

DIRECTORATE: CORPORATE SUPPORT
DEPARTMENT: HUMAN RESOURCES
POSITION: DEPUTY DIRECTOR - HUMAN REOURCES AND LABOUR
RELATIONS

Salary

- R495 732 - R498 180 per annum (Job Level 2).

Qualifications and Requirements

- Relevant B. Degree or equivalent qualification (HR Management, Labour Relations, Public Administration, Personnel And Industrial Psychology)
- Knowledge of the employment legislative regulatory framework, including BCEA, LRA, EEA, OSHACT, COIDA
- Excellent communication, interpersonal and proven management skills
- Financial management skills
- Ability to work under pressure and think strategically
- Valid Code B driver's licence
- Computer literacy (MS Office Word/Excel/PowerPoint/Email/Internet).

Experience

- At least 5 years' experience in HR/LR of which at least 3 years must be at senior management level
- Experience in appearing and representing the employer in conciliation, mediation, and arbitration proceedings
- Knowledge, experience and skills pertaining to the functioning of the SALGBC and CCMA.

Key performance Areas

- Management and control of staff, budget and assets of council allocated to the Human Resources and Labour Relations Units, including the functions of Training and Development, Recruitment, Occupational Health and Safety, HR administration, and Employee Assistance units
- Manage interpretation and implementation of conditions of service and staff benefits
- Manage manpower planning
- Manage industrial relations
- Participate in negotiations and/or consultations regarding all HR and LR matters
- Perform financial management in developing and controlling annual capital and operational budgets and expenditure.

CLOSING DATE: 25 JUNE 2018

No prescribed application form is available. Certified 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. 50/2018

NATIONAL

DIRECTORATE: CORPORATE SUPPORT
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
POSITION: MANAGER - SECURITY SERVICES

Salary

- R495 732 - R498 180 per annum (Job Level 2).

Qualifications and Requirements

- Relevant B. Degree or National Diploma in Security Management or Policing
- SSA Security Management Advisory course
- Knowledge of investigation methodology
- Excellent communication, analytical and interpersonal skills
- Ability to work under pressure and think strategically
- Valid Code B driver's licence
- Computer literacy (MS Office Word/Excel/PowerPoint/Email/Internet).

Experience

- At least 5 years' experience in a security-related field, of which at least 3 years should have been in a management capacity.

Key performance Areas

- Implement and manage information security compliance, policies and procedures
- Manage Information Compliance section
- Conduct and manage risk assessments on employees and posts
- Liaise with law enforcement agencies
- Compilation of budgets for Security Services
- Evaluate information pertaining to security screening, conducting pre-employment suitability checks, and information leakages
- Coordination of screening of all officials and service providers
- Vetting of officials and service providers
- Conduct security awareness programmes
- Conduct security appraisals and audits
- Formulation of security related policies
- Identify security breaches and conduct investigations

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NOTICE No. 50/2018

NATIONAL

DIRECTORATE: CORPORATE SUPPORT
DEPARTMENT: LEGAL SERVICES
POSITION: LEGAL OFFICER

Salary

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

Qualifications and Requirements

- B. Proc. or LLB degree
- Knowledge of and application of relevant legislation
- Good communication, interpersonal and negotiation skills
- Valid Code B driver's licence
- Computer literacy (MS Office Word/Excel/PowerPoint/Email/Internet).

Experience

- At least 2 years' experience in a law-related field

Key performance Areas

- Contract management, including contract compliance, updating and safekeeping of contracts, up-keeping of contracts register, and assisting with drafting contracts
- Perform general administrative duties in the legal office
- Assist with drafting and reviewing of policies and municipal by-laws
- Preside and prosecute in internal disciplinary cases

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**TSR NKHUMISE
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NOTICE No. 50/2018

DIRECTORATE: PUBLIC SAFETY

DEPARTMENT: TRAFFIC AND SECURITY

POSITION: ASSISTANT DIRECTOR - TRAFFIC AND SECURITY

Salary

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

Qualifications and Requirements

- National Diploma in Traffic Management or equivalent qualification
- Knowledge of and application of relevant legislation
- Good communication, interpersonal and negotiation skills
- Valid Code B driver's licence
- Computer literacy (MS Office Word/Excel/PowerPoint/Email/Internet).

Experience

- At least 10 years' experience in a traffic and security environment
- Minimum 5 years' management experience
- Able to work under stressful conditions
- Strong interpersonal, communication and leadership skills.

Key performance Areas

- Compile departmental capital and operational budgets and controls expenditure against approved budget
- Develop strategy for and implement crime prevention with supporting plans and objectives
- Facilitate implementation of road safety strategy with plans and objectives
- Promotion of internal and external customer service
- Manage staff allocated to department
- Ensure implementation of and compliance with OSHAct and municipal by-laws.

