



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 these challenging and exciting positions.

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

PERFORMANCE MANAGEMENT SYSTEMS SPECIALIST

Salary Grade: (D5) R493 016.58 – R536 592.57 p.a. (Plus applicable benefits)

• Ref No. SOC F 5/5/4/2/1

Requirements: • Grade 12/Matric • NQF Level 7 in Development Studies/Social Science or relevant qualification • Be computer literate • 4 years' experience working in a performance management environment at managerial level • A valid driver's licence • Proficient in computer (MS Word, PowerPoint, MS Excel, MS Access) • Proven track record in obtaining clean audit on PMS will be an added advantage.

Key performance areas: • Interact with Departmental Heads and making information available on the performance management system • Participate in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in Integrated Developmental Plans • Analyse information pertaining to the roles and responsibilities elicited through interviews and establish and advise on Key Performance Area's, Indicators and Action Plans • Apply statistical tools and approaches to interrogate and classify information pertaining to organizational matrix to guide decision making in relation to quarterly PMS measurements • Examine the applicable appropriateness and adequacy of measures and formulating recommendations to support changes to standards and/ or quantitative weightings • Coordinate and conduct organizational climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions • Collate and prepare reports outlining accomplishment of targets and standards and/or commenting on specific deviations from agreed outcomes • Maintain the Performance Management recordkeeping system, update files with correspondence and instructional documentation and, access relevant information or retrieve records to facilitate audits • Explain qualitative and quantitative outcomes, elaborate on reasoning and/or the need for alignment with respect to specific objectives and measures • Conduct workshops to facilitate understanding of the system and its application in defining and measuring organizational goals and accomplishment.

DISABILITY OFFICER

Salary Grade: (C5) R297 642.54 – R323 737.42 p.a. (Plus applicable benefits)

• Ref No. SOC F 5/5/4/2/2

Requirements: • Grade 12/Matric • NQF Level 6 in Public Administration or relevant qualification • 2 years' experience working in the relevant field • Proficient in computer (MS Word, MS Excel, MS PowerPoint, etc.) • A valid driver's licence.

Key performance areas: • Act in response to the legislative mandate that promotes equality for all • Oversee full participation of persons with disabilities in critical decision making platforms, persons with disabilities, equity and persons with disabilities emancipation at all levels • Fulfill the obligations of the Provincial priorities and sustainable development goals through National & Provincial disabilities structures • Develop action plans for persons with disability for the entire District • Ensure and oversee the facilitation of the involvement of specific stakeholders in specific disabilities initiatives • Provide a link between the Local Municipality, Government Departments and relevant stakeholders • Attend the meetings to co-ordinated by the Local Municipality within the District.

DISASTER MANAGEMENT OFFICER

Salary Grade: (D2) R367 313.39 – R399 361.97 p.a. (Plus applicable benefits)

• Ref No. SOC/F 5/5/4/2/3

Requirements: • Grade 12/Matric • NQF Level 6/7 in Disaster Risk Management and or Public Administration or relevant qualification • A minimum of three years' experience in the Disaster Management Field in Local Government • A valid driver's licence • Proficient in computer (MS Word, PowerPoint, MS Excel, MS Access) • Must be able to fairly understand and speak IsiZulu, IsiXhosa and English • Fire fighter 1 & 2 Hazmat awareness and Hazmat operation certificates which are SAESI accredited (South African Emergency Services Institute) will be an added advantage.

Key performance areas: • Ensure proper implementation of operational plans, programmes, and policies in relation to the functioning of the Disaster Management Centre • Must have the ability to conduct Risk Assessment for the entire Municipality in order to update the Disaster Risk profile on a regular basis • Attend to all incidents or disasters as and when notices are received and further provide relief material where necessary and compile reports • Conduct educational community awareness to ensure minimisation and or avoidance of impact in the occurrence of incidents/disasters • Ensure stakeholder consultation and participation as articulated in the Disaster Management Act 57 of 2002 (as amended) • Must be able to assist in the coordination of the Advisory Forum at a District and Local Municipality level • Perform any other duties as requested by your Supervisor and Manager.

The ideal candidate must: be systematic in approaching issues; be able to plan effectively and implement strategies as well to remain calm during disaster conditions with a sense of urgency; be prepared to work long hours; overtime and or standby when a need arises; having good communication skills is essential; and be physically fit in order to carry the responsibilities attached to this position.

ENVIRONMENTAL HEALTH PRACTITIONER (2 POSTS)

Salary Grade: (C5) R297 642.54 – R323 737.42 7 p.a. (Plus applicable benefits)

• Ref No. SOC/F 5/5/4/2/4

Requirements: • Grade 12/Matric • NQF Level 6/7 in Environmental Health • Must be registered with the Health Professions Council of South Africa • A minimum of two years' experience in the Environmental Health field • A valid driver's licence • Environmental Management Inspectorate & Peace Officer's licence will be an added advantage • Be proficient in computer (MS Word, PowerPoint, MS Excel, MS Access).

Key performance areas: • Enforce all Municipal Health Services legislation including by-laws and policies of the Municipality • Attend to all Municipal Health Services complaints received investigate the same and provide solutions accordingly • Prevent communicable diseases excluding immunization by conducting community awareness campaigns • Monitor water quality; food control; waste management; and health surveillance of premises • Perform any other duties as requested by your Supervisor and Manager.

BUDGET AND TREASURY OFFICE

DIRECTOR: ASSET MANAGEMENT

Salary Grade: (E2) R604 025.54 – R657 228.80 p.a. (Plus applicable benefits)

• Ref No. BT/F 5/5/4/2/2

Requirements: • Grade 12/Matric • NQF Level 6/7 in Accounting or relevant qualification • 4 – 5 years' experience in Asset Management of which 2 years' must be at supervisory level • A valid driver's licence.

Key performance areas: • Ensure that the Municipality has and maintains a management, accounting and information system that accounts for the assets and liabilities of the Municipality • Ensure that the assets of the Municipality are valued in accordance with standards of generally recognized accounting practice • Conduct asset verification • Monitor control measures in respect of the application of relevant instructions with regards to institutional control of assets, inventory and services • Monitor and implement corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure • Compile an analysis of all asset acquisitions from capital and operating votes for input on the asset register • Ensure that the Municipality has and maintains a system of internal control of assets including asset register as may be prescribed.

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

Applications must be submitted with an Application Form of Harry Gwala District Municipality which can be found on our website www.harrygwalaadm.gov.za 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, or hand delivered to 40 Main Street, IXOPO, 3276, to reach us no later than 15H00, 01 MARCH 2019.

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.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MRS A.N. DLAMINI: MUNICIPAL MANAGER