

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 (RE-ADVERTISEMENT)

Salary

- R480 432 - R482 796 per annum (Job Level 3).

Qualifications

- B-degree or National Diploma in Civil Engineering.

Experience/Requirements

- Must be registered with ECSA or be able to register within a reasonable time frame
- Minimum 5 years' relevant engineering experience in Roads, Storm Water and Landfill Sites environment, 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.

CLOSING DATE: 5 OCTOBER 2018

No prescribed application form is required. 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.**

NOTE: If you responded to the placement of this advertisement in this newspaper of 10th June 2018, you need not re-apply, as your CV will be considered.

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. 75/2018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE
DIVISION: WATER
UNIT: WATER
POSITION: ASSISTANT DIRECTOR: WATER (RE-ADVERTISEMENT)

Salary

- R480 432 - R482 796 per annum (Job Level 3).

Qualifications

- B-degree or National Diploma in Civil Engineering.

Experience/Requirements

- Must be registered with ECSA or be able to register within a reasonable time frame
- Minimum 5 years' relevant engineering experience in a water network environment, 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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**TSR NKHUMISE
MUNICIPAL MANAGER**

NOTICE NO. 75/2018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE
UNIT: PROJECT MANAGEMENT (PMU)
POSITION: ENGINEERING TECHNICIAN: PMU (5-YEAR PERFORMANCE-BASED
CONTRACT, REVIEWED ANNUALLY) (ELECTRICAL ENGINEERING)

Salary

- R485 000.00 per annum (all-inclusive salary package).

Qualifications

- B-degree or National Diploma in Electrical Engineering.

Experience/Requirements

- Must be registered with ECSA or be able to register within a reasonable time frame
- Minimum 3 years' relevant engineering experience in an electrical engineering environment, preferably in Construction Project Management.
- Strong management, interpersonal and communication skills
- Able to work under stressful conditions
- Able and willing to work overtime
- Valid Code B driver's license
- Computer literacy (MS Office, email and internet).

Key performance areas

- Administration and financial management of grants and internal municipal funds, and ensure compliance with Division of Revenue Act (DoRA) requirements
- Provide technical support to internal user departments
- Support the formulation of specific contracts and tender documents and monitor contractual obligations to ensure that tender specifications are adhered to while minimising risk for the municipality
- Prepare reports with recommendations and make presentations to the Manager: PMU on projects and issues regarding them
- Participate in meetings and provide inputs on technical matters affecting the various project management areas
- Provide support/collect information/conduct investigations/respond to enquiries and concerns relating to service delivery projects
- Ensure projects comply with all relevant legislation, policies and conditions including municipal by-laws
- Conduct weekly site visits and prepare and submit site reports.
- Prepare for and schedule monthly project progress meetings and arrange/attend meetings as per SDBIP and PMC.

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NOTICE NO. 75/2018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE
UNIT: PROJECT MANAGEMENT (PMU)
POSITION: ENGINEERING TECHNICIAN: PMU (5-YEAR PERFORMANCE-BASED
CONTRACT, REVIEWED ANNUALLY) (2 POSTS - CIVIL ENGINEERING)

Salary

- R485 000.00 per annum (all-inclusive salary package).

Qualifications

- B-degree or National Diploma in Civil Engineering.

Experience/Requirements

- Must be registered with ECSA or be able to register within a reasonable time frame
- Minimum 3 years' relevant engineering experience in an electrical engineering environment, preferably in Construction Project Management.
- Strong management, interpersonal and communication skills
- Able to work under stressful conditions
- Able and willing to work overtime
- Valid Code B driver's license
- Computer literacy (MS Office, email and internet).

Key performance areas

- Administration and financial management of grants and internal municipal funds, and ensure compliance with Division of Revenue Act (DoRA) requirements
- Provide technical support to internal user departments
- Support the formulation of specific contracts and tender documents and monitor contractual obligations to ensure that tender specifications are adhered to while minimising risk for the municipality
- Prepare reports with recommendations and make presentations to the Manager: PMU on projects and issues regarding them
- Participate in meetings and provide inputs on technical matters affecting the various project management areas
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**TSR NKHUMISE
MUNICIPAL MANAGER**

NOTICE NO. 75/2018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE
UNIT: PROJECT MANAGEMENT (PMU)
POSITION: FINANCIAL ACCOUNTANT: PMU (5-YEAR PERFORMANCE-BASED
CONTRACT, REVIEWED ANNUALLY)

Salary

- R485 000.00 per annum (all-inclusive salary package).

