



# HARRY GWALA DISTRICT MUNICIPALITY

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

## CORPORATE SERVICES DEPARTMENT

### FLEET MANAGEMENT OFFICER

Salary Grade: (D1) R354 403.85 – R385 162.84 p.a.  
(Plus applicable benefits) • Ref No. COP M 5/5/4/2/1

**Requirements:** • Grade 12/ Matric • NQF Level 6 in Fleet Management/ Transport or Fleet Management related qualification • 3 – 4 years' experience working as a Transport Officer or relevant experience • A valid motor vehicle driver's licence.

**Key performance areas:** • Monitor and control the functionality of fleet management through the planning and co-ordination (control of municipal vehicles) and report on outcomes and ensure that departmental requirements are complied with • Monitor and report misuse and abuse of the vehicles • Implement controls to deter fraud, abuse and misuse and following disciplinary procedures if necessary (at the advice of the Head of Department) • Establish a work programme and schedule to ensure that there is an effective plan, control and management of the fleet • Monitor the repairs and maintenance of the vehicle and ensure that service and repairs are carried out timeously • Maintain assets register, accurate records and fleet statistics so that information related to fleet management is available when required • Complete relevant accident reports in compliance with the fleet management policy and submit to the Insurers for claim purposes • Monitor traffic fines, road violations and summonses applicable to vehicles and also reconcile information with relevant driver/s and ensure timeous payments • Prepare monthly reports of the fleet activities.

## EXPERIENTIAL LEARNING PROGRAMME

Applicants are invited from people who are interested in our Experiential Learning Programme.

Opportunities are available in the following Departments:

- 1. CORPORATE SERVICES DEPARTMENT:** • Human Resource (2 Posts) • Public Administration (2 Posts) • Information and Communication Technology (1 Post) • Communications (1 Post).
- 2. SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT:** • Public Administration/Social Science (1 Post) • Youth Development (1 Post).
- 3. OFFICE OF THE MUNICIPAL MANAGER:** • Risk Management (1 Post).
- 4. INFRASTRUCTURE SERVICES DEPARTMENT:** • Civil Engineering (1 Post).
- 5. WATER SERVICES DEPARTMENT:** • Civil Engineering/Mechanical Engineering (1 Post) • Water Reticulation/Plumbing (1 Post) • Water Treatment/Water Process Control (1 Post).

**Requirements:** • Grade 12/Matric plus NQF Level 6/7 qualification from a recognized institution which is line with you area of interest • N3 – N5 for the applicants interested in Water Reticulation/Water Treatment and Water Process Controllers • N6 for the applicants interested in Plumbing • Between ages of 18 – 35 • Residing within the jurisdiction of Harry Gwala District (please provide proof of residential address for the said District).

**Application process:** • Applicants must write a covering letter that specifies the field of interest and attach a Curriculum Vitae and certified copies of educational qualifications and Identity Document • A proof of residence will be required.

**Duration and monthly stipend:** • 1 year (12 months) with a monthly stipend of R3 000.

## MUNICIPAL MANAGER'S OFFICE

### INTERNAL AUDITOR

Salary Grade: (C5) R316 989.30 - R344 780.35 p.a.  
(Plus applicable benefits) • Ref No. MM M/ 5/5/4/2/1

**Requirements:** • Grade 12 (Matric) • NQF 6 Level in Internal Auditing/ Auditing/Financial Accounting or equivalent relevant qualification • 2 years' experience in Auditing or Internal Auditing • Professional registration with the Institute of Internal Auditors South Africa (IIASA) will be an added advantage • A valid motor vehicle driver's licence.

**Skills and knowledge:** • Lateral and innovative/analytic thinking • High standard of honesty, objectivity, diligence and loyalty • Computer literacy • Interpersonal relations and communication • Knowledge of financial management and report writing • Good understanding of GRAP & IIA standards as well as code of ethics, adequate understanding of MFMA, and other applicable legislations in local government.

