

Ga-Segonyana Municipality, with its seat in Kuruman, invites suitably qualified candidates to apply for the under-mentioned vacancies:

**Infrastructure Services Department**

**ELECTRICIAN (2)**

**Salary: R263 030.80 – R341 439.61 per annum (Ref. T11)**

**Minimum requirements:** • NTC1 or Equivalent • Completed apprenticeship and passed qualifying trade test as Electrician • Code C1 Driver's Licence with PDP • In-depth knowledge of high, medium and low voltage distribution network • Ability to communicate in at least two of the three official languages of the municipality • 3 years' experience in the relevant field

**Competencies:** • Competent in medium and high voltage switching • Experience in joining and termination of medium voltage cables • Certificate to operate truck crane and aerial platform unit.

**Duties:** • Construction and maintenance of overhead distribution lines • Installation, maintenance and testing of transformers and switchgear • Terminating and joining of high, medium and low voltage cables • Perform standby duties outside normal working hours • Carry out switching operations in conjunction with the superintendent • Inspecting/ testing and commissioning of works • Installation and maintenance of motors control gear • Repair cable faults, streetlights and high-mass lighting when required • Inspection of substation and overhead lines in order to plan required maintenance as and when required • Install metering and load management equipment as and when required • Ensure that safety standards are being adhered to at all times • Ensure that safety equipment is being tested at set intervals • Will be on standby call-outs.

**Benefits:** Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13th Cheque, Group Life Insurance.

**MANAGER: ELECTRICAL SERVICES**

**Salary: R393 640.25 – R510 962.24 (Negotiable) (Ref. T14)**

**Minimum requirements:** • National Diploma in Electrical Engineering or appropriate technical qualification/ Equivalent • Approval from Department of Labour to be a competent person (GMR2) will be an added advantage • Code EB Driver's License • Computer Literacy (MS Office Applications) • Proven experience in an electrical transmission/distribution environment • Experience at a management level in the Public Service • Good Management, human relations, Interpersonal and Communication Skills • Proficiency in at least two official languages of the Northern Cape • Conflict handling skills • Ability to give attention to detail • Analytical skills • High level of responsibility and confidentiality • Ability to work under pressure • Report-Writing and Negotiation skills • Work after normal working hours, on standby, during emergencies and planned overtime

**Added advantage:** • Compliance in terms of the Financial and Supply Chain Management competency areas in terms of Government Notice R493 as published in Government Gazette no 29967 of 15 June 2007 ( Municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment) • Registration with a professional body for Engineers • Possession of a government Certificate of Competency, category (c) or (d) (factories/electrical) as contemplated in the General Machinery Regulations, section 2 will be an added advantage • Alternatively, obtain the requirement within twelve (12) months.

**Duties:** • Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel, services and the status/ general condition of the Electrical Services • Plans, coordinates and manages activities of the Electrical Services. Develops divisional vision and strategy and ensure implementation to provide effective service delivery • Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility Responsible for the following safety related duties and responsibilities in terms of the Occupational Health and Safety Act, 85/1993 • Monitors utilisation and maintenance of networks, transformers, machinery and vehicles • Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality • Directs and controls the professional, technical and operational outcomes associated with the functions related to electrical services • Disseminates information on outcomes, current developments, problems and constraints and/or makes strategic presentations regarding the functionality • Report directly to Director Infrastructure Services

**Benefits:** Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13th Cheque, Group Life Insurance.

**MANAGER: WATER & WASTE WATER SERVICES**

**Salary: R393 640.25 – R510 962.24 (Negotiable) (Ref. T14)**

**Minimum requirements:** • National Diploma or B- Degree Civil Engineering • NQF 7 in water engineering will be added advantage • Registration with ECSA as a professional will be an added advantage • Code B Drivers' License • Computer literacy • Good management, human relations, interpersonal and communication skills • Analytic skills and high level of responsibility • Ability to work under pressure, over time, standby and during emergencies • A minimum of 5years proven working experience in a water purification, distribution, reticulation environment and also at least 2 years in project management staff supervision.

