

DIRECTORATE: ENGINEERING SERVICES

Business Unit: Water and Sanitation

Position: Manager

Salary: R577 091 (basic salary per annum excluding benefits)

Post Level: 01

REF: EXT\17\18\78

Requirements: B Tech or B.Sc. in Civil Engineering, MFMP or CPMD for Municipal Finance will be an added advantage. Own vehicle and a valid driver's license. Must be able to negotiate at high level with various stakeholders regarding water and sanitation. Must have five years' experience in a senior position, with water and sanitation. Must have a sound knowledge of water and sanitation planning, distribution and construction. Be fit and healthy. The incumbent will have to travel to attend meetings and congresses regarding water and sanitation. Must be computer literate, Docs, Word, Excel and SAMRAS.

Duties: Do monthly water balances. Ensure suitable water supply to all communities. Plan future water needs for Polokwane. Plan future sanitation needs for Polokwane. Manage workforce. Negotiate water supply with Lepelle and department of water and sanitation. Manage budget for water and sanitation.

Business Unit: Water and Sanitation

Position: Assistant Manager:

Infrastructure Development

Salary: R449 002 (basic salary per annum excluding benefits)

Post Level: 03

REF: EXT\17\18\79

Requirements: National Diploma in Civil Engineering or BSc Civil Engineering, 3 years' experience in middle management level within water and sanitation. Must have a sound knowledge of water and sanitation planning, design standards, project management, distribution and construction. Computer literate (Docs, Word, Excel, Power Point, MS Project, GIS and SAMRAS). The incumbent will be travelling. Valid driver's license.

Duties: Assist water and sanitation manager by planning, development and implementation of infrastructures. Identify scope of work for new developments both rural and urban. Plan for new development and projects. Facilitate the preparation of feasibility studies, scoping report, design report, technical reports. Overseeing the project managers. Monitor consultants and contractors on infrastructure projects. Compile weekly, monthly, quarterly and annual projects report.

DIRECTORATE: TRANSPORTATION SERVICES

Business Unit: Strategic Industry Transition

Position: Manager: Industry Transition

Salary: R577 091 (basic salary per annum excluding benefits)

Post Level: 01

REF: EXT\17\18\80

Requirements: Degree in Public Administration/BCom (Transport Economics) or equivalent. 5 years' experience of which 3 years should be at supervisory level. Decisive ability to pay attention to detail, patience and willingness to accept responsibility. Work after hours and extensive travelling. Valid driver license.

Duties: Manage and develop industry transition change management strategies and monitor implementation. Ensure proper integration of the affected operators in the PIRPTS. Conduct research of the impact of the PIRPTS on the affected operators. Stakeholder engagements. Ensure that the municipality is at par with the emerging legislative and strategies trends in transforming the taxi industry. Ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives. Productivity/performance and personnel management.

DIRECTORATE: CORPORATE AND SHARED SERVICES

Business Unit: Secretariat

Position: Chief Admin Officer

Salary: R350 545-R387 002 (basic salary per annum excluding benefits)

Post Level: 05

REF: EXT\17\18\81

Requirements: National Diploma/Degree in Administration/ Communications/Journalism/ Linguistics (majoring in English) or

equivalent. 3-5 years' experience preferably in editing environment. Should have good typing skills, excellent grammar and spelling skills. An eye for detail and be very accurate in their work, Imagination and good visual sense, Good knowledge of word processing and Excel. Good communication skills, Confidentiality and Good computer skills.

Duties: Check spelling errors and grammar on reports submitted by officials to portfolio committees, Mayoral committee and Council meetings. Read contents of the reports and correct for errors in spelling, punctuation, and grammar. Rewrite reports to make it easier for readers to understand. Writing and checking of reports submitted by officials for all Council meetings and committee meetings. Supervision of the compilation of agendas for Council meetings and committee meetings. Supervision of the compilation and writing of minutes of meetings of Council and committees and the checking and correcting of it. Coordination of the copying and distribution of agendas to Councilors and officials. Coordination of logistic arrangements for all meetings. Compile work schedule for subordinates regarding their responsibilities for committees (i.e. which Committees are allocated to which Committee Clerk). Perform spot checks of the agendas for quality and comprehensiveness. Discuss the agendas and documents with the supervisor prior to it being finalized. Overall management of the translation services to ensure that quality standards are maintained. Must be able to work under pressure and meet deadlines.

Business Unit: Secretariat

Position: Senior Records Clerk

Salary: R287 436-R317 419 (basic salary per annum excluding benefits)

Post Level: 07

REF: EXT\17\18\82

Requirements: National Diploma/Higher Certificate in records Management or equivalent. 3 years' experience in records management environment. Computer literacy. Knowledge of National Archive Act (43 of 1996), Access to information Act (2 of 2000), file tracking and filing system, registry services and procedures and records management scripts. Must have supervisory, interpersonal and communication skills. Computer literacy.

Duties: Monitor the numbering of incoming documents. Responsible for safe keeping and retrieval of documentation. Assists with the administrative functions in the archive by capturing correspondence data on documents management system. Issuing of reference number according to file plan. Issuing PAIA application forms and monitoring the process. Tracking files from the SBU's. Classification of all documents submitted to records. Updating profiles.

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

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: 12 April 2018

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 **hand delivered on the 8th floor office no 802 or ground floor at the Civic Centre Cnr Landross Mare Street & Bodenstein Street, Polokwane 0699 or Post to Box 111 Polokwane 0700.**

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.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/ 2031/2703

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

**Mr. DH MAKOBÉ
MUNICIPAL MANAGER**