



City of People ON THE MOVE

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 01/MES/11/15
DEPARTMENT: PUBLIC SAFETY
UNIT: FIRE AND RESCUE

POSITION: ASSISTANT DIRECTOR: FIRE AND RESCUE

Salary: R394 548 - R396 486 per annum (post level 3)

Qualifications: • Grade 12 • B.Tech or National Diploma in Fire Technology or equivalent qualification

Experience/Requirements: • Minimum 10 years relevant experience in Fire & Rescue environment • 5 years' experience in a senior fire services officer/management capacity • Valid Code EC driver's license • Basic ambulance course • Computer Literacy (MS Office packages)

Key performance areas: • Strategize and plan activities of the municipal Fire and Rescue function in relation to fire protection, staff training, rescue services and capabilities, fire suppression, determination of future needs i.t.o. equipment and vehicles, liaison with other law enforcement agencies (SAPS), ambulance services, SANDF, District and Provincial authorities, National Roads Agency, etc • Manage and control departmental Capital and Operating Budgets i.t.o. Municipal Finance Management Act as well as National Treasury Regulations • Ensure development and application of standard operating procedures, perform inspections of facilities, equipment and vehicles, attend to operational incidents and specialised search and rescue operations • Manage departmental staff, identify skills requirements and training interventions and hold regular staff and management meetings • Scrutinize building plans, approve technical and mechanical designs, interact with property developers and designers, perform site inspections to ensure compliance to approved plans, and consult with Chief Magistrate i.t.o. determining fees for non-compliance • Respond to all correspondence and enquiries from Architects, Engineers and the public

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 02/MES/11/15
DEPARTMENT: PUBLIC SAFETY
UNIT: FIRE AND RESCUE

POSITION: PLATOON COMMANDER: FIRE SAFETY

Salary: R233 146.00 - R246 425.40 per annum (post level 8)

Qualifications: • Grade 12 • Fire prevention certificate or equivalent qualification

Experience/Requirements: • Minimum 3 years' relevant experience as fire fighter • Valid Code EC1 driver's license • Basic ambulance course and strong swimmer • Fire Fighter I and II certification • HAZMAT I and II certification • All shortlisted candidates will be expected to pass a medical and physical ability test

Key performance areas: • Approve building plans • Perform inspection of buildings and premises • Issue transport permits • Maintain accurate records, files and registers of all communications • Respond to all incidents, in charge of vehicles and equipment when required • Conduct public tours and lectures • Assist public will all fire safety enquiries • Supervise fire hydrant crews • Perform all fire investigation duties

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 03/MES/11/15
DEPARTMENT: PUBLIC SAFETY
UNIT: FIRE AND RESCUE

POSITION: PLATOON COMMANDER: OPERATIONS

Salary: R233 146.00 - R246 425.40 per annum (post level 8)

Qualifications: • Grade 12 • Fire prevention certificate or equivalent qualification

Experience/Requirements: • Minimum 3 years' relevant experience as fire fighter • Valid Code EC1 driver's license • Basic ambulance course and strong swimmer • Fire Fighter I and II certification • HAZMAT I and II certification • All shortlisted candidates will be expected to pass a medical and physical ability test

Key performance areas: • Command a shift by applying standard operating procedures, form and major appliances. Rescue units and companies • Respond to all incidents, in charge of vehicles, equipment and companies • Conduct staff training in theoretical and practical fire and rescue techniques. Supervise staff activities through the application of various fire manuals and other training literature and equipment • Compile reports on activities as required • Supervise testing and maintenance of vehicles and equipment and report all problems • Compile reports on all incidents attended to • Maintain cleanliness and operational effectiveness of vehicles, equipment and emergency vehicle parking bays

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 04/MES/11/15
DEPARTMENT: COMMUNITY SERVICES
UNIT: PARKS AND CEMETERIES

POSITION: ASSISTANT DIRECTOR: PARKS AND CEMETERIES

Salary: R394 548.00 - R396 486.40 per annum (post level 3) plus travelling and cell phone allowance

Qualifications: • Grade 12 • B-degree or National Diploma in horticulture or equivalent qualification

Experience/Requirements: • Minimum 10 years' relevant experience in parks and cemeteries management • Minimum 3 years' in a management capacity • Valid Code EB driver's license • Computer literacy (MS Office packages)

Key performance areas: • Compile annual departmental operational and capital budgets • Obtain quotations and authorize all purchases • Manage the parks, recreation and nature reserve sections and staff • Formulate sustainable short, medium and long term strategies to address community needs and resources required • Plan and implement seasonal horticultural activities and floral decorations for official council functions • Plan and implement maintenance of open spaces and parks • Deal with all enquiries and complaints from the public and other stakeholders • Prepare and present reports to municipal structures • Implement and follow-up on all council resolutions • Ensure compliance to council by-laws

