



4/3/1

NOTICE NO. 07 OF 2021

STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.

DEPARTMENT : **Public Safety**

POST : **Chief Fire Officer**

GRADE : **Task Grade 14**

SALARY SCALE : **R416 279 - 426 270 – 436 489 – 446 960 – 457 704 – 468 676 – 479 922 – 491 441 – 503 236 – 527 688 – 540 348 per annum**

REQUIREMENTS

- Grade 12,
- Bachelor's Degree/ National Diploma: Fire Technology or equivalent qualification majoring with Fire ;
- At least six/06 years experience in a professional Fire Brigade;
- Unendorsed Code 10 driving license;
- Basic Ambulance Assistance Course;
- Computer Literacy;
- Peace Officers Course;
- Registered with Health and Professional Council of South Africa (HPCSA).

DUTIES

- Manage and control Emergency Fire and Rescue Services;
- Formulating short term, medium term and long term budget for Fire Brigade Services;
- Mapping out current and future interventions necessary to sustain and effectively address all aspects of fire risk reduction and presentation, response and recovery.
- Conducting research to identify appropriate and relevant strategies, programs and interventions to guide fire risk reduction, avoidance and control.
- Manages and controls the implementation of plans, procedures, systems and controls associated with operational planning and execution sequences and

- education and awareness intervention.
- Plan and develop fire prevention inspections, conduct risk analysis, inspections, plan approval and bylaw application
- Enforce Fire Brigade Service Act, Fire by-Laws and regulations;
- Manages and controls the Key Performance Indicators and outcomes of personnel within the fire Services functionality.

DEPARTMENT : Human Settlements

POST : FP Town Planner

GRADE : Task Grade 12

SALARY SCALE : R328 388 – 336 281 – 344 333 – 352 613 – 361 076 – 369 721 – 378 595 – 387 675 – 396 981 – 406 515 – 416 279 – 426 270 per annum

REQUIREMENTS

- Grade 12
- BSc Degree in Urban and Regional Planning/ Btech in Town and Regional Planning or relevant qualification at NQF level 6;
- At least 3 years relevant experience in town planning.
- Valid Code 08 driving license.

DUTIES

- Co-ordination of township planning;
- Monitoring and co-ordination of meetings on Land use Management;
- Consideration and reporting on land use applications;
- Evaluation of development applications and reports by checking for compliance with policy and make recommendations;
- Interaction with councillors and the public;
- Liaison with governmental and non-governmental bodies/ organisations;
- Input into Local Economic Development Programmes and initiatives;
- Input into the Municipality's Integrated Development Planning.

DEPARTMENT : Human Settlements

POST : DC Town Planner

GRADE : Task Grade 12

SALARY SCALE : R328 388 – 336 281 – 344 333 – 352 613 – 361 076 – 369 721 – 378 595 – 387 675 – 396 981 – 406 515 – 416 279 – 426 270 per annum

REQUIREMENTS

- Grade 12

- BSc Degree in Urban and Regional Planning/ National Diploma in Town and Regional Planning or relevant qualification at NQF level 6;
- At least 3 years relevant experience in town planning.
- Valid Code 08 driving license.
- Registration with the South African Council for Planners (SACPLAN) will be an added advantage.

DUTIES

- Participate in formulation of land use management policies and regulations to guide the municipality and community with regard to Town Planning;
- Implement and administer land use management systems and regulations to ensure that the applicable legislative and administrative procedures are followed in terms of land use control;
- Scrutinising of draft layout plans submitted by appointed service providers;
- Workshop and assist community during Planning and survey process; and
- Liaise with government departments and deal directly with the public for implementation of projects and give advice with regard to Town Planning.
- Monitor implementation of development in compliance with applicable legislation and Town Planning Standard and guidelines.

