



# NQUTHU MUNICIPALITY UMASIPALA WASE NQUTHU

Application are invited for the following permanent positions based at Nquthu Local Municipality boundaries.

## DEPARTMENT: PLANNING, LED & HOUSING

### Geographic Information Systems Officer

Salary: R351 623.16 p.a., plus benefits such as Medical Aid, Pension Fund, and 13th Cheque (Task Grade 12)

**Key requirements:** • Matric • A Degree in Cartography/Geo-Information or equivalent NQF Level 7 • 3 years' experience in Geographic Information System field • Presentation and facilitation skills • A valid driver's licence • Computer literate • Knowledge of ESRI Software would be an added advantage.

**Key performance areas:** • Facilitate the development of operational plan for the GIS by referring to the Integrated Development Plan and identifying operational objectives • Capture and update technical documentation and apply specific procedures and system tools from various applications and programmes • Undertake spatial analysis using a wide variety of datasets • Collect and present spatial data on request • Facilitate the compilation and establishment of procedures and project plans • Provide technical GIS support to the municipality and securing data safety by making daily backups of the GIS database • Draft required manual and electronic reports to immediate superior for consideration • Monitor progress of projects through conducting site inspections • Order up-to-date database to continuously update the GIS database • Coordinate integration of GIS projects with information supplied by other departments • Identify and fix inconsistencies, referring to specific sources of information and/or specifications and test the accuracy of the database/ system • Conduct staff training on how to use GIS applications.

## DEPARTMENT: TECHNICAL SERVICES

### Manager: Infrastructure Development

Salary: R445 725.00 p.a., plus benefits such as Medical Aid, Pension Fund, Car Allowance, Cellphone Allowance and 13th Cheque (Task Grade 14)

**Key requirements:** • Matric • A National Diploma in Civil Engineering or relevant NQF Level 6 qualifications • Computer literacy • A valid driver's licence • 4 years' experience in administration/record management • Registration with a professional body (ECSA) would be an added advantage • Proficiency in Engineering Codes and Standards pertaining to Municipal Infrastructure projects.

**Key performance areas:** • Develop, implement, monitor and control capital projects and contract administration • Establish the key performance indicators and measures for determining and accessing the level of service delivery • Ensure legal compliance in terms of Occupational Health and Safety Act • Manage Labour Intensive Projects in line with the Extended Public Works Programme (EPWP) framework and reporting requirements • Ensure compliance of all legal aspects and conditions required from the different spheres of government • Manage related Municipal Infrastructure Grant (MIG) programs • Manage the budget and human resources of the unit in line with the Council policies • Develop policies relating to infrastructure development • Efficient and effective development and management of systems, procedures, processes and resources for the day-to-day operation of the unit.

### TLB/Front-End Loader Operator

Salary: R146 214.60 p.a., plus benefits such as Medical Aid, Pension Fund, and 13th Cheque (Task Grade 06)

**Key requirements:** • A Grade 10 or equivalent NQF Level 2 qualifications • Certificate TLB Operator • Ability to read and write • Excellent health • 12-18 months' experience in heavy duty driver/operator services • A valid Code EC driver's licence (Professional Driving Permit (PRDP)) will be an added advantage • Knowledge in driving services, Transport of Heavy equipment, Dangerous Goods, transport of people and operating heavy construction machines • Basic knowledge in technical services. (Knowledge of daily maintenance procedures on construction machines, trucks and low bed).

**Key performance areas:** • Perform driver activities using a vehicle to ensure the transporting of machinery equipment • Operate heavy machinery (Bulldozer, Compactor, front Loader, Grader and Back- Actor • Drive Trucks, LDV'S and Tractor as and when required (e.g. when municipal driver is on leave or sick) • Maintenance and cleaning of machine/vehicles allocated, Check water, oil, etc. according to relevant check list • Adhere to all municipal safety regulations • Operate all equipment in a safe and efficient way according to all relevant policies and procedures.

## DEPARTMENT OFFICE OF THE MUNICIPAL MANAGER

### Senior Officer: IDP/PMS

Salary: R395 894.04 p.a., plus benefits such as Medical Aid, Pension Fund and 13th Cheque (Task Grade 13)

**Key requirements:** • Matric • National Diploma: Town & Regional Planning/Public Administration or equivalent NQF Level 6 • 3 years' experience in a Local Government environment • Good communication skills (verbal and written) • Sound knowledge and understanding of Inter-Governmental Relation in terms of IDP • Presentation and facilitation skills • Sound knowledge of Local Government legislation • A valid driver's licence • Computer literate.

**Key performance areas:** • Development of IDP process plan • Development and review of municipal IDP • Consult with stakeholders on IDP • Develop and review the SDBIP • Develop performance contract for municipal employees • Review departmental scorecard.