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 05/MES/11/15
DEPARTMENT: COMMUNITY SERVICES
UNIT: PARKS AND CEMETERIES

POSITION: CHIEF: CEMETERIES AND AERODROME

Salary: R308 032.20 - R340 132.20 per annum (post level 5)

Qualifications: • Grade 12 • B-degree or National Diploma in parks/recreation and cemeteries management or equivalent qualification

Experience/Requirements: • Minimum 10 years' relevant experience in parks and cemeteries management • Minimum 3 years' in a management capacity • Valid Code E/EB driver's license • Computer literacy (MS Office packages)

Key performance areas: • Compile Plan and manage all functions of the section, including cemetery operations and administration • Apply sound financial and asset management in line with MFMA requirements • Compile and manage sectional operational and capital budgets • Benchmark and establish best practice in section • Prepare and submit reports to various council structures • Coordinate skills audit and training need analysis for section • Provide leadership, guidance and support to line management • Ensure compliance with OSH Act and council by-laws • Implement effective audit and risk management procedures • Manage vehicle fleet and equipment • Manage staff of section

DIRECTORATE: CIVIL SERVICES AND HUMAN SETTLEMENTS

REF NO. 01/CIV/11/15
DEPARTMENT: PROJECT MANAGEMENT
UNIT: PROJECT MANAGEMENT

POSITION: MANAGER: PROJECT MANAGEMENT UNIT (5-YEAR FIXED TERM CONTRACT)

Salary: R448 876.00 per annum

Qualifications: • Grade 12 • B.Sc/B.Tech or National Diploma in Civil Engineering, or equivalent qualification

Experience/Requirements: • Registration with Engineering Council of South Africa (ECSA) • Diploma or certificate in Project Management • Minimum 3-5 years' as project manager • Certificate Programme in Municipal Development (CPMD) is preferable • Valid Code E/EB driver's license • Computer literacy (MS Office packages) • Good planning, organising and coordination skills • Problem solving, conflict resolution and negotiation skills • Excellent communication and interpersonal skills

Key performance areas: • Implement and manage all Municipal infrastructure Grant (MIG) projects as contained in the IDP of the municipality • Manage the five-year capital expenditure plan of the municipality • Integrate, coordinate and manage municipal projects as required • Perform financial administration of the MIG grant • Ensure projects comply with all applicable legislation, policies and conditions relating to MIG • Perform regular project performance and cash flow analysis • Liaise with provincial and senior management as well as other stakeholder • Prepare tender documentation and attend procurement and tender adjudications • Manage PMU staff and their respective functions

DIRECTORATE: CIVIL SERVICES AND HUMAN SETTLEMENTS

REF NO. 02/CIV/11/15
DEPARTMENT: CIVIL ENGINEERING
UNIT: ROADS, STORM WATER AND LANDFILL SITES

POSITION: ASSISTANT DIRECTOR: ROADS

Salary: R394 548.00 - R396 486.00 per annum (post level 3), plus travelling and cell phone allowance.

Qualifications: • Grade 12 • B.Sc/B.Tech or National Diploma in Civil Engineering, or equivalent qualification.

Experience/Requirements: • Minimum 5 years' relevant experience in civil engineering environment, preferably in a municipal environment in the roads, storm water and landfill sites disciplines • Minimum 2 years' experience in a middle management capacity • Technical expertise, including planning and design skills, construction and maintenance of municipal infrastructure • Registration with Engineering Council of South Africa (ECSA) as professional engineer/technologist/technician (or able to register within 12 months) • Project management, financial, human resources and communication skills • Knowledge of local government environment, Acts, legislation etc. • Valid Code E/EB driver's license • Computer literacy (MS Office packages, engineering design software (AutoCad, Civil Design, AutoCAD, Caddie, etc.) • Good planning, organising and coordination skills and ability to manage multi-disciplined team.

