



MUTALE MUNICIPALITY

CIRCULAR NO. 06/2011

INTERNAL/EXTERNAL ADVERTISEMENT OF VACANT POSTS

Mutale municipality is a grade 3 municipality and an equal opportunity employer which subscribes to the principles of affirmative action and gender equity. The following positions are vacant and should be filled by suitable qualified persons:

MUNICIPAL MANAGER'S OFFICE

1x INTERNAL AUDITOR (POST LEVEL 15)

Remuneration: Basic salary **R240 780.00- R246 552.00- R252 468.00** per annum plus 40% car allowance, medical aid, cell phone allowance and home owner allowance in case of a bond.

Requirements:

Relevant B Degree or National Diploma in Internal Auditing with Auditing as a major subject, coupled with a wealth of relevant hands-on management experience. A minimum of 3 years proven internal audit experience, knowledge of Generally Accepted Accounting Practices and Treasury regulations. An extensive knowledge in risk assessment, techniques to detect and prevent fraud, Internal Audit procedures. King III report on Corporate Governance and Institute of Internal Auditors (SA) Standards. Registered as a member of the Institute of Internal Auditors South Africa

Key responsibilities:

Perform duties in terms of Section 165 of Municipal Finance Management Act. Direct, organise and lead internal audit team. Develop risk-based audit plan in line with the Municipal vision, mission and strategic objectives. Conduct audits as per the approved risk based audit plan. Facilitate risk assessment in all municipal departments. Assist Senior Management to institutionalise risk management and fraud prevention practices in the municipality. Maintain and Review Internal Audit Charter. Evaluate the adequacy and efficiency of all internal controls and operating processes on a continuous basis. Issue value adding reports and recommendations in respect of audits completed to Municipal Manager and Audit Committee. Guide special investigations on irregular activities. Compile and manage the internal audit unit's budget

1x IDP MANAGER (POST LEVEL 15)

Remuneration: **R240 780.00- R246 552.00- R252 468.00** per annum plus 40% car allowance, medical aid, cell phone allowance and home owner allowance in case of a bond.

Requirements: An appropriate recognized Bachelors degree/ or equivalent qualifications in development planning with at least three (3) years relevant experience. Advance knowledge of Computer (MS Word, Excel, Power Point and GIS). Service writing and high level communication skills. A valid driver's license.

Key responsibilities:

Management of the IDP process. Liaising with sector departments during and after the development of IDP. Ensure public participation in the IDP process. Monitor the implementation of the IDP and submit reports to the Municipal Manager. Development of credible IDP document.

1x MANAGER: COMMUNICATIONS (POST LEVEL 15)

Remuneration: Basic salary **R240 780.00- R246 552.00- R252 468.00** per annum plus 40% car allowance, medical aid, cell phone allowance and home owner allowance in case of a bond.

Requirements: A relevant NQ level 6 Qualification preferably in Communication or Public Relations, Computer literacy (MS Power point & Ms Publisher) and valid driver's license.

Key responsibilities:

Act as a Spokes Person of the municipality and a community liaison Officer; Promote community participation and involvement in all municipal activities; Manage the compilation and publishing of Municipal Newsletters; Ensure the implementation of Municipal Communication strategy; Drafting of speeches for political office bearers e.g. Mayor and Speaker; Keeping abreast of the media reports relating to the municipality's functions and provide professional advice to relevant offices; Coordinate logistical and administrative arrangements relating to community and stakeholders meeting; Coordinate regular update of the website in consultation with the IT Manager and Promote municipal services.

1x TRANSVERSAL MATTERS AND PUBLIC PARTICIPATION OFFICER (POST LEVEL 08)

Remuneration: R93 252.00- R95 484.00- R97 776 per annum

Requirements: A relevant tertiary qualification especially in Communication or Public Relations, computer literacy and a valid driver's license.

