



4/3/1

NOTICE NO. 74 OF 2021

EXTERNAL 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 : COMMUNITY SERVICES

POST : GENERAL MANAGER: ENVIRONMENTAL MANAGEMENT AND AMENITIES

T.A.S.K. GRADE : 17

SALARY SCALE : R 676,104.00 – R 877,634.00 -per annum plus benefits

REQUIREMENTS

- Matric;
- Bachelor's degree in Environmental Science or any equivalent related qualification at NQF 7;
- At least 5 years' relevant experience of which five (5) years must be at managerial level; and
- Valid driver's licence.

KEY PERFORMANCE AREAS (but not limited to)

- Monitors the management and control of parks and cemeteries;
- Develops methodologies and approaches to guide environmental planning and design investigation and research processes;
- Oversee the environmental management projects;
- Develops and directs the planning and implementation of sport and recreation programmes and projects;
- Oversee the management of public amenities, coastal management, biodiversity, air pollution and beaches & amusement; and
- Planning and managing the provision of an effective library information services.

DEPARTMENT : TECHNICAL SERVICES
POST : PROGRAMME MANAGER: ELECTRICITY
T.A.S.K. GRADE : 15
SALARY SCALE : R 496,719.00 – R 644,774.00 per annum plus benefits

REQUIREMENTS

- Matric;
- Bachelor's degree in Electrical Engineering or any equivalent related qualification at NQF 7;
- At least 5 years' relevant experience of which 3 years must be at managerial or supervisor level; and
- Valid driver's licence.

KEY PERFORMANCE AREAS (but not limited to)

- Managing and planning provisions of electrical infrastructure to ensure a better quality of supply and budget commitments;
- Planning, construction and maintenance activities to ensure a better quality of supply and electrical systems;
- Manages, monitors and controls electrical protection and testing in the electrical distribution network to ensure quality of work and budget commitments; and
- Planning and implementation of the integrated National Electrification programme within the KSD Municipality' areas of jurisdiction.

DEPARTMENT : TECHNICAL SERVICES
POST : PROJECT MANAGER - PMU x 2
T.A.S.K. GRADE : 12
EMPLOYMENT : FIVE YEAR FIXED CONTRACT
**SALARY SCALE : Minimum: R 631,216.00; Midpoint: R 686, 656.00;
Maximum: R 762, 504.00 Total Remuneration Package
Per annum**

MINIMUM REQUIREMENTS:

- Matric;
- National Diploma in Civil Engineering or / relevant civil engineering qualification at NQF level 6;
- At least 3 - 5 years relevant experience in Local government environment in particular project management unit;
- Registration with ECSA or SACPCMP will be an added advantage
- Certificate in Project Management; and

- Valid Driver's License.

KEY RESPONSIBILITIES:

- Co-ordinate the project planning;
- Compiling technical business plans,
- Coordinates and performs tasks/ activities associated with projects implementation functions for the functionality;
- Provide technical support and evaluation of proposed projects in alignment with the respective Municipal IDPs, and the regional and provincial growth and developmental plans;
- Conduct site visits / meetings to ensure compliance to business plan conditions;
- Verify payment certificates and preparation of monthly payment schedule documentation;
- Maintain project performance data on national database; and
- Responsible for other capital projects in accordance with quality criteria and national guidelines applicable to the industry.

DEPARTMENT : TECHNICAL SERVICES DEPARTMENT

POST : SENIOR TECHNICIAN: OPERATIONS & MAINTENANCE (ELECTRICITY)

T.A.S.K. GRADE : 12

SALARY SCALE : R 339,882.00 – R 441,190.00 per annum plus benefits

REQUIREMENTS

- Matric;
- National Diploma: Electrical Engineering or any equivalent related qualification at NQF 6;
- At least 3 years' relevant experience; and
- Code EC1 Valid driver's licence with PrDP.