**Duties:** • Manage, co-ordinate and control the key performance and results indicator associated with the provisioning and maintenance of water and wastewater services, water safety plan • Identify and define the immediate, short and long-term objectives/ plans of the functionality • Manage and monitor operational and capital projects of the branch • Analyse and align operational requirements with capacity and capability of human capital • Ensure that in terms of the functionality of the branch, the municipality comply with applicable legislation • Manage the implementation of Risk Management, Supply Chain Management and mitigation strategies across the branch functions • Manage the preparation of capital and operating estimates and control expenditure against the approved budget allocation • Disseminate guidance and information on specific key performance areas and requirements associated with performance management of human capital of the branch • Render management and line function administrative support services to the branch • Keeping abreast of current trends, legislative changes and technological development in the rehabilitation and maintenance of Water and Waste Water Treatment Works and Reticulation Systems.

**Benefits:** Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13th Cheque, Group Life Insurance.

**MANAGER: EXAMINER OF GRADE A DRIVING LICENCES (DLTC)**

**(MANAGEMENT REPRESENTATIVE)**

**Salary: R393 640.25 - R510 962.24 (Ref. T14)**

**Minimum requirements:** • Grade 12 • Examiners of drivers licence Diploma • Comprehensive knowledge of applicable legislations such as National Roads Traffic Act 3 years relevant traffic or licencing experience with Code EC and Grade A driver's licences and PDP • Good interpersonal and communication skills.

**Responsibilities:** • Ensuring all testing of applicants for learners and driver's licenses are conducted correctly according to the National Roads Traffic Act (NRTA) • Supervises and control the activities and procedures associated with direct supervision and monitoring of personnel • Ensure that all driving licence personnel understand and the know the requirements of the applicable acts, regulations and procedure manuals • Ensure that any form of malpractice or violation be reported to the Province and Inspectorate for the driving license testing centres • Ensure that all learner license test materials are signed out to the examiner for driving licenses prior to the test and returned on completion of such tests • Ensure that appointments for learners, drivers license and instructor tests • Ensure that all documentation is safe to curb theft and corruption.

**Benefits:** • Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave,13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

**Office of the Municipal Manager**

**MANAGER: PMS**

**Salary: R393 640.25 - R510 962.24 (Ref. T14)**

**Minimum requirements:** • A relevant tertiary qualification or equivalent (Degree / Diploma in Business Management Systems/ Project Management) NQF Level 6 • Three (3) to Five (5) years relevant experience.

**Competencies** • Profound knowledge of municipal legislation and prescripts • Communication skills • Project Management • Experience in Performance Management Skills • Analytical and strategic skills • Valid Driver's Licence Code (EB)

**Duties:** • Provides a professional consulting and/ or advisory service with respect to the implementation of the Performance Management System • Establishes and measures accomplishments and outcomes against key performance areas and indicators • Ensures alignment or adjustment of forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities • Collates information and prepares reports, outlining the accomplishments of targets and standards and commenting on specific deviation from agreed outcomes • Compile annual performance reports and ensure compliance with regards to reporting procedures • Maintains proper record systems for audit purpose • Manages, delegates and supports subordinate/s in the office • Perform any other related duties delegated within the unit

**Benefits:** • Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave,13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

**CHIEF RISK OFFICER**

**Salary: R349 614.84 – R453 821.96 (Ref. T13)**

**Minimum requirements:** • National Diploma in Risk Management or equivalent • At least three years relevant experience • Good verbal and written communication skills • Report writing skills • Analytical skills • Policy analysis skills • Possess an excellent problem solving skills coupled with the ability to work under pressure • The incumbent must be a team player • A member of a relevant registered professional body.

**Key Performance Areas: Good Governance:** • To embed a risk management culture and philosophy into the municipality supported by a risk framework to identify risks and monitor compliance • Monitor and evaluate the effectiveness and efficiency of the risk management framework and embedded practices • Continually improve the risk management framework, strategy, protocols and processes • Manage the Risk Management function as a shared-service • Monitor and support the risk officers • Report to Management and the Risk Management Committee • Conduct risk assessments reviews on a quarterly basis to assess the quality of information captured • To assist the municipality in its decision making process by providing clear guidance by maintaining sound framework for the identification, measurement and monitoring of the operational risks.

**Benefits:** • Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13th Cheque, Group Life Insurance.

**PERFORMANCE MANAGEMENT SYSTEM OFFICER**

**Salary: R310 529.07 – R403 088.14 (Ref. T12)**

**Minimum requirements:** • National Diploma in Public Administration/ Performance Management and or equivalent NQF 6 • Knowledge of municipal legislation, regulations and policies on Performance Management • Excellent organizational, interpersonal and time management skills • Computer literacy in MS Office application (MS Excel, MS Word, MS Power Point, Outlook, etc) • High level of integrity, responsibility and confidentiality • Good communication skills and ability to build positive relationships • Valid Code B Driver's Licence • One (1) to three (3) years relevant experience.