Key responsibilities:

Drafting and developing of transformation plan; Coordinating and monitoring public participation programmes within the Municipality; monitor transformation of service delivery by conducting customer satisfaction survey Organize customary ceremonies e.g. turning of the sod at the inception/ completion of projects; Monitor the implementation of "Batho Pele; Perform other duties as may be delegated by the Municipal Manager

1X SECRETARY: MUNICIPAL MANAGER (POST LEVEL 07)

Remuneration: R82 824.00- R84 804.00- R86 844.00 per annum

Requirements: Grade 12 plus relevant post metric qualification relating to Office/ Business administration and Computer literacy(MS Word, Ms Excel, Ms PowerPoint, and Publisher)

Key responsibilities:

Provide secretarial service to the Municipal Manager; Screening all incoming calls and direct to the Municipal Manager or to appropriate official and assist caller if necessary; Record all messages and inform to return calls Arranging travelling and accommodation as and when directed by the Municipal Manager; Organize and maintain files and records of the Municipal Manager; Provide a reception services to the public Screening all complaints and enquiries and directing to the appropriate Office; Manages the diary of the Municipal Manager;

DEPARTMENT: BUDGET AND TRESURY**1x ASSISTANT ACCOUNTANT: BUDGET (POST LEVEL 11)**

Remuneration: Salary: R139 548.00- R142 896.00- R146 328.00 per annum

Requirements: Recognized three years Bcom/Accounting or National Diploma in Cost and Management Accounting (NQF 6) PLUS 2 years' relevant and practical experience in finance and budget management. Knowledge of excel spread sheet, GRAP standards, PFMA, MFMA and Treasury regulations will be added advantage. Valid driver's license

Key responsibilities

Assist in preparing and implementing multi – year budget uniform norms and standards. Compile and submit internal and external reporting on budget, finances, service delivery and budget implementation plan, in year, Annual Financial Statements and Annual Reports. Develop an IDP/Budget schedule of key deadlines and co-ordinate Budget steering Committee meetings. Assist the departmental managers with completing their budgets. Assist in the preparation of timely and quality statements and progressive improvement in audit outcomes and perform duties as instructed by Chief Financial Officer.

1x ASSISTANT ACCOUNTANT EXPENDITURE (POST LEVEL 11)

Remuneration: R139 548.00- R142 896.00- R146 328.00 per annum

Requirements: Recognized three years Bcom/Accounting or National Diploma in Cost and Management Accounting (NQF 6) PLUS 2 years' relevant and practical experience in expenditure management. Knowledge of PFMA, MFMA and Treasury regulations will be added advantage. Valid driver's license

Key responsibilities:

Assist Manager expenditure in managing expenditure division. Monitor the expenditure budget. Prepare monthly bank reconciliations. Prepare monthly creditors reconciliations. Prepare monthly expenditure reports. Maintain the petty cash register and reconciliation. Ensure compliance with legislation. Assist in preparation of AFS

1x ASSISTANT ACCOUNTANT CREDIT CONTROL(POST LEVEL 11)

Remuneration: R139 548.00- R142 896.00- R146 328.00 per annum

Requirements: Grade 12 or Recognized Diploma in Accounting/Finance or Local Government certificate in Accounting NQF Level 3 PLUS 2 – 3 years' relevant and practical experience credit management. Knowledge of Excel spread sheet, PFMA, MFMA, MPRA and Treasury regulations will be added advantage. A valid driver's license.

Key responsibilities:

Prepare monthly debtors and Vat reconciliation. Compile and submit monthly returns. Compile disconnection list. Issue and distribute demand notices. Perform any duties assigned by the supervisor. Handle Cashiers, the arrangements of payment of services. Handle enquiries relating to payments of services and any other duties requested by Supervisors

1x IT ADMINISTRATOR (POST LEVEL 10)

Remuneration: R118 200.00- R121 044.00- R123 948.00 per annum

Requirements: A recognized 3 years qualification in Information Technology, 2-3 years Experience in IT environment and valid driver's license

Key Responsibilities:

General IT assistance and support to end users. Support and maintain Network services (WAN and LAN). Maintain server administration and related server support. Troubleshooting hardware and software peripherals. Perform regular maintenance of ICT infrastructure. Setting up new Desktops and Laptops and configure them for end – users. Perform daily data backups and restore of data. Facilitate ordering of hardware equipments and liaise with service providers for specific. Software and system requirements. Configure and maintain of the organizations e-mail and messaging systems. Install systems and application software. Update Antivirus and manage threats. Provide monthly report

DEPARTMENT: CORPORATE SUPPORT AND COMMUNITY SERVICES

ASSISTANCE MANAGER: HR PRACTITIONER (POST LEVEL 15)

Remuneration: Basic salary R240 780.00- R246 552.00- R252 468.00 per annum plus 40% car allowance, medical aid, cell phone allowance and home owner allowance in case of a bond.

