

DIRECTORATE: TECHNICAL & INFRASTRUCTURE

DIVISION: ELECTRICAL ENGINEERING

UNIT: PLANNING, TESTING AND PROJECT MANAGEMENT

POSITION: ASSISTANT DIRECTOR: PLANNING, METERING AND PROJECT MANAGEMENT

Salary

- R449 004 - R451 212 per annum (Job Level 3).

Qualifications

- B. Degree or National Diploma in Electrical Engineering
- Experience in Heavy Current environment
- Must be registered with ECSA or able to register within a reasonable time frame
- Minimum five (5) years in Electrical Engineering environment, of which current position should be at least 3 years in a senior management capacity

Requirements

- Valid Code B Driver's licence
- Computer literacy (MS Office packages)
- Previous experience in electrical design and project management
- Strong management, people, interpersonal and communication skills.

Key performance Areas

- Prepare and approve preliminary and detailed designs for electrical projects
- Perform administrative duties attached to the post (costing estimates, budget control, policies, implementation of resolutions, handling of correspondence, compiling and evaluating tenders, submission of SDBIP information, personnel management issues and attending compulsory meetings)
- Prepare reports and recommendations for consideration by bid committees
- Perform Project Management duties
- Consider all town planning proposals
- Consider proposals submitted by Telkom, Spoornet, Eskom and other entities
- Supervise Engineering Technicians on surveys, calculations, preparing plans, evaluating designs, project costing, and providing technical assistance
- Prepare business plans and project reports in order to secure MIG and INEP funding, and
- Ensuring that all electrical metering equipment, traffic robots, ripple control units and specialized electricity supply units work effectively and efficiently and to meet all standards at all times.

CLOSING DATE: 25 JUNE 2018

No prescribed application form is available. Certifies copies of original certificates must be attached to the CV. Interested persons are requested to submit complete Curriculum Vitae at the Human Resource Services Unit, Room 2, Ground Floor, Civic Centre, OR Tambo Avenue, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Faxed or e-mailed CVs will not be considered. Telephonic enquiries can be made at the Recruitment Unit, at the number (018) 487 8095/8545. **The City of Matlosana is an Equal Opportunity Employer.**

If you have not been contacted by the City of Matlosana within 3 months of the closing date of this advertisement, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**TSR NKHUMISE
MUNICIPAL MANAGER**

NOTICE NO. 502018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE

DIVISION: ROADS, STORM WATER AND LANDFILL SITES

UNIT: ROADS, STORM WATER AND LANDFILL SITES

POSITION: ASSISTANT DIRECTOR: ROADS, STORM WATER AND LANDFILL SITES

Salary

- R449 004 - R451 212 per annum (Job Level 3).

Qualifications

- B-degree or National Diploma in Civil Engineering.

Experience/Requirements

- Professional registration with ECSA as Professional Engineer, Technologist or Technician
- Minimum 5 years' relevant engineering experience in Roads, Storm Water and Landfill Sites environment and of which at least 2 years must have been at middle management level
- Must command technical expertise in the fields of planning, design, construction and maintenance of municipal infrastructure
- Project Management, Financial, Human Resources and Communication skills are prime requirements
- Knowledge of Local Government environment, relevant Acts and legislation
- Experience in managing a multi-disciplined team
- Valid Code B/EB driver's licence with own transport
- Computer literacy (MS Office and Engineering Design Packages, including AllyCad, AutoCad, CivilDesign, Caddie, etc.)

Key performance areas

- Manage section's budget and expenditure
- Preparation of business plans and technical reports for sourcing of funding
- Preparation and approval of design and tender documentation for capital projects
- Management of consultants and contractors appointed by council
- Preparation of items for monthly council meetings
- Procurement of tenders and compilation of GIS maps of municipal roads, storm water and landfill sites infrastructure
- Performs daily administrative duties and day-to-day operational matters of the section
- Conduct routine inspections on rail sidings and landfill sites to ensure compliance to relevant legislation
- Prepare and submit weekly and monthly progress reports on-site inspections performed.