DUTIES (but not limited to)

- Coordinating controls and monitors the set-up, work in progress and completion of specialised tasks activities associated with medium/low voltage electrical installation;
- Monitoring and executing operational plans and procedures associated with the provision of a quality and efficient electrical construction and maintenance service of electrical substations and electrical infrastructure e. g. streetlights, replacement of lamps, straightening of poles etc;
- Monitoring and controlling the personnel and operational requirements associated with electricity;
- Coordinating specific tasks associated with the operation of heavy and or specialised vehicles and equipment during and conducting all electrical installations, repair and maintenance activities, switching operations and wiring controls.
- Coordinating response to urgent/ unscheduled work requests;

- Controlling and co-ordinating trouble shooting/ fault finding and repairing to medium/ low voltage reticulation and electrical systems;
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)
- Coordinating and attending to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Building of Reticulation network HV and LV Lines.

DEPARTMENT : TECHNICAL SERVICES DEPARTMENT

POST : TECHNICIAN: NETWORK PLANNING (ELECTRICITY)

T.A.S.K. GRADE : 11

SALARY SCALE : R 287,893.00 – R 373,714.00 per annum plus benefits

REQUIREMENTS

- Matric;
- Bachelor's degree in Electrical Engineering or any equivalent related qualification at NQF 7;
- At least 3 years' relevant experience; and
- Valid driver's licence.

KEY PERFORMANCE AREAS (but not limited to)

- Perform planning and design of new medium and low voltage electrical systems and networks reinforcement and upgrading of existing systems and networks
- Conduct Electrical network planning and maintenance;
- Perform fault finding investigations and fault analysis;
- Provide engineering support relating to the electrical distribution/ reticulation.
- Analyse new technology, equipment, specifications and techniques for possible implementation and incorporation into the telemetry and SCADA network and all systems;
- Provide security of electrical power systems against forced interruptions;
- Controls the Data Communication System between the sub-station;
- Monitor compliance to all NERSA conditions as per license;
- Liaise with Consulting Engineers, Contractors and Suppliers regarding service delivery and projects; and
- Perform specific administrative tasks/ activities with updating and maintaining records/ information related to all to operations.

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POST : LEGAL ADMIN OFFICER: COMPLIANCE
T.A.S.K. GRADE : 11
SALARY SCALE : R 287, 893.00 – R373, 714.00 per annum plus benefits

REQUIREMENTS

- Matric ;
- A Bachelor of Law/LLB or any equivalent related qualification at NQF 8;
- At least 3 – 5 years' experience working in litigation and compliance;
- Valid driver's licence; and
- Computer Literacy.

DUTIES (but not limited to)

- Provide legal support function by conducting legal research, updating on new legislation;
- Coordinate processing of applications and claims pertaining to statutory compliance requirements;
- Attending court cases to monitor the litigation procedures and the legal costs accuracy;
- Provide inputs in formulation and implementation of broad Legal Services Strategy.
- Giving legal support to the Municipality in the event of legal challenges to the administration;
- Participating in consultation sessions and ensuring clarification of legal briefings and instructions;
- Coordinate effective Legislative Compliance Services; and
- Compiling Court papers in terms of content issues on behalf of the legislature.

DEPARTMENT : OFFICE OF THE MUNICIPAL MNAAGER
POST : LEGAL ADMIN OFFICER: CONTRACTS
T.A.S.K. GRADE : 11
SALARY SCALE : R 287, 893.00 – R373, 714.00 per annum plus benefits

REQUIREMENTS

- Matric
- A Bachelor of Law/LLB or any equivalent related qualification at NQF 8;
- At least 3 – 5 years' experience working in contract management;
- Valid driver's licence; and
- Computer Literacy.

DUTIES (but not limited to)

- Providing internal support to departments on contract management matters;
- Review, acquire, analyse and conclude Service Providers Contracts and Service Level Agreements for the Municipality;
- Review and implement a contract performance monitoring evaluation system that encompassis all in a financial year;
- Compilation of reports on management of contracts and agreements;
- Provide information and inputs towards efficient and effective audit processes pertaining to contract management; and
- Administering the implementation of contracts and leases in accordance with relevant legislations and policies.

DEPARTMENT : TECHNICAL SERVICES DEPARTMENT
POST : ELECTRICIAN x 3
T.A.S.K. GRADE : 10
SALARY SCALE : R 243,862.00 – R 316,532.00 per annum plus benefits

REQUIREMENTS

- Matric;
- National Diploma: Electrical Engineering or Trade Test Certificate: Artisan Electrician or any equivalent related qualification at NQF 6;
- At least 3 years' relevant experience; and
- Code EC1 Valid driver's licence with PrDP.