**Duties:** • Co-ordinate and control the key performance and result indicators associated with performance management and SDBIP compliances and strategic objectives • Coordinate linkage of IDP and budget through measurable performance objectives • Facilitate understanding and awareness of Performance Management and SDBIP objectives • Provide guidelines and information on the performance management system/ SDBIP • Provide specific applications associated with the performance, updating and processing of data on the PMS system from hardcopy or participation processes and programs • Coordinate and control procedural administrative requirements, record keeping and reporting deadline associated with the functionality • Draft and compile compliance reports for submission to management and council • Keeping abreast of developments, emerging trends and latest technologies in the profession.

**Benefits:** • Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13th Cheque, Group Life Insurance

**Corporate Services Department**

**MANAGER LEGAL AND COMPLIANCE**

**Salary: R393 640.25 – R510 960.24 (Ref. T14)**

**Minimum requirements:** • LLB or Degree in Law • Post-graduate qualification and/ or admission as an attorney will be added advantage • Managerial experience (at least 3 – 5 years) • Conveyance skills • Advance knowledge of Labour Law • Advance knowledge of Law of contract • Planning, organizational and analytical skills • Strategic thinking and policy formulation • Problem solving • Knowledge of Municipal Legislation, procedures and regulations • Ability to work independently • Computer literate • Good communication, reporting and interpersonal skills • Knowledge of Municipal administration will serve as an advantage • Ability to maintain discipline and work under pressure • Must have appearance rights

**Duties:** • Provide legal advisory services to Management and Council • Monitor and manage the implementation of all contracts and services level agreement • Ensure the effective and proper implementation of all Corporate Services policies, procedures, delegations, regulations and guidelines • Assist Corporate Director to comply with all will all reporting obligation • Monitor the implementation of all administrative system within the Municipality • Improve the effective, efficient performance of the department by providing policy, technical and logical expertise and support • Co-ordinate and manage the activities of the Corporate Services Department • Supervise Corporate Services staff members • Assist with implementation of the Performance Management System and compilation of departmental budget • Assist in identifying and responding to corporate Services needs • Verify, monitor, approve Council resolutions before distribution to other departments • Responsible for completion of the departmental budget as well as control thereof, report directly to Director Corporate Services • Approve and processing of departmental requisition before submitting for authorization to Manager Corporate Services

**Benefits:** • Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave,13th cheque and Housing Subsidy, Vehicle Scheme and Furniture Removal applicable.

**ASSISTANT COMMUNICATION OFFICER**

**Salary: R310 529.07 – R403 088.14 (Ref. T12)**

**Minimum requirements:** • National Diploma in communication, marketing/PR or equivalent • Code B Drivers' license • Two to three years relevant experience • Computer literacy (MS Office Applications) • Proficiency in at least two of the official languages of the N.Cape • Good supervision, human relations, interpersonal and communication skills

**Duties:** • To assist in the writing, development and production of publicity materials • To assist in the writing and production of Council publications • To assist in meeting requests for information about the council from organisations and members of the public • To assist in the consultation and involvement of user groups to enhance promotional services • To assist in implementing promotional strategies for the council, service departments and, where appropriate, external providers • To assist with the development of the council's web-based services • To provide information alerts and respond to enquiries received through a range of communication channels including website, telephone, email and SMS • To assist in the general administration and smooth running of the council's promotional effort • It will be necessary to work with information technology and associated systems in accordance with Council policies.

**Benefits:** • Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13th Cheque, Group Life Insurance.

**Enquiries:** Mr Modiri Gaselebelwe Manager Human Resources @ 053 712 9317

**For more information please contact Director Corporate Services Mr Clifford Pule at 053 712 9302/9306**

**Applications:** Applications in the form of Application letter, Curriculum Vitae and Certified copies of RUMED 1 Copy can be hand delivered or posted to the attention of The Municipal Manager, Ga-Segonyana Municipality, Private Bag X1522, KURUMAN, 8460

**Conditions:** Applications which are received after the closing date/time will not be considered. The stipulations of the Employment Equity Act apply, but it is not the only criteria. The Council reserves the right not to do any appointments.

Neither faxes nor e-mail application will be accepted. If you do not receive any response from us within 30 days after the closing date, please consider your application unsuccessful.

**Closing date:** 25 November 2019

**Martin Mokwena Tsatshimpe - Municipal Manager**