Key performance areas: • Manage the sectional capital and operational budgets • Prepare and submit business plans and technical reports for sourcing of funds from different financial institutions • Prepare and designs and tender documentation for internally implemented capital projects • Approve designs and tender documentation submitted by consultants for tendering and implementation purposes • Manage consultants and contractors appointed for implementation of capital projects related to civil engineering: roads, storm water and landfill sites • Prepare and submit items for monthly council meetings and present same to Deputy Director: Civil Engineering and Human Settlements • Perform procurement of tenders and compile GIS maps of existing infrastructure including roads, storm water and landfill sites facilities • Manage administrative and day-to-day operational matters of the section • Prepare and submit weekly and monthly reports for Deputy Director: Civil Services and Human Settlements • Perform routine inspections of rail sidings and landfill sites for compliance with relevant legislation • Manage human resources and labour relations and manage job vacancies in the department

DIRECTORATE: FINANCIAL SERVICES

REF NO. 01/FIN/11/15
DEPARTMENT: EXPENDITURE
UNIT: STORES

POSITION: STORES CONTROLLER AND BUYER

Salary: R308 032.20 - R340 132.20 per annum (post level 5)

Qualifications: • Grade 12 • B.Com/B.Tech or National Diploma in Accounting, or equivalent qualification.

Experience/Requirements: • Minimum 8 years in a stores environment, preferably within a local municipality setting • 3 - 4 years supervisory experience • Previous experience with VENUS financial system would be an advantage • Computer literacy (MS Office packages).

Key performance areas: • Manage all stores and perform regular spot checks • Perform annual and other stock taking as required • Ensure compliance with and accuracy of all stockkeeping procedures, safe stacking methods, binning and issuing of stock • Control all aspects related to purchasing of stock for main, stationary and fuel stores • Ensure adequate stock levels in all stores at all times • Co-ordinate activities of and supervise staff and their training • Review minimum and maximum stock levels of items in all stores from computer printouts • Prepare all year-end and periodic stock taking processes • Handle all enquiries from Creditors Section

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 01/SAC/11/15
DEPARTMENT: SPORT, ARTS AND CULTURE
UNIT: LIBRARIES

POSITION: LIBRARIAN (KLERKSDORP)

Salary: R223 146.00 - R246 425.40 per annum (post level 8)

Qualifications: • Grade 12 • Degree or National Diploma in Library Science

Experience/Requirements: • 3 - 4 years relevant library experience • Previous experience with Unicorn library system would be an advantage • Computer literacy (MS Office packages)

Key performance areas: • Responsible for administration, organisation, supervision and management of Klerksdorp public library • Ensure service delivery to the public • Supervise library staff • Preform in-service training of staff • Coordinate and control educational and library awareness programs • Manage and control library stock • Catalogue and classify all library material • Manage toy library and promote the use of educational toys in early childhood • Assist public in finding required information and material • Ensure effective library administration • Maintain clipping section • Ensure that physical maintenance of the facility takes place • Control and supervise receipt of cash

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 02/SAC/11/15
DEPARTMENT: SPORT, ARTS AND CULTURE
UNIT: LIBRARIES

POSITION: ASSISTANT LIBRARIAN (KLERKSDORP REFERENCE SECTION)

Salary: R187 785.00 - R217 702.80 per annum (post level 9)

Qualifications: • Grade 12 • Degree or National Diploma in Library Science.

Experience/Requirements: • 3 - 4 years relevant library experience • Previous experience with Unicorn library system would be an advantage • Computer literacy (MS Office packages)

Key performance areas: • Responsible for administration, organisation, supervision and management of Klerksdorp public library reference section • Perform shelving and shelf-reading of library material and keep section neat and tidy at all times • Display library material and introduce new books to the public and promote public awareness • Perform administrative duties as required • Catalogue and classify library material and capture information on the database • Perform and maintain financial duties and administration, cash management and compliance to library by-laws • Keep statistics and submit monthly reports • Maintain clippings collection and build database of recent information received.

DIRECTORATE: MUNICIPAL AND ENVIRONMENTAL SERVICES

REF NO. 06/MES/11/15
DEPARTMENT: PUBLIC SAFETY
UNIT: FIRE AND RESCUE

POSITION: FIRE FIGHTER (3 POSTS)

Salary: R115 175.20 - R179 105.40 per annum (post level 13/10)

Qualifications: • Grade 12

Requirements: • Must be agile, physically and mentally fit • Must not suffer from any phobias • Must be a strong swimmer • A physical and medical test will be conducted on applicants • Able and willing to work shifts and be placed at any of the four fire stations in the KOSA area.

Key performance areas: • Will undergo in-service training • Deal with emergency and non-emergency incidents • Maintain and test fire appliances and equipment • Perform pre-fire planning inspections • Perform external correspondence duties • Maintain and clean vehicles, equipment and parking bays • Perform control room duties as and when required

CLOSING DATE: 4 DECEMBER 2015

An official application form is available at matlosana.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 CV's 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.

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

CIVIC CENTRE
PO BOX 99
KLERKSDORP
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SG MABUDA
ACTING MUNICIPAL MANAGER