**Key performance areas:** • Conduct the internal audit and verifying compliance according to contracts, applicable legislation, generally acceptable accounting practices and auditing standards • Prepare of financial and operational reports, comparing previous month's results/ outcomes to current months for submission to the Head of the Department • Assist in planning for the audits as per the annual internal audit plan • Document all relevant systems, procedures, operations, transaction, flows and activities identified by the audit plan • Check and verify employee identification against source documentation, i.e. Letter of Appointment, pay rate, etc. and ensure calculations are correct • Source and search legislative requirements and discuss with the immediate superior, the structure of the plan and programme • Interact with the relevant Departments to review functional systems and their compliance aspects related to controls, risks, accounting procedures and practices, performance management and loss control for inclusion in the plan and programme • Report on weaknesses on the systems of internal control and make recommendations to management • Conduct follow up audits on completed assignments.

## SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

### ENVIRONMENTAL HEALTH PRACTITIONER

Salary Grade: (C5) R316 989.30 - R344 780.35 p.a.  
(Plus applicable benefits) • Ref No. SS/M 5/5/4/2/1

**Requirements:** • Grade 12 • NQF Level 6 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.

## WATER SERVICES DEPARTMENT

### PLUMBERS (8 POSTS)

Salary Grade: (C3) R258 169.31 – R280 833.90 p.a.  
(Plus applicable benefits) • Ref. No. WAT M 5/5/4/2/1

**Requirements:** • Grade 9/Standard 7 • Trade Test Certificate and 3 years' experience in Plumbing • A valid motor vehicle driver's licence • 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.

**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 provisions 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.

## PROCESS CONTROLLERS (16 POSTS)

Salary Grade: B2 R142 957.74 – R155 504.19 p.a.  
(Plus applicable benefits) • Ref. No. WAT M 5/5/4/2/2

**Requirements:** • Grade 12/Matric • Class 2 relevant plant operating experience as per the Department of Water & Sanitation Standards will be highly recommended • Computer literacy.

**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, referring to specifications to determine deviation, reporting 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, conduct tests and execute approved corrective measures to address deviations.

## CALL CENTRE ATTENDANT

Salary Grade: B1 R131 760.36 – R142 822.73 p.a.  
(Plus applicable benefits) • Ref. No. WAT M 5/5/4/2/2

**Requirements:** • Grade 12/Matric • Certificate in Customer Care will be an added advantage • Computer literacy in Microsoft Software packages • 1 year relevant experience in customer care.

**Key performance areas:** • Attend to public telephone queries and other communication from all areas within the District made by the public • Responsible for logging consumer queries by recording on the in-house system and entering on the query log register • Allocate reference number to ensure customer follow-ups are done (daily, weekly, monthly and quarterly for the purpose of tracking progress • Report on received, resolved and unresolved queries as and when required by the Supervisor • Responsible for obtaining results of the queries and refer unresolved queries to the Supervisor • Provide a fair service with strict adherence to Batho Pele Principles.

## BUDGET AND TREASURY OFFICE

### FINANCIAL INTERNSHIP (5 POSTS)

Salary Grade: R120 000.00 p.a. (Total cost to employer)

Duration: 36 months

The Council of Harry Gwala District Municipality has established five contract positions geared towards capacitating young graduates for a career in local government finance in Harry Gwala District Municipality. Municipal Officials working in conjunction with National Treasury, to ensure the trainees' progress to a successful career in the Municipality will provide substantial training and support.

The Budget and Treasury Office offers graduates an opportunity to acquire valuable work experience in the following fields.

**Requirements: Applications are invited from a dynamic individuals with the following characteristics:** • Grade 12/Matric • A complete three year B.Com Degree/National Diploma with a major in Accounting, Financial Management, Management Accounting, Financial Accounting, Financial Information System, Local Government Finance and Internal Auditing • Unemployed graduates who have not been previously employed under any internship programme and or organization/institution • Excellent computer literacy including good skills in Excel, Word and PowerPoint.

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

No faxed or e-mailed applications will be accepted.

**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, proof of residence and a covering letter that will state the field of interest. The applications 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, to reach us no later than 15h00, 20 March 2020.**

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.

**NB:** Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

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

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**