



# HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from suitably qualified dynamic and mature candidates whose background and experience match this challenging and exciting positions.

## WATER SERVICES

### EXECUTIVE DIRECTOR: WATER SERVICES

(This is a fixed term contract appointment for a period not exceeding one (1) year after Local Government election)

Total Remuneration Package Per Annum (All Inclusive)

Minimum: R813 635 - Midpoint: R929 869 - Maximum: R1 046 101

Appointment to the position of the Executive Director: Water Services will be on a fixed-term performance-based contract in terms of Section 54A, 56 and 57 of the Local Government: Municipal Systems Act, Act 32 of 2000, as amended, read together with the Local Government: Municipal Performance Regulations, 2006 and the Local Government: Municipal Finance Management Act: Municipal Regulations on Minimum Competency Levels of 2007.

**Requirements:** • A Bachelor of Science degree in Engineering/BTech: Engineering or relevant NQF Level 7 qualification • Five (5) years' experience at middle management level, or as a Programme/Project Manager • Three to four (3-4) years' must be at professional/management level in engineering • A qualification in the Certificate Programme in Management Development for Municipal Finance (CPMD MF) or the attaining the qualification within a reasonable timeframe in terms of the Municipal Regulations on Minimum Competency Levels, 2007 • A valid Code B driver's licence • A Certificate of Competency as required in terms of the General Machinery Regulations of 1988 will be an added advantage • Registration with a recognised engineering professional body will be an added advantage.

**Core competencies:** • Strategic direction and leadership • People management • Program and project management • Financial management • Change leadership • Governance leadership.

**Knowledge:** • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Must have extensive knowledge of the public office environment • Must be able to formulate engineering master planning, project management and implementation • Good knowledge and understanding of Water and Sanitation, including: • All relevant Water Services Authority Legislation and Regulations • Water Reticulation Management • Water Governance • Water and Waste Water Process Management • Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 • Good Governance • Good facilitation and communication skills in at least two official languages.

**Key performance areas:** Reporting directly to the Accounting Officer, the incumbent shall be expected to: • Provide strategic leadership in the Water Services Department of the Municipality • Develop and continuously evaluate short- and long-term strategic financial objectives and ensure that internal financial targets and budgets are fully consistent with the Municipality's IDP, SDBIP's and relevant agreements with other sectors of government • Plan, organize, co-ordinate and control of all activities of staff in the Water Services Department • Monitor and render water and sanitation programmes and ensuring that there is conformity to legislation • Ensure effective planning, research and design of water and sanitation infrastructure • Ensure effective and efficient customer services within the Municipality • Provide specialised technical input into long term plans such as the Integrated Development Plan (IDP) and the Water Services Development Plan (WSDP) • Develop, monitor and enforce the implementation of water by-laws and policies • Monitor all Water Demand Management activities • Compile and manage the operational budget • Assist the Accounting Officer with other roles and responsibilities delegated to the Executive Director: Water Services position in terms of relevant legislation • Provide overall management of: • all relevant Water Services Authority Legislation and Regulations • Water Reticulation Management • Water Governance • Water and Waste Water Process Management.

**NB:** Shortlisted candidates will be subjected to competence based assessment, screening, security vetting and previous employment checks.

All enquiries for all of the above positions should be directed to: The Municipal Manager of Harry Gwala District Municipality, Mrs A.N. Dlamini on (039) 834 8707.

**IMPORTANT NOTICE TO APPLICANTS:** No late applications will be considered. No faxed or e-mailed applications will be accepted. Applications submitted on a Z83 form **WILL NOT** be considered. All interviews will be done in English.

## SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

### YOUTH MANAGER

• 5 YEAR CONTRACT • REF NO: SOCD 5/5/4/2/1

Salary Grading: (D5) R598 993.11 p.a. all inclusive

RE-ADVERTISEMENT

**Requirements:** • Grade 12/Matric • NQF Level 6 or NQF 7 in Youth Development or equivalent qualification • 2 - 5 year's applicable experience • Excellent written and verbal skills • Knowledge of youth development theories and youth asset development programmes • Ability to develop strong working relationships and to facilitate relationships with youth • Ability to work with multicultural communities, interdisciplinary teams and across multiple sites • Ability to motivate others and interface professionally with policy makers, community leaders, co-workers and youth • A valid driver's licence.