Qualifications

- B-degree or National Diploma in Financial Management/Accounting.

Experience/Requirements

- Must be registered with ECSA or be able to register within a reasonable time frame
- Minimum 3 years' relevant financial experience, preferably in a Project Management environment.
- Strong management, interpersonal and communication skills
- Able to work under stressful conditions
- Able and willing to work overtime
- Valid Code B driver's license
- Computer literacy (MS Office, email and internet).

Key performance areas

- Administration and financial management of grants and internal municipal funds, and ensure compliance with Division of Revenue Act (DoRA) requirements
- Conduct regular site visits and prepare and attend project meetings to ensure compliance with relevant conditional grants requirements
- Monitor consolidated cash flow performance reports on each project and on the conditional grants programme
- Verify and reconcile quarterly transfers of funds from National Treasury to the municipality
- Reconcile and submit all DoRA and relevant other ad-hoc reports
- Compile monthly, bi-monthly, quarterly and annual financial and management reports
- Audit and administer monthly claims expenditure and file supporting documentation for reference and audit purposes
- Perform any other legal and reasonable instructions as required by the Manager: PMU.

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**TSR NKHUMISE
MUNICIPAL MANAGER**

NOTICE NO. 75/2018

DIRECTORATE: TECHNICAL & INFRASTRUCTURE
DEPARTMENT: CIVIL ENGINEERING
UNIT: ROADS, STORM WATER AND LANDFILL SITES
POSITION: SUPERINTENDENT: ROADS

Salary

- R339 720 - R375 084 per annum (post level 6).

Qualifications

- National Diploma in Civil Engineering.

Experience/Requirements

- Must be registered with ECSA or be able to register within a reasonable time frame
- Minimum 10 years' relevant experience in Road Construction and Maintenance environment, of which at least 5 years should have been in a supervisory capacity
- Knowledge and experience of heavy road construction and maintenance equipment and machinery
- Strong management, interpersonal and communication skills
- Able to work under stressful conditions
- Able and willing to work overtime
- Valid Code EC driver's license
- Computer literacy (MS Office, email and internet).

Key performance areas

- Responsible for productivity, cost effectiveness and quality control of roads projects
- Investigate and respond to enquiries regarding projects and services provided
- Keep vehicle register up to date and all vehicles safe and in a roadworthy condition
- Provide information for budgeting purposes
- Apply health and safety policies, procedures and principles in the workplace.

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NOTICE NO. 75/2018

DIRECTORATE: BUDGET AND TREASURY
DEPARTMENT: INCOME AND EXPENDITURE
UNIT: DEBT MANAGEMENT
POSITION: CHIEF ACCOUNTANT: DEBT COLLECTION

Salary

- R424 560 - R446 136 per annum (post level 4).

Qualifications

- B-degree or National Diploma in Accounting/Financial Management.

Experience/Requirements

- 5 - 8 years relevant experience, preferably in a municipal environment
- Valid Code B driver's license
- Computer literacy (MS Office, email and internet).

Key performance areas

- Manage active and inactive consumer accounts
- Scrutinise payment arrangements to ensure compliance to financial policies
- Ensure that all debt relating to Government Departments, businesses and parastatals are collected
- Develop and implement a financial records system for the department
- Develop and implement an effective telephone-based collection service
- Develop and maintain spreadsheets for 30, 60, 90, 120 and 120+ days debt
- Provide management reports with timeous and accurate information
- Analyse trends from reports
- Provide accurate information on bad debt provisions
- Control information and coordinate submission to the relevant Council Committee the schedules for bad debts to be written off
- Determine annual income budget targets and monitor daily income
- Authorise all outgoing correspondence for the Debt Management department on behalf of the Assistant Director
- Arrange meetings with staff to discuss targets and relevant issues
- Develop collection strategies for various areas/suburbs
- Develop and interpret credit control and debt collection policies
- Plan, organise, control and manage staff and external debt collectors.

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