Requirements: Relevant B-degree (NQ- Level 6) Tertiary Qualifications in Human Resources or Labour Relations. 3 years relevant experience in HR management

Key responsibilities:

Researches and develops strategic and short term plans for the Human Resources functionality; Directs and controls the Key Performance Indicator's and outcomes of personnel within the Human Resources Section; Manages and controls organization change and development through the formulation of specific policies and

procedures and forwards/ presents to the Strategic Manager; Corporate Services and/ or Councils Committees; Implements Human Resources communication strategies aimed at creating awareness and/ or seeking acknowledgement; Plans, leads and directs the Training and Development functionality; Manages and controls procedures and processes associated with maintaining employment relations and industrial peace; Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality

1x SKILLS DEVELOPMENT FACILITATOR (POST LEVEL 07)

Remuneration: R82 824.00- R84 804.00- R86 844.00 per annum

Requirements: A relevant B Degree or National Diploma or equivalent qualification in HR development

Key responsibilities:

Ensure compilation of WSP and implementation thereof. Coordination of Training Programs for the Municipality. Conduct skills audit to determine skills gaps. Facilitate Training Committee meetings. Compile and submit Quarterly and monthly report to LGSETA

10 1x EXAMINER GRADE B (POST LEVEL 11)

Remuneration: R139 548.00- R142 896.00- R146 328.00 per annum

Requirements: Grade 12, Certificate Examiner for Driving licenses Code A and EC driver's licenses, good communication skills, interpersonal skills, fluent in Afrikaans and English, must be able to work under pressure

Key responsibilities:

Examine and authorize issuing of learners licenses in accordance with the National Road Traffic Act no. 93 of 1996. Examine and authorize issuing of drivers licenses in accordance with the National Road Traffic Act no. 93 of 1996. Examine and authorize issuing the issue of instructor certificate in accordance with the National Road Traffic Act no. 93 of 1996. Conduct eye tests of K53 applicants in accordance with the National Road Traffic Regulations. Take finger prints of K53 applicants. Keeping daily registers in terms of the results of learners and drivers licenses applications. Conduct renewals of driving licenses and professional driving permits. Capturing the confirmation of K53 application results on the eNaTIS System. Compile monthly report on learners and drivers licenses issued

11. 1x EXAMINER GRADE D (POST LEVEL 08B)

Remuneration: R93 252.00- R95 484.00- R97 776 per annum

Requirements: Grade 12, Driving licenses Code B , Grade D Examiner of Driving License Diploma, good communication skills, interpersonal skills, fluent in Afrikaans and English, must be able to work under pressure

Key responsibilities:

Examine and authorize issuing of learners licenses in accordance with the National Road Traffic Act no. 93 of 1996. Keeping daily registers in terms of the results of learners and drivers licenses applications. Conduct Eye test for applicants. Conduct renewals of both Drivers License and Professional driving permit. Take finger prints for K53 applicants. Compile monthly statistics for both renewals and Learners License tests

12.1x HELP DESK ADMINISTRATOR: TRAFFIC STATION (POST LEVEL07)

Remuneration: R82 824.00- R84 804.00- R86 844.00 per annum

Requirements: Grade 12 or equivalent qualification, Computer Literacy and a valid driver's license.

Key responsibilities:

Assisting clients in the Completion of the following application forms:-

Driving and learners license. Renewal of motor vehicles. Registration and Licensing forms. Professional driving permit and application for lost documents. Rendering helpdesk services by providing relevant information to clients

12. 1x ADMINISTRATION OFFICER: SPECIAL PROGRAMMES (POST LEVEL 07)

Remuneration: R82 824.00- R84 804.00- R86 844.00 per annum

Requirements: Grade 12 or equivalent qualification in Administration, Computer literacy and a valid driver's license. 2-3 years working experience.

Key responsibilities:

Assist in the Coordination and facilitation of special programmes namely women' Disable persons, Moral regeneration and Old age. Organize meetings of special programmes as directed by Special programmes Coordinator. Assist in the Coordination of special events such as Women's day, Old age day, Youth day etc. Attending special programmes meetings. Provide all secretariat support to special programmes e.g. minutes taking, report writing etc.

