

DIRECTORATE: CORPORATE AND SHARED SERVICES

Business Unit: Legal Services

ASSISTANT MANAGER-GOVERNANCE AND CORPORATE AFFAIRS

Salary: R480 432(basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/18/19/16

Requirements: Grade 12 with B Proc or LLB Degree (Law Degree).3-5 experience. Exposure to a Local Government environment will be an added advantage. Admission as an Attorney/Advocate will be an added advantage. Ability to work under pressure. Local government administration and labour legislation. Work long and after hours as an when necessary.

Duties: Ensuring compliance with good Governance principles and prescript. Vetting and drafting of contracts and service level agreements. Promotion of legal advisory services on corporate affairs. Submit final documents to SBU Manager for transmission of MOA, MOU or SLA to the relevant SBU. Research relevant legal literature and start drafting and/or perusal process.

DIRECTORATE: STRATEGIC PLANNING, MONITORING AND EVALUATION

Business Unit: Project Management Unit

ASSISTANT MANAGER-PROJECT IMPLEMENTATION

Salary: R 1 003 244(All inclusive)

Duration: 5 Year-Fixed Term Contract

Reference: EXT/18/19/17

Requirements: Grade 12 with B Degree in Civil Engineering/Project Management. 5 years' relevant experience of which 3 years should be in supervisory level. Registration with ECSA will be an added advantage. Local government administration and labour legislation. Basic managerial and leadership skills. Computer literate. Facilitation skills. Organizing and planning skills. Conversant with variety of languages. Report writing. Ability to work under pressure. Financial management. Valid driver's licenses. Knowledge of auto CAD , MS Project , MIS, EPWP IRS , Microsoft Word , Excel, Power Point.

Duties: Coordinate the registration of the project with the MIG, NDPG AND CRR. Integrating, Coordinating, Project Managing and financially administering the MIG in municipal area of jurisdiction. Ensuring Projects Compliance with an applicable legislation, Policies and Conditions applicable to MIG. Conducting project performance and cash flow reviews. Liaising with the Provincial and the senior MIG managers as well as other line function department through formal regular evaluation, Progress meeting and on an ad hoc basis. Submitting Monthly, Quarterly, bi annual, annually and ad hoc reports to DPLG as determined in applicable legislation or as required by the national MIG unit. Managing the PMU Technicians and their respective outputs. Manage the labour intensive in line with EPWP framework and related reporting requirement of grants and municipal guidelines.

DIRECTORATE: BUDGET AND TREASURY

Business Unit: Expenditure

ASSISTANT MANAGER-PAYROLL

Salary: R480 432 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/18/19/18

Requirements: Grade 12 with National Diploma/B Com Degree in Accounting.5 years relevant Experience in salaries. Valid driver's license. Computer literacy. Knowledge of Payroll system, MFMA and local government regulations circular. Ability to work under pressure, report writing, inter-personal, leadership and communication skills.

Duties: Review and managing of salary payments. Review and check appointments, resignations and increments. Approve calculated Log sheets. Review and check EFT transactions reports. Verify and balance reconciliation. Review advices from HR. Preparations of Audit and respond to audit findings. Verify and reconcile all travel claims for IRP5 purposes. Manage and review SARS monthly payments.

DIRECTORATE: COMMUNITY DEVELOPMENT

Business Unit: Cultural Services

MANAGER: CULTURAL SERVICES

Salary: R617 488(basic salary per annum excluding benefits)

Post Level: 01

Reference: EXT/18/19/19

Requirements: Grade 12 with B Degree in Information Science/B Degree in Social Science in Humanities or equivalent qualification. 5 years relevant experience of which 3 years should be at supervisory level. Good communication skills, facilitation skills, public relations, negotiating skills, report writing skills, accuracy in work. Able to work under pressure. Computer literate. Papyrus Library Administration system. Valid driver's license.

Duties: Identifies and defines the immediate, short and long term objectives/plans associated with the provision of library, museum and cultural services. Provide, setting and promote excellent customer service standard within the Municipality and to the community. Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation. Develop policies and SOPs in line with legislation, and ensure compliance to them. Plans, coordinates and promotes projects, programs, events and services associated with cultural services SBU. Oversee all aspects of libraries, museums and cultural services. Initiate and oversee the implementation of projects and policies relating to libraries, museums and cultural services. Planning of the operating budget, and once approved implement and monitor on a regular basis. Planning and finalization of the IDP, SDBIP and risk management of the SBU. Manage successful execution of the SDBIP. Foster a culture of continuous improvement and effectively improving service delivery. Promote a creative and innovative team to ensure that library, museum and cultural services meet the needs of the community.

Business Unit: Cultural Services

ASSISTANT CITY LIBRARIAN

Salary: R375 084-R414 092(basic salary per annum excluding benefits)

Post Level: 05

Reference: EXT/18/19/20

Requirements: Grade 12 with B Bibl/B Inf Hons.6 years' experience in the library environment. Good communication skills, facilitation skills, public relations, negotiating skills, report writing skills, accuracy in work. Able to work under pressure. Computer literate. Papyrus Library Administration system.

