



HARRY GWALA DISTRICT MUNICIPALITY

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

WATER SERVICES

EXECUTIVE DIRECTOR: WATER SERVICES (RE-ADVERTISEMENT)

(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/B.Tech: 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 time-frame 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, coordinate 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.

INFRASTRUCTURE SERVICES DEPARTMENT

DIRECTOR: PROJECT MANAGEMENT UNIT

Salary Grade: E2 (R564 509.85 – R614 232.52 p.a.)

(Plus applicable benefits) • Ref No. INF 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6/7 in Civil Engineering or relevant qualification • Project Management Certificate • 5 years' management experience at a senior level in the Civil Engineering and Project Management field (proof or evidence of employees management must be displayed or provided) • A valid driver's licence.

Key performance areas: • Assist in preparation of the long term Infrastructure Capital Development Plan • Manage and prepare cashflow projection for Infrastructure projects • Monitor implementation of infrastructure projects • Adhere to all MIG and other grants conditional requirements and reporting • Keep abreast with technological developments and legislative imperatives supporting community improvement, upgrade of core essential services and delivery of basic infrastructure • Evaluate and commence on the applicability and appropriateness of departmental key performance indicators in the departmental SDBIP and District Municipality's Master Plan against national methodologies • Coordinate Performance Management System reports and Portfolio of Evidence (POE) • Present to National Department of Provincial and Local Government the Departments strategic plan to facilitate the efficient management and administration of Municipal Infrastructure Grant (MIG) and other grants • Manage the projects and Infrastructure Grant Management Unit • Prepare projects reports for Executive Director, Portfolio Committee, EXCO and Council.

NB: Canvassing with Councillors and/or Officials will lead to disqualification. Due to the expected high response volume, communication will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

Applications must be submitted with an Application Form which can be found on our website www.harrygwalmunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to: The Municipal Manager

INFRASTRUCTURE SERVICES DEPARTMENT

CHIEF TECHNICIAN: INFRASTRUCTURE GRANT

Salary Grade: D4 (R418 814.62 – R455 396.26 p.a.)

(Plus applicable benefits) • Ref No. INF 5/5/4/2/2

Requirements: • Grade 12/Matric • NQF Level 6 in Civil Engineering or relevant qualification • Project Management Certificate will be an added advantage • 3 years' experience in the Civil Engineering and Project Management field • A valid driver's licence.

Key performance areas: • IG expenditure against approved projects • Obtain projects proposals from relevant structures including Councillors as instructed by the head of the section • Monitor business plans/compliance against set milestones for reporting to the relevant funders and authorities in consideration of the MIG components • Check the IG allocations made against used formula to determine the correction of funding in relation to approved projects • Monitor financial performance against agreed terms and conditions through ongoing interaction with the project Manager: PMU • Implement procedures to administer expenditure and for various stages against the set expenditure targets • Compile reports on non-expenditure; delays and over-expenditure at required intervals with recommendations where necessary.

OFFICE OF THE MUNICIPAL MANAGER

RISK MANAGER

(RE-ADVERTISEMENT)

Salary Grade: D5 (R460 763.16 – R501 488.38 p.a.)

(Plus applicable benefits) • Ref No. MM/F/5/5/4/2/3

Requirements: • Matric/Grade 12 • NQF Level 6/7 in Commerce, Forensic Investigation/Internal Auditing/Risk Management or relevant qualification • At least five (5) years' experience at a supervisory level within the risk management/or Internal Auditing field • Certificate in Risk Management and Membership with Institute of Risk Management in South Africa will be an added advantage • **Knowledge and skill:** in-depth knowledge of the Corporate Governance, risk management, MFMA and other applicable local government prescripts • Programme and project management, financial management, change management, problem solving and analysis • A valid driver's licence.

Key performance areas: • Plan, control and coordinate activities for the embedding risk management throughout the operations of the Municipality to ensure operational risks are properly identified, documented, assessed, mitigated, monitored and reported on a timely basis across the operational units/their programs and entities • Analyse gaps in the Council Risk Management Policy and Strategy and the scorecards of client management for the delivery of effective risk management process, propose strategies for alignment and advise the Municipal Manager • Formulate immediate short and medium term objectives for the roll out of Enterprise Risk Management process and communicate the risk profiles, the results of monitoring and recommendations of process improvement • Assist in compiling risk registers for all functional areas at strategic, tactical and operational levels • Regularly visit functional areas and meets with Senior Managers to promote risk management into the culture and daily activities of the institution • Compile the necessary reports to the Risk Management Committee; communicate with the Provincial Treasury, Audit Committee and the Risk Committee regarding the status of ERM • Provide input into the development and subsequent review of the fraud prevention strategy, business continuity plan, occupational health, safety and environmental policies and practices, and disaster management plans.

RISK MANAGEMENT OFFICER

(RE-ADVERTISEMENT)

Salary Grade: D1 (R311 003.33- R337 995.56 p.a.)

(Plus applicable benefits) • Ref No. MM/F/5/5/4/2/2

Requirements: • Grade 12/Matric • A National Diploma NQF level 6/B. Degree in Risk Management or relevant qualification • Computer literacy • 3 years' experience working in a relevant field • Professional registration with the Institute of Risk Management South Africa (IRMSA) will be an added advantage • A valid driver's licence.

