

## External/Internal Vacancies

**POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT OF THE LIMPOPO PROVINCE HEREBY INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE.**

### DIRECTORATE : COMMUNITY SERVICES

**Business Unit** : Traffic and Licensing  
**Position** : Chief Licensing Officer(Re-advertisement)  
**Salary** : R480 336-R504 805(basic salary per annum excluding benefits)  
**Post Level** : 04  
**Reference** : EXT/21/22/01

**Requirements:** Diploma/Degree in Traffic and Licensing Management and Diploma in Examiner of Licensing and Examiner of Vehicles. Have both EC and A Driving licenses thus allowing Grading process. Five (05) years' experience as Examiner of both Examiner of Vehicles and driving licenses. Be able to operate computer. Have no criminal case or any pending criminal case. Shortlisted candidates to be subjected to thorough security checks. Extensive travelling.  
**Duties:** Supervisory and administrative duties within the Licenses strategic business unit.

**Business Unit** : By Law-Enforcement and Security  
**Position** : Technicians x2  
**Salary** : R307 398-R339 579(basic salary per annum excluding benefits)  
**Post Level** : 08  
**Reference** : EXT/21/22/02

**Requirements:** Grade 12 with national diploma in information technology(IT) or equivalent. Network certificate will be an added advantage. No criminal record. 3 years' experience.  
**Duties:** Install, repair and maintain CCTV Camera Systems and Access Control Devices. Work with Network Administrator, Internal IT and external service providers on Access Control devices, CCTV and IP related equipment on the network environment (Network Switches, Telephone systems + fibre infrastructure). Investigate, trouble shooting and fault finding on all electronic systems. Issuing of municipal access cards and programming. Compile check list of the effective operation of the security systems (CCTV, access control, control centre fibre network etc.) of the municipality.

**Business Unit** : By Law-Enforcement and Security  
**Position** : Switch Board Operator x2  
**Salary** : R218 372-R299 949(basic salary per annum excluding benefits)  
**Post Level** : 10/09  
**Reference** : EXT/21/22/03

**Requirements:** Grade 12, Certificate or National Diploma in Customer Care/Computer /Contact Centre Management or relevant equivalent qualification .1 -2 years' switchboard experience. Must be computer literate. Must have good communication skills. Must be able to answer telephones. Must be able to work under pressure. Own transport preferable.  
**Duties:** Receive high volume of incoming and outgoing calls from officials and the public.  
Direct / divert calls as requested by officials and public. Take messages from and to officials and ensure notification of receive. Handle enquiries from the public and submit relevant information. Controls and maintains the switchboard area to ensure neatness and cleanliness of the area.

**Business Unit** : By Law-Enforcement and Security  
**Position** : Control Room Operator x5  
**Salary** : R218 372-R299 949 (basic salary per annum excluding benefits)  
**Post Level** : 10/09  
**Reference** : EXT/21/22/04

**Requirements:** Grade 12 with Certificate or National Diploma in Customer Care/Computer / communication/Contact Centre Management or equivalent qualification. 1-2 years control room experience, Interpersonal and computer skills. Telephone etiquette. Communication and listening skills. Ability to work under pressure and be able to work independently. Shift worker.  
**Duties:** Answering telephones and two way radios. Get feedback on all emergencies and normal complains. Handling of all complaints and telephone calls. Notify the security services of the municipal premises alarm/panic alarms systems.

### DIRECTORATE : WATER AND SANITATION

**Business Unit** : Reticulation, Distribution and Maintenance, water demand and conservation  
**Position** : Foreman: Portable Water maintenance Seshego x2 (Re- advertisement)

**Salary** : R348 019-R384 322(basic salary per annum excluding benefits)  
**Post Level** : 07  
**Reference** : EXT/21/22/05

**Requirements:** Grade 12 ,N3 in Plumbing or equivalent qualification + Trade Test (Red seal). 3 years relevant experience in Operations and Maintenance of water and sewer reticulation systems, monitoring of reservoirs and pump stations. Code C1 driving license, PDP and plumbing experience. computer literacy, communication skills, planning skills, customer oriented, financial management & cost estimation, knowledge of Civil Engineering principles & practices, materials, methods and practices. Must be physically fit and able, to use general tools associated with plumbing.  
**Duties:** inspection of construction work during construction and upon completion, on bulk water lines and reticulation as well as sewer main lines and reticulation by: Physically visiting the sites and carrying out pressure tests, sight tests or flow tests and also to measure the actual lengths of bulk lines or pipes installed; Also to verify that the correct type of material is used and that all types of work such as trenching, levelling and compacting is done correctly. To ensure that contractors and personnel carry out the work in accordance with the stipulations of the Occupational Health and Safety Act. Identify needs for pre-emptive maintenance work on existing water and sewerage bulk main lines and reticulations by: Taking into account daily reports from subordinates, inputs from superiors or the community or information gathered through own inspections. Work may also include routine maintenance carried out on sewer lines. Identifying priorities taking into account available funds, scope of the work and available manpower. Identifying priorities taking into account available funds, scope of the work and available manpower. Allocating standby duties on the standby chart. Taking into account available manpower, leave schedules and operational requirements.