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**TSR NKHUMISE
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NOTICE No. 50/2018

DIRECTORATE: PUBLIC SAFETY
DEPARTMENT: TRAFFIC AND SECURITY
POSITION: ASSISTANT DIRECTOR - FIRE AND RESCUE

Salary

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

Qualifications and Requirements

- National Diploma or B. Tech. in Fire Technology
- Knowledge of and application of relevant legislation and codes
- Basic ambulance course
- Good communication, interpersonal and negotiation skills
- Valid Code B driver's licence
- Computer literacy (MS Office Word/Excel/PowerPoint/Email/Internet).

Experience

- At least 10 years' experience in a fire and environment
- Minimum 5 years' management experience
- Able to work under stressful conditions
- Strong interpersonal, communication and leadership skills.

Key performance Areas

- Strategize and plan the municipal Fire and Rescue function in relation to fire protection, staff training, rescue services and capabilities, fire suppression, determination of future needs in terms of equipment and vehicles, liaison with other law enforcement agencies, ambulance services, SANDF, District and Provincial authorities, National Road Agency, etc.
- Compile departmental capital and operational budgets and controls expenditure against approved budget
- Develop standard operating procedures, perform inspection of facilities, equipment and vehicles, attend to operational incidents and facilitate specialised search and rescue operations
- Manage departmental staff, identify training needs and hold regular staff meetings
- Scrutinize building plans, approve technical and mechanical designs, interact with property developers, perform site inspections and liaise with the Chief Magistrate regarding fees for non-compliance.
- Develop strategy for and implement fire strategy with plans and objectives
- Promotion of internal and external customer service
- Respond to all correspondence and enquires from architects, engineers and the public

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**TSR NKHUMISE
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NOTICE No. 50/2018

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

DEPARTMENT: FRESH PRODUCE MARKET

POSITION: MARKET MASTER

Salary

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

Qualifications

- Relevant Degree/National Diploma in Financial and/or Marketing Operations Management

Requirements and Experience

- Minimum 5 years' relevant experience in an Administrative/Financial/Security and /or Marketing Operations environment
- Valid Code D driver's license
- Willing and able to work outside of normal working hours
- Computer Literacy (MS Word/Excel/PowerPoint/Email) and Internet

Key Performance Areas

- Ensure effective financial, security, operations and administrative functioning of the Fresh Produce Market
- Align market strategies with that of the municipality
- Ensure an acceptable working environment for staff, buyers, agents and the public
- Apply all legal and environmental requirements for operating a municipal fresh produce market
- Monitor staff performance by liaising with supervisors and identify training needs for staff members.

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**TSR NKHUMISE
MUNICIPAL MANAGER**

NOTICE No. 50/2018

NATIONAL

DIRECTORATE: COMMUNITY DEVELOPMENT
DEPARTMENT: COMMUNITY SERVICES
POSITION: CHIEF - PARKS AND DEVELOPMENT

Salary

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

Requirements and Experience

- B Degree or National Diploma in Parks Administration/Horticulture
- At least 5 years' experience in a parks/nature reserve management environment
- Valid Code B driver's license
- Computer Literacy (MS Word/Excel/PowerPoint/Email) and Internet.

Key Performance Areas

- Manage staff allocated to the Parks Department
- Deal with all incoming and outgoing correspondence
- Perform budget control for both operations and capital budgets and monitor expenditure against approved budget
- Deal with inquiries and complaints from members of the public
- Arrange for service and repairs to vehicle fleet as and when required
- Develop and submit items and reports to council
- Plan and organise daily work schedule and supervise subordinates

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**TSR NKHUMISE
MUNICIPAL MANAGER**

NOTICE No. 50/2018

DIRECTORATE: COMMUNITY DEVELOPMENT
DEPARTMENT: COMMUNITY SERVICES
POSITION: CHIEF - CEMETERIES AND AERODROME

Salary

- R350 544 - R387 072 p. a. (Job Level 5).

Qualifications

- Grade 12
- B-degree or National Diploma in Parks and Cemeteries Management or equivalent.

Experience/Requirements

- Minimum 10 years' relevant work experience in parks and cemeteries management
- Minimum of 3 years' experience at management level
- Valid Code E/EB driver's license
- Computer literacy (MS Office)

Key performance areas

- Manage all functions of the section, including cemetery operations and administration
- Apply sound financial and asset management in line with MFMA regulations
- Compile and manage capital and operational budgets for the section
- Prepare and submit reports to various council structures
- Coordinate skills audit and training needs analysis for staff in the section
- Provide leadership, support and guidance to line management
- Implement effective audit and risk management procedures
- Manage vehicle fleet and equipment
- Manage staff of the section
- Ensure compliance to OHSAct and municipal by-laws.

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An official application form is available at motlosana.local.gov.za and must accompany each application. **Certified 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 3, 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 8095/8336. The City of Matlosana is an Equal Opportunity Employer. **Persons with disabilities are encouraged to apply.**

If you have not been informed by the City Of Matlosana within three (3) months, you may accept that your application has been unsuccessful.

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ACTING MUNICIPAL MANAGER**

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