



# 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

### WATER AREA MANAGER (02 POSTS) (KOKSTAD AND UBUHLEBEZWE)

Salary Grade: D5 (R460 763.16 - R501 488.38) (Plus applicable benefits)

Ref No. WAT/M 5/5/4/2/1

**Requirements:** • Grade 12/Matric • NQF level 6/7 in Civil Engineering/Chemical Engineering or relevant qualification • A valid driver's license • A minimum of 4 years' experience in Civil/Chemical Engineering or relevant field.

**Key performance areas:** • Coordinate project 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 • Monitor and maintain 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 • Monitor 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 • Manage 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 • Report, verbally and in writing through completion of instructional/procedural forms, requirements, deviations, incident and breaches to the immediate Superior.

### MANAGER: CUSTOMER CARE

Salary Grade: D5 (R460 763.16 - R501 488.38) (Plus applicable benefits)

Ref No. WAT/M 5/5/4/2/2

**Requirements:** • Grade 12/Matric • NQF Level 6/7 in Public Management or relevant qualification • Basic Customer Care competency training will be an added advantage • Analytical and interpretative skills, to be supported by academic knowledge • A valid driver's license • A minimum of 4 years' relevant experience.

**Key performance areas:** • Keeping abreast with technological and other customer care developments and legislative imperatives binding the municipality against the rights of the clients • Analyzing and aligning customer care charter requirements with operating capacity and capability • Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the components Business and Strategic Plans • Responsible for collection of all customer complaints inserted in provided containers and acknowledge receipt consult relevant departments and provide due consideration • Championing the customer satisfaction survey and compile reports reflecting findings/shortcomings/success stories and informed recommendations in all matters raised.

### GENERAL ASSISTANT (03 POSTS) (KOKSTAD X2 AND DR NKOSAZANA DLAMINI-ZUMA X1)

Salary Grade: A2 (R93 447.02 - R101 615.70 per annum)

(Plus applicable benefits) • Ref No. WAT/M 5/5/4/2/3

**Requirements:** • Grade 9/Standard 7 • Experience in water services will be an added advantage.

**Key performance areas:** • Receive instructions/guidance from the Plumber and attends to the preparation of work site (e.g. placing road signage, loading/off-loading equipment, tools, etc.) and/or fastening slings/ropes and guiding/holding material/equipment during the loading/off-loading sequences • Responsible excavation and backfilling of trenches to defined levels using hand held tools (e.g. spade picks, etc.) • Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc) using hand held tools (e.g. cleaning rods, spade, etc.) • Removing and washing off debris from tools and equipment, removing debris/rubble, cleaning worksites.

## INFRASTRUCTURE SERVICES DEPARTMENT

### INSTITUTIONAL SOCIAL DEVELOPMENT OFFICER

Salary Grade: C2 (R206 585.74 - R224 343.81) (Plus applicable benefits)

Ref No. INF/M 5/5/4/2/2

**Requirements:** • Grade 12/Matric • NQF Level 6 in Social Science/Developmental Studies/Education or relevant qualification • 2 years' experience in the relevant field • A valid driver's license.

**Key performance areas:** • Discussing and prioritizing programmed actions for specific participatory and development initiatives, verifying resource allocations and execution procedures • Checking and commenting on the adequacy of budgetary provisions to support social upliftment and development plans and programmes and/or, monitoring expenditure and payments to service providers • Keeping abreast of changes to legislative requirements pertaining to institutional and social responsibility and providing input into the alignment of ISD forward plans and/or amendments to specific policies • Interpreting community priorities and requirements against plans and programmes and analyzing alignment options • Receiving feedback with respect to programme deliverables and resolving or forwarding queries/concerns for attention • Visiting communities to establish specific needs and/or communicating with Provincial and National Departments in respect of the implementation or adequacy of social relief and upliftment programmes.

**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.harrygwalmunicipality.gov.za](http://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 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, 16 March 2018.**

**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**