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DUTIES (but not limited to)

- Conduct activities associated with maintenance of electrical systems, substations and electrical networks;
- Undertaking the construction, electrical installation, operations, repairs and testing of electrical mains/works;
- Issuing of low voltage permits and the testing of installations and the completion of certificates of compliance;
- Performs troubleshooting/ fault finding and repairing to medium/low voltage reticulation and electrical systems;
- Implement electrical safety procedures and guidelines;
- Inspecting equipment in compliance with KSD Municipality's SHE Management System;
- Attends to complaints regarding electricity supply, procedural administrative requirements, record keeping and reporting deadlines associated with the functionality;
- Perform switching operations; and
- Carry out standby and overtime duties.

DEPARTMENT : BUDGET AND TREASURY DEPARTMENT

POST : ACQUISITION OFFICER

T.A.S.K. GRADE : 10

SALARY SCALE : R 243, 862.00 – R316, 532.00 per annum plus benefits

REQUIREMENTS

- Matric;
- B. Comm Degree: Economics and Supply Chain Management /National Diploma or relevant qualification majoring in Supply Chain or Accounting at NQF level 6;
- At least 2 years relevant experience;
- Valid driver's license; and
- Proof of Computer Literacy.

KEY RESPONSIBILITIES

- Arranging and co-ordinating the sitting of the SCM committees;
- Publishing Public Tender Notices and keeping a record thereof;
- Provides guidance and oversight in respect of effective administration of the acquisition procurement function and the valid, accurate and complete documentation of all procurement transactions;
- Pro-actively reviews current systems and procedures in the light of key stakeholder



- requirements and changing circumstances;
- Coordinate the procedures, systems and processes for acquisitions information collection, recording, analysis and reporting to ensure operations are accurately and efficiently; and
 - Providing internal support to departments on SCM contract and tendering processes.

DEPARTMENT : TECHNICAL SERVICES DEPARTMENT

POST : PMU ACCOUNTANT

T.A.S.K. GRADE : 10

EMPLOYMENT : FIVE YEAR FIXED EMPLOYMENT CONTRACT

**SALARY SCALE : Minimum: R 506, 893.00; Midpoint: R 555, 205.00;
Maximum: R 601, 068.00 Total Remuneration Package
Per
annum**

MINIMUM REQUIREMENTS:

- Matric;
- National Diploma in Accounting or relevant qualification majoring with Accounting at NQF Level 6;
- Certificate in Project Management;
- At least 3 years relevant experience project expenditure accounting;
- Knowledge of reporting on MIG-MIS system; and
- Valid Driver's License.

KEY RESPONSIBILITIES:

- Coordinate task/activities associated with processing and compilation of creditors and project payments accounts;
- Coordinate the recording and processing procedures of Expenditure transactions tasks;
- Provide inputs towards efficient and effective audit processes pertaining to Project Expenditure Accounting Services;
- Coordinate the administrative, financial reporting and reporting requirements of the Project Expenditure Accounting Services; and
- Monitor the consolidated cashflow performance reports on each project and on the regional programme collectively.

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DEPARTMENT : HUMAN SETTLEMENT DEPARTMENT
POST : TOWN PLANNING TECHNICIAN (FORWARD PLANNING)
TASK GRADE : 10
SALARY SCALE : R 243, 862.00 – R 316, 532.00 per annum plus benefits

REQUIREMENTS

- Grade 12 Certificate;
- National Diploma in Town and Regional Planning or relevant qualification at NQF Level 06;
- Specialised nature requires registration with professional body,
- A minimum of 2 years relevant post graduate Town Planning experience, and
- Computer Literacy.

DUTIES

- Providing expertise in Settlements Planning projects and applications to ensure efficient processing of applications;
- Facilitating housing delivery process from a spatial and settlement planning perspective ;
- Identifying land for housing and advising Council and Land purchase to ensure that suitable land for development is identified;
- Undertakes site inspections by driving to sites in private vehicle to ensure thoroughness in order for the correct decision to be taken;
- Coordinating meetings, workshops in order to achieve the targets set out in the various projects programmes;
- Providing and check comments for applications from other Municipal Departments;
- Verification of applications related to Land Reform and Settlement Plan.