DEPARTMENT : Human Settlements

POST : Senior Building Inspector

GRADE : Task Grade 12

SALARY SCALE : R328 388 – 336 281 – 344 333 – 352 613 – 361 076 – 369 721 – 378 595 – 387 675 – 396 981 – 406 515 – 416 279 – 426 270 per annum

Minimum Requirements:

- Grade 12
- National Diploma: Architectural Technology or relevant NQF Level 6 qualification.
- At least 3 year relevant in building environment
- Valid Driver's license

Key Performance Areas

- The administration of building works within the municipal area to ensure that all building works conform to the National Building and Standards Acts and Municipal bylaws.
- Inspecting building under construction to ensure their compliance with approved plans and legislation,
- Inspecting existing structures in development areas to ensure that no illegal construction work is carried out.
- Report on the progress by the means of written and verbal reports to applicable departments, committees and forums.

DEPARTMENT : CORPORATE SERVICES
POST : LABOUR RELATIONS OFFICER
GRADE : Task Grade 11
SALARY SCALE : R 278 158 – 284 541 – 291 663 – 298 665 – 305 828 – 313 173 –
320 701 – 328 388 – 336 281 – 344 333 – 352 613 – 361 076 per
annum

Minimum Requirements:

- Matric,
- National Diploma in Labour Relations/Human Resources Management or relevant qualification majoring in Labour Relations/Labour Law at NQF Level 6.
- A least 2 years relevant experience in the labour relations environment.
- Valid driver's Licence
- Computer literacy

Key Performance Areas (include but not limited to):

- Implements procedures and sequences associated with appeals, disciplinary and grievance cases and enquiries.
- Prepares and represents the Municipality in cases referred for Conciliation / Arbitration to the South African Local Government Bargaining Council/CCMA,
- Analysing evidence and interpreting the applicability of specific policies, procedures, legislation and case law with respect to issues and argument relevant to the matter to be contested.
- Preparing reports on disciplinary /grievance cases referred and attended to outlining outcomes/ awards to the respective officials and specific Committees for perusal and comments,
- Coordinate and facilitate the administrative function of LLF Meetings,
- Coordinate, provide support and advice to line management in labour relations issues.
- Provides practical training and guidance to staff members and unions on procedures and applications associated with specific employee relations.

DEPARTMENT : Human Settlements
POST : Plans Examiner
GRADE : Task Grade 10
SALARY SCALE : R235 615 – 241 273 – 247 066 – 252 975 – 259 065 – 265 270 – 271
634 – 278 – 158 – 284 841 – 291 651 – 298 665 – 305 828 per
annum

REQUIREMENTS

- Grade 12

- National Diploma in Architectural Technology or relevant qualification at NQF Level 6;
- Three/03 years in plans examination environment; and
- Registration with South African Council of Architectural Profession (SCAP) will be an added advantage.
- Valid Driver's Licence

DUTIES

- Preparation of plans for circulation to all departments and correlation of the results thereof;
- Scrutinizing building plans for conformity with regulation;
- Assist in provision of information to public regarding building regulations;
- Liaise with external Architects and Draughts men to ensure conformity;
- Compilation of lists of approved plans for ratification; and
- Calculation of fees required for submission.

Enquiries may be directed the Staff Provisioning Office at 047 501 4102/4008/4100/4110/ 4386 (Munitata Building, Mthatha).

PLEASE NOTE:

1. Preference will be given to suitable qualified person in line with the employment equity act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications together with covering letter, CV'S and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].
3. Faxed and e-mail applications are not accepted, ***APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME*** and applications without certified copies of documents ***will strictly not be considered.***
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.

6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.

7. **CLOSING DATE: NOT LATER THAN FRIDAY, 26 MARCH 2021 AT 16H00.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications must be forwarded to:

Office 312 Archives and Registry, third Floor, Munitata Building or Post to: The Director Corporate Services KSD Local Municipality. P. O .Box 45. MTHATHA 5099.



**N. PAKADE
MUNICIPAL MANAGER**