**Key performance areas:** • Establish the youth desk and involve all role players and stakeholders in order to have a centralized point for youth development initiatives • Attend and coordinate meetings and activities of the Harry Gwala District Municipality Youth Structure to ensure upliftment and participation of youth • Co-ordinate a Youth Summit, and facilitate capacity building workshops for NGO's, CBO and forums, and facilitate youth forum meetings with Councillors from relevant wards • Co-ordinate and draw up a youth newsletter to give feedback on youth activities, and conduct talk shows that will encourage youth to participate in community services • Implement integrated youth policy by involving youth organizations to ensure smooth running of programmes • Co-ordinate conferences and workshops on Youth Development Programmes • Monitor the progress of youth programmes/initiatives/events and consolidate information and/or extract specific reports for submission to the immediate Supervisor for forward planning • Create networking opportunities with private and public sector partnerships through a consultative process, involving government departments, private companies and non-governmental organizations.

**NB:** Applicants who previously applied for Youth Manager need to reapply as the previous applications will not be considered.

### GIS DATA ADMINISTRATOR

• 5- YEAR CONTRACT (SHARED SERVICES) • REF NO: SOCW 5/5/4/2/3

Total package: R544 459.01 p.a. all inclusive

**Requirements:** • Grade 12/Matric • NQF Level 6 or NQF Level 7 in Geographic Information System, Town Planning or equivalent tertiary qualification • 3 year's applicable experience in data administration environment through GIS Arc View • Must have experience in GIS data capturing and administration • Candidate with Town Planning background will have an added advantage • Computer literacy (MS Office) • A valid Code B driver's licence.

**Key performance areas:** • Perform tasks/activities associated with the preparation, updating and processing of the data through capturing, storing, manipulation and maintenance of data and the preparation and presentation of information using data base procedures, applications and tools to ensure the Geographic Information System provides comprehensive and complete information supporting analysis, discussions, queries and decision-making processes • Perform specific applications associated with the preparation, updating and processing data from hard copy and digital sources through GIS • Perform specific applications associated with maintaining geographic information records and databases • Attend to the production of information in various forms (reports, maps) used in analysis, discussions and decision-making processes • Perform specific GIS clerical activities and provide general office support.

## BUDGET AND TREASURY OFFICE

### SENIOR DEBTORS CLERK

• KOKSTAD • REF NO: BTD 5/5/4/2/2

Salary Grade: (C3) R226 553.74 – R246 442.80 (plus applicable benefits)

**Requirements:** • Grade 12/Matric • NQF Level 6 in Accounting/Financial Management • 2 years' relevant experience in Debtors Section • Computer literacy.

**Key performance areas:** • Process transactional data referring to specific transactional documentation and recordings, attend to amendments/adjustments and the posting of transactions to specific accounts • Execute procedures with respect to the receiving and reconciling of services related income, generate and forward printouts of payments and complete procedural forms for banking purposes • Attend to the printing and posting of consolidated bills to customers • Respond to all service debtor queries, whether written, telephonic, faxed or through an interview • Investigate queries on statements • Reconcile service debtor accounts by stipulated deadline • Investigate individual service debtor accounts after retrieving all necessary documentation • Update information onto the computer system • Prepare journals when necessary and forward to the relevant authority for signature • Capture above-mentioned journal onto the computer system.

## CORPORATE SERVICES DEPARTMENT

### COMMITTEE OFFICER (2 POSTS)

REF NO: COPD 5/5/4/2/1

Salary Grade: (C2) R206 585.74 – R224 343.81 p.a. (plus applicable benefits)

**Requirements:** • Grade 12/Matric • NQF Level 6 in Public Administration or relevant qualification • Computer literacy • 1 - 2 years' experience in Administration (minute taking).

**Key performance areas:** • Refer to the approved schedule of Committee meetings and confirm/report deviations from plans with respect to catering requirement and/or stationery and equipment needed for specific sessions to the immediate superior • Communicate with Office Bearers to establish items for inclusion on the agenda and the submission of investigative/general reports and proposal supporting agenda items • Circulate notifications, agenda and minutes of previous meetings and resolutions of meetings to members • Perform specific secretarial sequence at meeting with regards to circulation and completion of attendance registers, record details of proceeding/discussions proposals and recommendation, and making available of copies for correspondence referred to in discussion to members (Joint Executive Committees with Local Municipalities; IGR Forums, Audit Committee; Oversight Committee; Local Labour Forum; Joint Coordinating Committee; Short-listing and Interview Committees) • Use word processing applications to prepare minutes and notifications of meetings and, extracting and forwarding information request with respect to long term continuous absenteeism of officials and Union Representatives to the relevant person • Update Committee files and records, insert attendance registers, notification, correspondence and minutes in accordance with established referencing sequences • Relieve Receptionist when unavailable • Assist with reprographic duties in the absence of a Reprographer • Assist with maintaining photocopying equipment in the absence of a Reprographer • Assist with the ordering of stationery for Corporate Services.

