



4/3/1

NOTICE NO. 48 OF 2022

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	:	BUDGET AND TREASURY OFFICE
POST	:	MANAGER: PLANT AND FLEET SERVICES
GRADE	:	TASK 14
SALARY SCALE	:	R430,849.00 – 559,260.00 per annum

REQUIREMENTS

- Matric,
- National Diploma: Transportation Management or BComm Degree: Transport Economics or BComm Degree: Logistics Management majoring in Transport Economics or relevant qualification majoring in Transport/Fleet at NQF level 6,
- At least 5 - 7 years fleet management experience of which three (3) year must be at supervisory or management level.
- Valid Driver's licence

DUTIES

- Manage the fleet and plant assets and the strategic planning of the section.
- Optimize the service delivery value chain through strategic operational planning and alignment of functional framework.
- *Minimize vehicle investment risks, reduce transportation and operational costs, improve transport efficiency and increase productivity to meet the service delivery demands of the Municipality.*
- Manage the fleet performance management system, human resources supervision and administrative requirements.

- Manage and analyse operations with the aim of improving processes and ultimately increasing the overall efficiency of the fleet and plant.
- Manage the acquisition plan, purchasing and disposal of fleet and plant.
- Develops and implement maintenance and servicing program of Municipal Fleet.
- Manage the inspection and repairs of Municipal fleet
- Monitors warranties, licenses, registrations, leases and contracts for all vehicles.
- Keeping abreast of technological developments to improve fleet systems, specialised tracking system and fuel management.
- Develop and review fleet management policies and procedures/guidelines.
- Manage the investigation of all accidents and damages to Municipal Vehicles.
- Prepares and monitor fleet management budget allocations.
- Maintaining records, registers and service level agreements pertaining to the activities and operations in respect of inventory, inspections and incidents and/ or instituting corrective measures to address deviations from standard practices;

DEPARTMENT	:	BUDGET AND TREASURY OFFICE
POST	:	ARTISAN MECHANIC – HEAVY EQUIPMENT x 2
GRADE	:	T.A.S.K. 10
SALARY SCALE	:	R 243,862.00 – R316,532 per annum

REQUIREMENTS

- Trade Test Certificate: Mechanics (Heavy Equipment Mechanic) or relevant qualification in Mechanical Engineering specialising with Heavy Equipment Mechanic at NQF Level 6.
- At least 3 years relevant experience as an Earthmoving Equipment Mechanic.
- Valid driver's Licence Code EC 1 and/ Heavy Plant Operating Certificate

Key Responsibilities (*include but not limited to*):

- Interprets and coordinates specific pre-work/ site requirements with regards to repairs and maintenance sequences.
- Dismantle, assess, repair and reassemble heavy equipment engine components.
- Assess functionality, diagnose fault in heavy equipment engine, identify causes and perform repairs.
- Diagnosing faults through the application of visual inspection and other related mechanical inspection and investigation procedures.
- Removing and replacing defective parts with re-conditioned or new spares and ensure functionality of replacement parts.
- Supervise and responsible for the performance of the mechanical team.
- Routine testing and repairs to ensure all municipal vehicles, plants and machinery

are roadworthy.

- Coordinates activities associated with trouble shooting/ fault finding and repairing mechanical breakdowns.

DEPARTMENT	:	TECHNICAL SERVICES
POST	:	PROJECT MANAGER PMU
GRADE	:	T.A.S.K. 12
EMPLOYMENT	:	FIVE YER FIXED CONTRACT
SALARY SCALE	:	Minimum : R631,216.00 Midpoint : R686,656.00 Maximum : 762, 504.00Total Remuneration Package Per Annum

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;
- Co-ordinates 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 IDP's and the regional and provincial growth and developmental pans;
- Conducts 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.

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 TUESDAY 02 AUGUST 2022 AT 16H30.**

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**