DEPARTMENT: INFRASTRUCTURE DEVELOPMENT AND PLANNING

1x ASSISTANT MANAGER: TOWN PLANNER (POST LEVEL 15)

Remuneration: Basic salary R240 780.00- R246 552.00- R252 468.00 per annum plus 40% car allowance, medical aid, cell phone allowance and home owner allowance in case of a bond.

Requirements: Degree or Diploma in Town and Regional Planning, Knowledge of town planning legislation, valid driver's license, Computer literacy (MS Word) and 2-3 years experience in Town planning. Registered as a member of South African Council of Town Planners.

Key responsibilities

Monitor and implement Land use Management Scheme (LUMS). Monitor and Implement Spatial Development Frame work.(SDF). Monitor and implement all town planning relevant legislations. Monitor subordinates. Compilation and management of departmental budget and reporting. Carry out on-site inspections. Facilitate approval of all Town planning related applications. Approve building plans, site demarcations and rezoning so far as it relates to town planning issues.

1x FOREMAN ROADS AND STORM WATER (LEVEL 07)

Remuneration: R82 824.00- R84 804.00- R86 844.00 per annum

Requirements: Grade 12, Code 14 Driver's license, Civil engineering background , 2-3 years working experience as road foreman.

Trade Tests Certificate will be an added advantage.

Responsibilities:

Performs specific tasks/ activities at the Municipality prior to and on completion of allocated maintenance assignments. Personnel supervision. Compilation of reports. Monitor and implement Occupational health and safety act (OHS). Able to interpret Engineering Drawings and specifications. Interpret and Implement relevant Engineering codes and standards. Performs specific tasks associated with road repairs, construction, installation and general maintenance type work. Monitor operation of heavy and/ or specialized vehicles

1x PMU ADMINISTRATOR (3 YEAR CONTRACT) (POST LEVEL 10)

Remuneration: R118 200.00- R121 044.00- R123 948.00 per annum

Requirements: Grade 12 or equivalent qualification, Computer literacy and a valid driver's license

Key responsibilities:

To register projects on MIS. Upload all information or data capturing on MIS. Perform any other work assigned to him/her related to Technical Services Projects & Project management. Pmu meeting co-ordination and serving as secretariat.

1x WASTE ENVIRONMENTAL MANAGEMENT OFFICER (POST LEVEL 11)

Remuneration: R139 548.00- R142 896.00- R146 328.00 per annum

Requirements: A relevant NQ-level 6 qualification in Environmental Management

Key responsibilities:

Conducts inspections and investigations of residential, commercial or other occupied premises and/ or open spaces and/ or public facilities to determine compliance to by-laws and statutory legislation. Enforces specific procedures and measures on residents, commercial and industrial businesses. Participates in the delivery of awareness and educational programmes on environmental health approaches to safe and healthy living to the community. Facilitates waste removal services. Co-ordinates specific administrative and reporting requirements associated with the environmental health issues.

5X GENERAL WORKER: WASTE REMOVAL (LEVEL 05)

Remuneration: R58 032.00- R59 429.00- R60 852.00 per annum

Requirements: ABET level 3

Key responsibilities:

Undertakes specific activities associated with the collection refuse from domestic and business premises by picking up waste and loading refuse bags into the refuse vehicles. Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles. Removal of refuse from business premises, lifting mobile waste containers or, gathering and loading refuse. bags into vehicles, moving refuse to create space and attending to offloading of refuse from vehicles using hand held tools at the disposal. Cleans vehicle and attends to the storage and care of cleaning tools by removing and washing off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand held hoses). Placing and stacking tools in designated storage areas and/ or verbally reporting the condition/ status of tools to the immediate superior.

Applications letters accompanied by comprehensive CVs, certified copies of qualifications, ID documents and a valid driver's license should be submitted to the Municipal Manager, Mutale Municipality P/Bag X1254, Mutale, 0956 or Hand delivery at the Municipality (Registry office). **Please note that Faxed or E-mailed applications will not be considered.** All queries should be directed to the Corporate Services Manager Or Chabalala Tsakani at 015 967 9600 during working hours. If you do not receive our respond within 30 days after the closing date regard your application as being unsuccessful. **Women and people with disabilities are encouraged to apply.**

Closing date: 19th AUGUST 2011

**MUNICIPAL MANAGER
NETSHANZHE T.G**