Duties: determine user needs through interaction with staff and users. Facilitate user surveys. Ensure that user needs are met and included in library policy. Determine library policy and objectives in collaboration with management with management and stakeholders. Responsible for short term to medium term planning of library activities and the execution of library policy by setting programs, time frames, procedure, etc. in place. Responsible for day to day personnel matters. Perform professional functions regarding the selection of library material, cataloguing and classification for the processing of new acquisitions and responsible for the computerization of library records (Papyrus).

coordinates and supervise programs to promote library use and library awareness; library advocacy. Supervise and perform administrative task related to budget income and expenditure, acquisition of library materials, statistics and reports; the movement of book stock between libraries, control over accession register. Quality control. Supervise activities/services rendered by the branch libraries to maintain the standard of all library services at all service points. Coaching and mentoring of library staff and volunteers.

DIRECTORATE: COMMUNITY SERVICES

Business Unit: Traffic and Licensing

ASSISTANT MANAGER: LICENSING

Salary: R480 432(basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/18/19/21

Requirements: Grade 12 with Diploma/B. Degree in Licensing Management or Equivalent qualification. Examiner of motor vehicle certificate/ Examiner of Driving Licenses/ Registration and licensing certificate. 5 years relevant experience of which 3 years should be at supervisory level. Valid driver's license. Physically fit, No criminal record.

Duties: Plan and implement projects and activities of the licensing sub unit in line with the National and Provincial programs and mandate. Manage licensing related projects as identified in the IDP. Advise the supervisor on licensing related matters. Provide leadership and direction to licensing personnel and other role players in the licensing environment. Monitor compliance to cash management policy, ENatis and any related guidelines/procedures/legislations. Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation. Providing inputs in the drafting and reviewing of policies. Analysing and aligning requirements with operating capacity and capability. Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the SDBIP. Represent the Municipality at different institutions such as courts on license related matters. Liaise with Provincial and National Department of Transport on licensing related matters. Liaise with South African Police Services (SAPS), RTMC (Road Traffic Management Cooperation), RTIA (Road Traffic Infringement Agency) on licensing related matters.

Business Unit: Traffic and Licensing

ASSISTANT MANAGER: TRAFFIC

Salary: R480 432 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/18/19/22

Requirements: Grade 12 with National Road Traffic Diploma/B Degree or Traffic related qualification.10 years' experience as Traffic Officer of which 2 years should be at Middle Management level and have thorough understanding of applicable Municipal legislation. At least Code B Driver's License (EC and A will be an added advantage). Have the ability to liaise with stakeholders in achieving municipal goals. Physically fit, No criminal record (Be able to be registered as Peace Officer/Traffic Officer within this province as per legislative requirements) and be computer literate.

Duties: Plan and manage the work activities of within Traffic Division by tabling up their daily functions to comply with the needs of the community and the programs of the IDP of the Municipality. Provides input into the development of the budget. Provide input in the establishment of the needs of the SBU in terms of the resources and ensure proper distribution thereof. Interact with internal and external stakeholders. Monitor productivity of the sub unit. Provide input into the development and review of policies of the section and ensure implementation thereof. Ensure proper implementation of the regulation and controlling of traffic. Co-ordinate the establishment of the community policing forums and ensure co-operation thereof. Ensure law enforcement in line with traffic regulations. Facilitate and ensure the implementation of special operations.

Business Unit: Disaster Management and Fire Services

STATION OFFICER TRAINING X3

Salary: R307 556-R339 638 (basic salary per annum excluding benefits)

Post Level: 07

Reference: EXT/18/19/23

Requirements: Grade 12.Fire Services Instructor (SAESI Accredited) or any other accredited institutions. Higher Certificate in Fire Technology or equivalent. Fire fighter 1.Fire Fighter 2, Haz-Mat Awareness, Haz-Mat First Responder, first aid Instructor (SAESI Accredited) or any other accredited institutions. Assessor and Moderator course will be an added advantage.6 years' experience in an established fire services. History of instructor will be an added advantage. Code EC Driver's license. No physical disability. Must be computer literate. Must understand, read and write English. The positions requires the use of heavy tools and specialized equipment. Good interpersonal skills. No fear of height, not claustrophobic, not dependent on any chronic medications, not overweight, not epileptic, No Mental illness, good hearing and Eye sight must be physically fit. May be requested to perform standby duties.

Duties: May be required to attend Emergency call and manage incidents. Present firefighting training. Present first aid training. Compiling and record of course student files. Compiling of course student reports for SAESI for certification. Executing of duties handed to him/her by the Divisional Officer. Maintenance and management of training aids at the centre. Budgets inputs.

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

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 2019, 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 Landros Mare Street & Bodenstein Street, Polokwane 0699 or posted to PO Box 111 Polokwane 0700, 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.

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 MAKOBE
MUNICIPAL MANAGER**