### PUBLIC RELATIONS OFFICER

REF NO: COPD 5/5/4/2/2

Salary Grade: (D1) R311 003.33 - R337 995.56 plus applicable benefits

**Requirements:** • Grade 12/Matric • NQF level 6 or NQF Level 7 in Public Relations or relevant qualification • Computer literacy • Code 08 driver's licence • 2 years' experience in a relevant field.

**Key performance areas:** • Identify with the key deliverables and immediate goals detailed in Sector Plans and Council's Integrated Development Plan in respect of promoting Public awareness • Co-ordinate planning, layout and distribution of publications and articles and seeking approval on articles and/or information for inclusion in national, provincial and business print mediums • Attend to the information needs with respect to the internet/Web site of the Municipality, checking and seek approval for the usage/or insertion of news items, articles and photographs • Co-ordinate and scheduling media/press meetings and/or disseminate information, as delegated • Arrange media presence for specific community functions/events • Keep abreast of media reports relating to the Municipality's functions and addressing the publication of inaccurate reports through the release of apologies or addendums.

### PROCESS CONTROLLERS (2 POSTS)

• UMZIMKHULU & NDZ • REF NO: WATD 5/5/4/2/12

Salary Grade: (B2) R125 451.04 – R136 461.05 p.a. (Plus applicable benefits)

**Requirements:** • Grade 12/Matric • Class 2 Relevant plant operating experience as per the Department of Water & Sanitation Standards • Computer literacy • Code 08 driver's licence.

**Key performance areas:** • Open/close valves to specific limits to control levels and regulate flow from/to storage units • Conduct tests of samples using specific apparatus and equipment, refer to specifications to determine deviation, report outcomes and proceeding with corrective measures • Adjust mechanical control settings to regulate chemical levels to enable destruction of bacteria and/or activate/deactivate pumps to commence/stop the movement of treated/untreated water or wastewater • Communicate with the immediate superior, verbally transmitting information on plant condition, performance and outcomes and/or execute specific instructions to address deviations or disruption to process • Log specific activities/outcomes associated with process in registers, indicate time, incident or occurrence and action, and forward updated records for verification and approval • Attend to the treatment of water through the application of specific operating procedures controlling plant performance, conducting of tests and executing approved corrective measures to address deviations.

### SENIOR PROCESS CONTROLLER (2 POSTS)

• UMZIMKHULU AND KOKSTAD CLASS 111 • REF NO: WATD 5/5/4/2/2

Salary Grade: (B2) R125 451.04 – R136 461.05 p.a. (Plus applicable benefits)

**Requirements:** • NQF Level 3 in Water Treatment or waste water treatment or relevant qualification • 2 years' proven experience in Water Treatment Works • Code B driver's licence • Candidates must have Department of Water and Sanitation Classification Class III • Prepared to work under pressure and beyond scheduled timeframe (including weekends and public holidays).

**Key performance areas:** • Open/close valves to specific limits to control levels and regulate flow from/to storage units • Conduct tests of samples using specific apparatus and equipment, refer to specifications to determine deviation, report outcomes and proceeding with corrective measures • Adjust mechanical control settings to regulate chemical levels to enable destruction of bacteria and/or activate/deactivate pumps to commence/stop the movement of treated/untreated water or wastewater • Log specific activities/outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval • Clear and unblock inlets, outlets, valves, filters and connections, remove debris using hand held tools (shovel, fork, etc.) and pressurized water systems to remove/flush blockages • Apply laid down guidelines (burning, burying) in respect of the removal and destruction/disposal of debris to avoid health related risks • Determine parameters in the laboratory such as COD, BOD, Nitrogen content in waste water effluent mechanical equipment • Ensure control of infrastructure components (including electrical and mechanical equipment) • Supervise subordinate staff • Execute any other duties as assigned.

Enquiries should be directed to: The Human Resources Office, on tel. (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form which can be found on our website ([www.harrygwalaadm.gov.za](http://www.harrygwalaadm.gov.za)) accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and driver's license. These must be addressed to the Municipal Manager for Attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X501, IXOPO, 3276. Applications must reach us no later than 15H00, 05 January 2018.

**NB:** NB: Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates.

If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or email applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

MRS A.N. DLAMINI: MUNICIPAL MANAGER