



# HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under mentioned positions.

## WATER SERVICES DEPARTMENT

### DIRECTOR: WATER GOVERNANCE AND CUSTOMER CARE

**Salary Grade E2: R564 509.85 - R614 232.52 p.a. (plus applicable benefits) • Ref No. WAT 5/5/4/2/6**

**Requirements:** • Grade 12/Matric • NQF Level 7 Social Science or relevant qualification • 5 year's applicable experience in water governance and customer care • Computer literacy (MS programs) • A valid Code B/EB driver's licence.

**Key performance areas:** • Controlling the formulation of new or amended municipal by-laws, tariffs and policies through the investigation/research of proposals • Determining the legality of creation of by-laws and the prospects of enforcing intended by-laws through the assessment of possible legal infringement of any part of the law • Determining practical resolutions to relevant water governance problems through the application and knowledge of the law and where necessary, referring to water governance reference documentation, publications, legislation, etc. and taking into account the legal implications of the problem/s and the alternative solutions to either the Council, the complainant or any other parties • Formulating water governance opinions and recommends guidelines to resolve issues e.g. drafting agreements, undertakings, etc. • Initiating policies or procedures to deal with various water governance issues, including new legislation to ensure sufficient notice and correct interpretation and implementation • Keeping abreast of legislative changes and National Government requirements with respect to custody and provision of water, formulating methodologies/ policies dictating water provision applications for consideration and approval • Analysing the effectiveness of the functionality in maintaining positive perceptions with the immediate and broader community and implementing corrective measures to align structures and systems • Providing opinions to the Executive on the exercise of powers and functions and decision making, through the analysis and evaluation of service provider and community attitudes and needs of the Municipality • Managing the Capital and Operating estimates and expenditure annually and daily by drawing up zero and inflation based estimates, and monitoring daily expenditure in line with the approved budget.

### INFRASTRUCTURE MANAGER

**Salary Grade (D5): R460 763.16 - R501 488.38 p.a. plus applicable benefits • Ref No. WAT 5/5/4/2/4**

**Requirements:** • Grade 12/Matric • NQF Level 6 in Civil Engineering or relevant qualification • Preferred qualification is NQF Level 7 in Civil Engineering • 5 years' in water and sanitation experience of which 2 years' must be at junior management level • A minimum of 3 years' in project implementation/operations and maintenance of water systems • Be able to register with Engineering Council of South Africa • Knowledge of CAD (Auto CAD: Ally CAD) • Strong knowledge of civil engineering design softwares • A valid Code B driver's licence.

**Key performance areas:** • Managing Water and Sanitation infrastructure • Compiling an asset register for all water and sanitation infrastructure • Auditing all water and sanitation infrastructure • Managing implementation of corporate customer relations management policies and procedures • Managing effective business planning in terms of water and sanitation • Providing water and sewerage services to all residents in the district • Ensuring that Technical consultants lodge as built drawings and servitude with Harry Gwala GIS section and the office of the Surveyor General respectively • Providing information on the provision of water and sanitation services • Providing technical advices and support to the Water Services Department and Council.

### WATER AREA MANAGER

**Salary Grade (D5): R460 763.16 - R501 488.38 p.a. plus applicable benefits • Ref No. WAT 5/5/4/2/7**

**Requirements:** • Grade 12 • National Diploma NQF Level 6/Degree NQF Level 7 in Civil Engineering/ Chemical Engineering or equivalent • Computer literacy • A valid Code B driver's licence • A minimum of 4 years' experience in Civil/Chemical Engineering field.

**Key performance areas:** • Coordinating and controlling specific processes associated with the planning, implementation • Monitoring and communication phases of water services projects through specific administrative requirements associated with Projects by controlling internal and external communication and information needs • Coordinating of Projects deliverables in terms of the Water Services Development Plan and the IDP by preparing comprehensive reports, including presenting recommendations for consideration of policy matters and implementation • Monitoring and maintaining performance levels of internal/external officials/service providers in order to ensure the Section is positioned to sustain the delivery of a high quality of service level in accordance with laid down policies and performance indicators • Monitoring attendance/conduct and output and addressing deviations from agreed performance indicators through meetings/counselling and/or other approved methods designed to improve and motivate personnel • Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures • Assessing and introducing measures to facilitate understanding of processes and procedures related to the function and/or providing input into specific training requirements • Compiling notices, agendas and minutes of functional meetings and attending to the circulation • Maintaining records of work in progress, notices and correspondence, updating, filing and/or removing obsolete records and, retrieving information for reference • Managing the treatment of water and waste water through the application of specific operating procedures controlling plant performance, conducting of tests and executing approved corrective measures to address deviations • Reports, verbal and in writing through completion of instructional/procedural forms, requirements, deviations, incident and breaches to the immediate superior.

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

**Closing date: 20 October 2017 not later than 15H00.**

**Applications must be submitted with an Application Form which can be found on our website accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to The Municipal Manager for attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276.**

**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 e-mailed 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**