**Business Unit** : Operations, Water and waste water, Quality Management and Laboratory services  
**Position** : Plant Supervisor (Mankweng) (Re-advertisement)  
**Salary** : R307 398-R339 579 (basic salary per annum excluding benefits)  
**Post Level** : 08  
**Reference** : EXT/21/22/06

**Requirements:** Diploma in Engineering studies (Chemical plant operations/Water care) /Degree in Water and Sanitation. Must be classified as Class V Process Controller. 3-5 years' experience of operating at water and waste water treatment plants. physically healthy and fit, must be computer literate. Valid Driver's License. Travelling to different plants as and when required.  
**Duties:** Supervision of Pump stations, water and waste water treatment plants around Polokwane. Ensure that operational tests are performed on daily basis. Perform Jar test at water treatment plants monthly or as and when required. Assist with supervision of shift workers and other workers as and when required in the absence of process controller. Must adhere to safety aspect when working with chemicals, machinery, pumps, deep tanks and sludge. assist with shift arrangements as per plant or pump station and drafting of memorandums. Must have driver's license. Roaming between treatment plants and pump stations. Do all the reports pertaining to the plants and pump stations. Do monthly reports.

**Business Unit** : Water and Sanitation  
**Position** : Driver/Operator x16  
**Salary** : R218 372-R247 723(basic salary per annum excluding benefits)  
**Post Level** : 10  
**Reference** : EXT/21/22/07

**Requirements:** Grade 7 . Valid Code EC1/EC(14) with PDP driving license. 3-4 years relevant experience. Must be physically fit and be able to work extra hours. Able to work under pressure. Six day worker. **The incumbent must be familiar with several wards falling within the Polokwane Municipality.**  
**Duties:** Deliver water to the community. Perform daily safety checks of fluid levels on oil, water, fuel and inspections for leaks and damage to vehicle before operation. Responsible for daily maintenance of vehicle to remain in proper and safe working order. Responsible for notifying supervisor if vehicle needs to be repaired. Insert pipe in refilled trenches and other excavations. The Driver/Operator must be able to climb on and off heavy mobile equipment safely. Perform incidental work items and duties included within other crafts.  
**NB: incumbents must attach proof of residence from ward councillor or authorised traditional leaders when applying for Driver/Operator post.**

### DIRECTORATE :BUDGET AND TREASURY

**Business Unit** : Supply Chain Management  
**Position** : Compliance and Reporting Administrator  
**Salary** : R384 322-R468 571(basic salary per annum

excluding benefits)  
**Post Level** : 06/05  
**Reference** : EXT/21/22/08  
**Requirements:** Degree/Diploma in Accounting/financial management/supply chain. MFMP certificate. 3 years' experience in a municipal environment, preferably supply chain management. Knowledge of municipal supply chain management regulations. Knowledge of all other legislations applicable to the municipality. Knowledge of GRAP standards. Understanding of un-authorized, irregular and fruitless and wasteful expenditure. Knowledge of procurement processes.  
**Duties:** Review of payment vouchers to ensure compliance with the municipal supply chain management policy. Regular update of UIF registers. Compilation of the compliance report on a monthly basis.

**Business Unit** : Revenue Management and Customer Care.  
**Position** : Cash Management: Cashier x2  
**Salary** : R218 372-R247 723(basic salary per annum excluding benefits)  
**Post Level** : 10  
**Reference** : EXT/21/22/09

**Requirements:** Grade 12 with Certificate in Accounting. 1-3 three years' experience as a cashier. Ability to pay attention to detail, good communication skills, listening skills, time management skills adaptability and good interpersonal skills. Experience of municipal system will be an added advantage. May be required to work shifts or abnormal hours.  
**Duties:** Providing uninterrupted cashier services at all times, rendering a cashier service at pay points, controlling the receipts of money and balancing it, ensuring back office receipting, ensuring the safekeeping of money and other general administrative revenue services.

Polokwane Municipality offers challenging opportunities, competitive packages and fringe benefits (Pension, Medical Aid and Housing Allowance, etc).

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender and Disability status be specified. NOTE: Suitable candidates will be subjected to a Personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.**

**Closing Date: 07 September 2021**  
**Time: 12H30**

Detailed CV's with a signed covering letter quoting the relevant position applied for, certified copy of ID and certified copies of qualifications and academic record should be **Post to Box 111 Polokwane 0700 OR hand delivered at Jack Botes Hall, Cnr Church Street & Bodenstein Street.**  
**Att: HR Manager.**

If you are applying for more than 1 position, please submit separate applications for each. Faxed, e-mailed and late applications will not be considered. Should you not hear from us within three months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

All Covid-19 protocols must be observed.  
**Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: [dm@p-offs.com](mailto:dm@p-offs.com)**

**ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 023 5116/ 5031/5465/5462/5463**

**POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.**

Mr. DH MAKOBE  
MUNICIPAL MANAGER



**"The Ultimate in innovation and sustainable development"**