**Please note:** If you qualify as per the above requirement, please send your application letter, filled application form, comprehensive CV, Certified Copies of academic qualifications, Certified copy of Drivers' License, and Certified copy of ID to: **The Municipal Manager, Nquthu Municipality, Private Bag X 5521, NQUTHU, 3135 OR Hand Delivery on: Lot 83 Mdallose Street, Office No. 28, NQUTHU3135.**

**CLOSING DATE: 18 AUGUST 2023.**

The candidate will be required to disclose all financial interests. Successfully candidate is required to sign the Contract of Employment and a Performance Agreement. Candidate will be subjected to security vetting. Canvassing with councillors or officials in respect of these positions will lead to disqualification of the applicants. The municipality is committed to the implementation of its Employment Equity Plan, appropriately qualifying women are encouraged to apply.

**Enquiries should be directed to:** The Director: Corporate & Community Service, Mrs K.C. Shabalala on (034) 271 6115.

If an applicant does not hear from the municipality within 30 days from the closing date, he/she should consider the application as having been unsuccessful.

**MB JIYANE: MUNICIPAL MANAGER**

## DEPARTMENT OFFICE OF THE MUNICIPAL MANAGER

### Personal Assistant: Municipal Manager

Salary: R176 768.88 p.a., plus benefits such as Medical Aid, Pension Fund and 13th Cheque (Task Grade 07)

**Key requirements:** • A National Diploma: Office Management & Technology or relevant qualification • 3 years' relevant experience working with computers literate • Knowledge of English and isiZulu • Good knowledge of Batho Pele Principles • Exposure and knowledge of Local Government.

**Key performance areas:** • Render secretarial service to Municipal Manager • Type, format, capture, fax and photocopy • Manage file system of the office • Arrange meetings, financial matter for Municipal Manager • Attend queries being addressed by community • Handle miscellaneous task as directed by the Municipal Manager.

## DEPARTMENT: CORPORATE & COMMUNITY SERVICES

### Sports Coordinator

Salary: R224 082.00 p.a., plus benefits such as Medical Aid, Pension Fund and 13th Cheque (Task Grade 09)

**Key requirements:** • Matric • Certificate: Sports Management or equivalent NQF Level 5 qualifications • 3 years' experience in sports • A valid driver's licence • Computer literacy • Willingness to work under pressure and beyond normal hours/ weekends.

**Key performance areas:** • Facilitate and coordinate the formation of sport structures at local levels in collaboration with relevant stakeholders • Coordinate sports programme or activities at local levels for development of sport • Facilitate, coordinate and monitor the effective implementation of municipal policies throughout the programmes • Render project management and administrative functions towards implemented programmes, ensure collection, compilation and updating of data in all sports activities at local levels and provide effective utilization of resources.

### Fire Fighter (3 Posts)

Salary: R176 768.88 p.a., plus benefits such as Medical Aid, Pension Fund, and 13th Cheque (Task Grade 07)

**Key requirements:** • Matric • Certificate in Fire fighter I and II • Hazmat awareness and operations • First Aid Certificate • A valid Code C1 or EC1 driver's licence • Ability to communicate in both isiZulu and English • Be less than 35 years old • Be physically fit • No criminal record against your name or pending criminal charges • Will be expected to undergo a fitness test • Knowledge of Nquthu Municipal urban/rural locations and Electoral Wards.

**Key performance areas:** • React immediately to fire station bells • Respond to fire emergencies medical and hazardous substances incidences • Ensure compliance with all relevant legislation and council policies/procedures/standards to ensure optimum management of firefighting • Perform disaster management activities as and when required • Ensure state of preparedness for firefighting and other emergency situations by regularly cleaning and testing firefighting equipment • Perform administrative duties, including the completion of incident reports and reporting of faulty equipment and detects • Attend to the efficient care and maintenance of all assets of the fire fighting and emergency services section • Perform fire safety inspections • Carry out firefighting and emergency activities at the scene of incidents to ensure the safety of fire fighters and others, with the prime objective of saving lives and properties • Attend to disaster management activities as directed by supervisors.

### Library Assistant (Ngolokodo Library)

Salary: R146 214.60 p.a., plus benefits such as Medical Aid, Pension Fund, and 13th Cheque (Task Grade 06)

**Key requirements:** • Matric • Good communication skills (verbal & written) • Computer literate • Working in a Library environment an added advantage • Successful candidate will be required to work on Saturdays.

**Key performance areas:** • Assist with the retrieval of borrowed library materials • Assist users with information searching and learners with school projects • Fill library materials in sequel order both numerically and alphabetically • Make follow-ups on unreturned materials • Assist with orientation to local schools and all library promotional activities.

### General Assistant (Ngolokodo Library)

Salary: R118 716.24 p.a., plus benefits such as Medical Aid, Pension Fund, and 13th Cheque (Task Grade 03)

**Key requirements:** • Standard 08 or equivalent education • Must be within Nquthu Municipality's boundaries • A valid proof of resident • Must be 18 years old or above • Willing to work in all weather conditions • Willing to work outside normal working hours during emergencies and planned overtime • Willing to work base on work shifts.

**Key performance areas:** • Undertakes general labouring tasks associated with municipal work such as repairs, renovations and maintenance of municipal building, roads and storm water drainage • Undertake general labouring tasks associated with operation and maintenance of Parks, Verges, Public Facilities and Gardens • Undertake general labouring tasks associated with Refuse Collection and Street Cleaning • Carry out instructions given by the immediate supervisor as and when the need arises.