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NOTICE NO. 50/2018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE

DIVISION: WATER

UNIT: WATER

POSITION: ASSISTANT DIRECTOR: WATER

Salary

- R449 004 - R451 212 per annum (Job Level 3).

Qualifications

- B-degree or National Diploma in Civil Engineering.

Experience/Requirements

- Professional registration with ECSA as Professional Engineer, Technologist or Technician
- Minimum 5 years' relevant engineering experience in a water network environment and of which at least 2 years must have been at middle management level
- Must command technical expertise in the fields of planning, design, construction and maintenance of municipal infrastructure
- Project Management, Financial, Human Resources and Communication skills are prime requirements
- Knowledge of Local Government environment, relevant Acts and legislation
- Experience in managing a multi-disciplined team
- Valid Code B/EB driver's licence with own transport
- Computer literacy (MS Office and Engineering Design Packages, including AllyCad, AutoCad, CivilDesign, Caddie, etc.)

Key performance areas

- Manage section's budget and expenditure
- Preparation of business plans and technical reports for sourcing of funding
- Preparation and approval of design and tender documentation for capital projects
- Management of consultants and contractors appointed by council
- Preparation of items for monthly council meetings
- Procurement of tenders and compilation of GIS maps of municipal water network infrastructure
- Performs daily administrative duties and day-to-day operational matters of the section
- Conduct routine inspections on water sites to ensure compliance to relevant legislation
- Prepare and submit weekly and monthly progress reports on-site inspections performed.

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NOTICE NO. 50/2018

DIRECTORATE: COMMUNITY DEVELOPMENT

DIVISION: SPORT, ARTS AND CULTURE

UNIT: LIBRARY SERVICES

POSITION: ASSISTANT DIRECTOR: LIBRARY SERVICES

Salary

- R449 004 - R451 212 per annum (Job Level 3).

Qualifications

- B-degree or National Diploma in Library and Information Science.

Experience/Requirements

- Minimum 10 years' relevant library and information science experience of which at least 5 years must have been at a senior management level
- Must command comprehensive knowledge of modern principles of library science, technology, management and practice and must be able to apply these
- Sound knowledge of and experience in computerised library systems and computing in general
- Knowledge of principles of budget preparation, and expenditure management
- Ability to communicate in a clear and concise manner, both verbally and in writing
- Ability to make presentations to groups
- Valid Code B/EB driver's licence with own transport.

Key performance areas

- Manages, plans, coordinates, directs and ensures the efficiency of all library operations, collection of library material, facilities, services and programmes to deliver library services to all inhabitants in the KOSH area
- Manages service initiatives which market the awareness of library services and to promote their use
- Manage the human resources of the library services units and information service (main city library and 11 branches)
- Manage and control budgeting of the library services unit to ensure availability of funds to cover all expenditure committed to by the service
- Manage and direct the income of the library
- Recommend and direct alternative funding, apply for alternative funding and grants to expand existing or build new libraries where required
- Control, coordinate and execute the general administrative duties of the library service.

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NOTICE NO. 50/2018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE

DIVISION: WATER

UNIT: WATER

POST: ENGINEERING TECHNICIAN: WATER

Salary

- R350 544 – R387 072 per annum (Job Level 5).

Qualifications

- National Diploma in Civil Engineering.

Experience/Requirements

- Minimum 3 years' relevant engineering experience in a water network environment
- Computer literacy (MS Office applications)
- Excellent communication skills

Key performance areas

- Plan and design new water reticulation infrastructure
- Plan and design for maintenance of existing infrastructure
- Determine water requirements and water statistics for budget planning
- Prepare drawings, tenders, reports, quotations and surveys
- Handle procurement of materials for new installations and for existing infrastructure
- Attend to enquiries and complaints from members of the public
- Write and submit reports and items to Council.

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