages the storage of fresh produce
- Manages entry of cash collection officials and the collection of refuse bins
- Deals with enquiries from members of the public.

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NOTICE NO. 2/2017