DEPARTMENT : HUMAN SETTLEMENT DEPARTMENT
POST : BUILDING INSPECTOR
TASK GRADE : 10
SALARY SCALE : R 243, 862.00 – R 316, 532.00 per annum plus benefits

REQUIREMENTS

- Grade 12;
- National Diploma: Building or relevant Tertiary Qualification at NQF level 6 as per Regulation A16 of the NBR or N3 with relevant Trade Tested Artisan;
- At least 3 years relevant experience; and
- Valid Driver's License.

DUTIES

- Coordinate sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in Building Control and Town Planning legislation;
- Check and verify design details and construction specifications detailed in building plans;
- Undertake specific tests/inspection at various stages of construction to check tolerances, compaction, etc. and compare findings with stipulated specifications/ requirements;
- Evaluate and comment on the adequacy of supporting structures, ventilation and waste water drainage systems;
- Take action and enforce regulations where non-conformity or breach of National Building Regulations, SABS Codes of Practice and Occupational Health and Safety Laws occurs;
- Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works;
- Approves building plans and forwarding to relevant departments for further comments and processing;
- Attends to the investigation of enquiries/complaints relating to building control activities and reporting non-compliance issues; and
- Visiting specific work sites and conducting inspections to establish materials, the construction of the works and procedures are in accordance with approved design drawings specifications, statutory regulations (National Building Regulations and SABS codes and practice).

DEPARTMENT : PUBLIC SAFETY

POST : SENIOR INSPECTOR: LAW ENFORCEMENT (MQANDULI)

T.A.S.K. GRADE : 09

SALARY SCALE : R 216,593.00 – R281,141.00 per annum plus benefits

REQUIREMENTS

- Grade 12 or equivalent;
- Diploma in Policing or relevant qualification at NQF level 5;
- At least 2 years relevant experience in law enforcement;
- Peace Officer's Certificate; and
- Valid Driving licence Code B.
- NB: Applicants must provide a valid police clearance certificate not older than 6 months on the day of the interview.
- Firearm Competence Certificate will be an added advantage.

DUTIES AND RESPONSIBILITIES

- Coordinate and monitor law enforcement strategies and enforce all Municipal By-Laws;

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- Administer the issuing of summons and notices to ensure the executing of law enforcement activities;
- Schedule and co-ordinate work activities and dispatch teams;
- Compilation of duty rosters and operational plans;
- Conduct general patrols and visible policing to prevent any incidents which may occur;
- Submits debriefing reports to the Chief Law Enforcement Officer;
- Conducts selective law enforcement campaigns in conjunction with Traffic services, South African Police Services and other law enforcement agencies by implementing operational plans to combat criminal activities;
- Attend to complaints and investigation for law enforcement; and
- Perform administrative duties attached and related to the nature of the post.

DEPARTMENT : PUBLIC SAFETY

POST : PRINCIPAL EXAMINER – DLTC (MTHATHA)

T.A.S.K. GRADE : 09

SALARY SCALE : R 216,593.00 – R281,141.00 per annum plus benefits

REQUIREMENTS

- Grade 12;
- Diploma in Driving Licence Examination Grade A;
- At least 2 years' experience as examiner of driving licence.
- Valid Driving License Code B with PRDP;
- Computer Literacy; and
- Be registered as an examiner of driving licence;
- NB: Applicants must provide a valid police clearance certificate not older than 6 months on the day of the interview.

DUTIES AND RESPONSIBILITIES

- Coordinate and control driving license and learners testing;
- Monitor driving test operations and ensure compliance of the testing centre with relevant legislation and requirements;
- Monitor and combat any form of malpractice or violation of law.
- Supervise and control bookings;
- Monitor the process of renewal of drivers licence and professional driving permit (PDP);
- Compile specific reports, statutory documentation and registers; and
- Supervise on capturing and updating of files of Enatis system.

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

Buy

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 12 NOVEMBER 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