Key performance areas: • Support the Risk Manager with the implementation of the risk management framework and fraud prevention strategy • Identify and analyse risks in the respective departments • Profile key compliance aspects in relation to Legislation, policies, procedures and controls and monitor • Profile and investigate operational incidences, identify and analyse control deficiencies and advise • Monitor the implementation of risk strategies by management • Perform monitoring by observations over critical processes • Update municipal risk registers • Prepare comments and opinions on observations of specific processes, procedures, controls and systems • Educate and create awareness on embedding risk management • Educate and create awareness on fraud risk and municipal strategies to manage fraud risk • Create reports to the Risk Manager.

RISK MANAGEMENT CLERK

(RE-ADVERTISEMENT)

Salary Grade: B5 (R171 266.89 - R186 065.27 p.a.)

(Plus applicable benefits) • Ref No. SOC/F 5/5/4/2/3

Requirements: • Grade 12/Matric • Relevant certificate accredited by SAQA in Auditing, Forensic Investigation/Risk or relevant qualification • Computer literacy • 1 year working experience in a relevant field.

Key performance areas: • Assist with identification of risks in the respective departments discussing with the immediate superior • Assist with monitoring of compliances in relation to legislation, policies, procedures and controls • Assist with the monitoring of implementation of risk mitigation strategies • Assist in performing analysis of trends over certain reports • Perform monitoring by observations over delegated processes • Maintain all evidence portfolio • Perform all secretariat responsibilities of the Unit • Produce reports to the Risk Officer • Perform any other duty as may be delegated by supervisor.

NB: Applicants who previously applied for the positions that are the re-advertisement need to reapply as their previous applications will not be considered.

for attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, to reach us no later than 15h00, 02 March 2018.

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

The Harry Gwala District Municipality subscribes to the provisions of the Employment Equity Act.

MRS A.N. DLAMINI: MUNICIPAL MANAGER

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

CONTROL ROOM OPERATOR (2 POSTS)

Salary Grade: B1 (R115 624.90 – R125 332.57 p.a.) (Plus applicable benefits) • Ref No. SOC/F 5/5/4/2/1

Requirements: • Grade 12/Matric • Must be computer literate • 1 year applicable experience.

Key competency skills: • Knowledge of the Local Government sector and applicable legislation • Planning and organizing skills • Administrative skills • Good communication skills • Willingness and readiness to work long hours • Good understanding of English, IsiXhosa and IsiZulu.

Key performance areas: • Capture any relevant information on the notepad with the available software, so that all loss or emergencies are attended to within set service level agreements, in order to reduce loss of life or damage to property and compilation of incidents • Ensure that the customer is given accurate information and is satisfied with the service provided. A reference number is used to follow up on further queries and for tracking the progress on the job • Receive and convert all emergency calls to ensure that emergency services are communicated through the correct channels • Note all relevant information in incident book in order to implement an efficient incident management system • Complete procedural documentation prior and after the incidents • Track records and disaster management documents.

PLUMBER

Salary Grade: C3 (R226 553.74 - R246 442.80 p.a.)

(Plus applicable benefits) • Ref No. WAT/F 5/5/4/2/1 • Kokstad

Requirements: • Grade 10/Standard 8 • Trade Test Certificate and 3 years' experience in Plumbing • Assertiveness, coaching skills, communication (verbal) skills, community liaison skills, conflict handling skills, decision making skills, leadership skills, people orientation, problem solving skills, supervisory skills and writing skills • A valid driver's licence.

Key performance areas: • Responsible for in-service training of staff under his/her control and for monitoring the performance of employees • Supervise the excavation of water lines and other network line construction • Ensure adherence to the provision of the Occupational Health and Safety Act in the work environment • Ensure understanding of and adherence to the Conditions of Service • Responsible for own safety as well as that of all subordinates • Responsible for water in cases of a pipe burst and to repair pipe bursts in emergency situations • Co-responsible for the maintenance works on the reticulation system and for the restoration of the area afterwards • Co-responsible for regular inspections and problem-solving at water network areas where artisans are working to determine the quality of work and to render a service to the satisfaction of the public.

BUDGET AND TREASURY OFFICE

SENIOR DEBTORS CLERK

Salary Grade: C3 (R226 553.74 – R246 442.80 p.a.)

(Plus applicable benefits) • Ref No. BT/F 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 6 in Accounting/Financial Management or relevant qualification • 2 years' 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 receipting 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 forwarding to the relevant authority for signature • Capture abovementioned journal onto the computer system.

CORPORATE SERVICES DEPARTMENT

PUBLIC RELATIONS OFFICER

(RE-ADVERTISEMENT)

Salary Grade: D1 (R311 003.33- R337 995.56 p.a.)

(Plus applicable benefits) • Ref No. COP/F 5/5/4/2/1

Requirements: • Grade 12 /Matric • NQF Level 6 or NQF Level 7 in Public Relations or relevant qualification • 2 - 3 years' experience in a relevant field • Computer literacy • A valid driver's licence.

Key performance areas: • Identify the key deliverables detailed in sector plans and Integrated Development Plan in respect of promoting public awareness • Coordinate 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/municipal website, check and seek approval for the usage/or insertion of news items, articles and photographs • Coordinate and schedule media/press meetings and/or disseminates information, as delegated • Arrange media presence for specific community functions/events • Keep abreast of media reports relating to the Municipality's functions and provide responses as and when required.

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

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. Applicants who previously applied for this position no need to apply their applications will be considered.