



EXTERNAL ADVERTS

GA-SEGONYANA MUNICIPALITY



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

INFRASTRUCTURE SERVICES DEPARTMENT

1. MANAGER ELECTRICITY

REQUIRMENTS:

- National Diploma in Electrical Engineering or appropriate technical qualification/equivalent
- Approval from Department of Labour to be a competent person (GMR2)
- 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/Private 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 Skill
- High level of responsibility and confidentiality
- Ability to work under pressure
- Report-writing and negotiation skill
- 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 the terms of Government Notice R493 as published in Government Gazette No.29967 of 15 June 2007 (Municipality 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 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 Machineries Regulations, Section 2 will be an added advantaged
- 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 Safety Act, 85/1993
- Monitors utilization and maintenance of networks, transformers, machinery and vehicles.
- Coordinate 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 make strategic presentations regarding the functionality
- Report directly to Director Services

SALARY: T16 (R691 969,88 – R898 234,64)

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

2. MANAGER SALES AND TITLE DEEDS (PROPERTY MANAGEMENT)**Requirements**

- A SAQA recognized NQF level 7 qualification in Management/Property Management.
- A Certificate in Project Management Foundation
- A Certificate in Sectional Title
- 5 years relevant experience in Property Management and supervisory experience.
- A valid driver's license.

Skills & Knowledge

- Good presentation and communication skills (written on oral)
- Planning and processes
- Sales and conveyancing
- Ability to endure and work under pressure.
- Stakeholder relations

Key Responsibilities

- Provide input during drafting of plans and procedures specific to the division.
- Recommend changes in existing procedures and initiate change requests for higher approval.
- Provide input into processes, policies, and procedures, and monitor implementation by team, once authorized.
- Monitor the submission of applications for Title Deeds and Subsidies.
- Monitor sales continually for instances of double or irregular sales; conducting litigation to resolve issues as required.
- Build and maintain relationships with internal and external stakeholders on behalf of the municipality.
- Provide input on post-sale information of all paid-up houses and land into quarterly report.
- Delegate work to manage and review the work of direct reports.
- Evaluate individual and team performance, address deviations from agreed performance indicators.
- Identify training and development needs, implementing plans to address requirements, as appropriate.
- Manage discipline and absenteeism in accordance with organisational codes and procedures.

SALARY: T 15 (R614 587,73 – R797 775,16)

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

CORPORATE SERVICES DEPARTMENT

1. POSITION: MANAGER HUMAN RESOURCE

REQUIREMENTS:

- A relevant 3-year National Diploma/Degree in Human Resources Management or related field
- 3-5 years relevant experience
- Good communication skills
- Computer literate
- Excellent planning, organising, monitoring and control skills
- Valid Driver's Licence

DUTIES:

- Ensure that all HR Policies, practices are compliant with Labour Legislation and statutory requirements
- Ability to develop an organogram and ensure proper staffing requirements for Department in line with the IDP and SDBIP
- Ensure that company HR policies and procedures are adhered to and

implemented

- Ensure compliance and implementation of EE regulations and practices
- Development and monitor HR budget
- Provide HR support and advice to Senior Management
- Monitor and report on the application of laid down procedure with respect to controlling remuneration and benefit administration on the payroll system
- Keep Senior Management updated and abreast on HR development
- Monthly management reporting
- Ensure that training and development is coordinated and implemented in line with organisational strategies and legislations and administer Employee Performance Appraisal System (EPAS) and Employee Assistance Programmes

SALARY: T 15 (R614 587,73 – R797 775,16)

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

COMMUNITY SERVICES DEPARTMENT

1. COORDINATOR: WASTE MANAGEMENT

REQUIREMENTS

- National Diploma in Environmental Management or equivalent qualification
- Computer Literacy (Word, Excel, Outlook and Power point Presentation)
- Code EB Driver's licence
- Minimum three (3) years' experience in the environmental management field

RESPONSIBILITIES INCLUDES:

- To ensure compliance with relevant waste legislation
- Properly manage and operate landfill site
- Properly utilise and maintain waste management fleet
- Control and supervise the team that is responsible for the weighing of vehicles and waste, keep data and report the information to SAWIC.
- Manage the daily activities of the buyback centre
- Co-ordinate all waste management activities and report to the manager
- To initiate a composting station by chipping garden refuse and manage it.
- Manage operational staff
- Constantly monitor development within the Municipality's jurisdiction to ensure compliance with environmental legislation, policies and bylaws
- To draw up annual programmes for cleaning and awareness campaigns and to ensure that the Municipality register for the Greenest Municipality Competition

SALARY: T 14 (R533086,73 – R691 969,88)

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

ENQUIRIES: For more information, please contact HR Office on 0537129342/9300 or Acting Director Corporate Services Mr. L.C Fori on 053 712 9300.

APPLICATION: Applications in the form of Application letter, Curriculum Vitae and Certified copies of Qualifications and ID can be hand delivered or posted to the attention of The **Municipal Manager, Ga-Segonyana Local 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: 03 OCTOBER 2025

MARTIN TSATSIMPE

MUNICIPAL MANAGER