

## DIRECTORATE: CORPORATE AND SHARED SERVICES

**SBU:** Human Resources  
**Position:** Assistant Manager: EAP  
**Salary:** R449 002 (basic salary per annum excluding benefits)

**Post Level:** 03 **REF:** EXT17/18/193

**Requirements:** Bachelor's Degree in Social Work/Psychology. Honours in Social Work/Psychology will be an added advantage. 3 years working experience. Registration with the professional statutory body. Knowledge of HIV and AIDS counselling and EAP matters. Willingness to work under stressful conditions and extraordinary hours. The ability to keep confidential information. Valid driver's license.  
**Duties:** Manage employee assistant programmes. Manage the implementation of EAP. Design, develop and support the implementation of policies, procedure and guidelines for the programme. Identify and manage risk and provide expertise and advice to enable awareness of well services. Manage internal and external stakeholders. Conduct case management, follow-up and monitoring. Compile monthly, quarterly, half-yearly and annual reports.

## DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

**SBU:** Corporate Geo-Informatics  
**Position:** Land Survey Technician x2  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/194

**Requirements:** National Diploma in Land Surveying. Registration with SAGC (survey tech). 2 years post registration experience of which 1 year should be of field work. Experience in Topographic and boundary survey with more emphasis on cadastral surveys. Clear understanding of the Land Survey Act. Competency in total station, GPS VRS/single base/RTK mode. Knowledge of survey software i.e. Surpac, model maker, etc. knowledge of Microsoft office. Valid driver's license. Travelling.  
**Duties:** Field work in boundary, cadastral and Topographic Surveys. Calculations and preparations of plans and reports. Capturing of GIS data.

**SBU:** Enterprise Development and Tourism  
**Position:** Assistant Manager Enterprise Development  
**Salary:** R449 002 (basic salary per annum excluding benefits)

**Post Level:** 03 **REF:** EXT17/18/195

**Requirements:** Bachelor's Degree in Business Management/Development Studies/Business Economics. 4 year's relevant experience. Computer literacy. Project management. Research. Verbal and written communication. Coaching and mentoring. Valid driver's license. **Duties:** Planning and functional co-ordination. Implement SMME's, Agricultural and Cooperatives strategies. Facilitate establishment and functionality of business centres as part of SMME support. Facilitate incubation programme as part of SMME support. Personnel and performance management. Develop and co-ordinate specific administrative and report requirements associated with the key performance and result indicators and outcome of personnel within the subunit.

**SBU:** City Planning and Property Management  
**Position:** Senior Property Officer  
**Salary:** R350 545-R387 002 (basic salary per annum excluding benefits)

**Post Level:** 05 **REF:** EXT17/18/196

**Requirements:** National Diploma in Property Management/Real Estate or related field. Valid driver's license, computer literacy. Minimum 3 - 4 years working experience in property management environment. The incumbent will be travelling. **Duties:** Perform all tasks regarding the selling, leasing, exchange and donation of municipal buildings and land, by means of compiling policy plans and analysing of applications. Attending of meetings and writing of reports and recommendations to Council. Perform all tasks regarding the registration of servitudes, closure of streets and closure of parks in terms of Ordinance, 17 of 1939. Monitor all lease agreements, and their expiry dates.

**SBU:** City Planning and Property Management  
**Position:** Property Officer X2  
**Salary:** R317 419-R350 545 (basic salary per annum excluding benefits)

**Post Level:** 06 **REF:** EXT17/18/197

**Requirements:** National Diploma/Degree in Property Management/Real Estate or related field. Valid driver's license, computer literacy. Minimum 3 - 4 years working experience in property management environment. The incumbent will be travelling. **Duties:** Perform all tasks regarding the selling, leasing, exchange and donation of municipal buildings and land, by means of compiling policy plans and analyzing of applications. Attending of meetings and writing of reports and recommendations to Council. Perform all tasks regarding the registration of servitudes, closure of streets and closure of parks in terms of Ordinance, 17 of 1939. Monitor all lease agreements, and their expiry dates.

**SBU:** Housing and Building Inspection  
**Position:** Project Coordinator  
**Salary:** R317 419-R350 545 (basic salary per annum excluding benefits)

**Post Level:** 6 **REF:** EXT17/18/198

**Requirements:** National Diploma in Built Environment (Architect, Quantity Surveying, Civil Engineering and Structural Engineering). Project Management will be an added advantage. 2-3 year's relevant experience. Municipal experience will be an added advantage. Must have good knowledge and understanding of Local Government Legislations. Computer literate. Numeric and people skills, analytical skills, good inter-personal skills, communication skills and technical skills (especially in construction), ability to work under pressure, customer care, initiative and proactive. Valid driver's license. **Duties:** Coordinate Human Settlement Projects to ensure timely and effective project development and completion. Track the progress and quality of the work being performed by service providers. Effectively and accurately communicate relevant project information to the team. Conduct site beneficiary verification, identify problematic sites, verify occupation status and assist in collection of data in all informal settlements. Support services by carrying out reasonable functions and objectives of the unit. Oversee project enrolment with NHBR.

## DIRECTORATE: COMMUNITY DEVELOPMENT

**SBU:** Cultural Services  
**Position:** Senior Librarian  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/199

**Requirements:** Bibl/B. Inf Degree or Bachelor's Degree plus Post Graduate Diploma in Library Science. 3 years relevant experience as librarian. Knowledge of authors and genres. Advanced internet usage (DDC, LCSH, AACR2), knowledge of Papyrus Library software. Online database. Good communication skills, good administration skills good customer relations, time management, policy application. 6 day worker. Extended Library hours till 18h00 on a roster basis. Valid driver's license and own transport. **Duties:** Management/supervision of a large branch library. Responsible for short term planning of library activities and execution in accordance with library policy and procedures. Determine user needs by attending to enquiries through special requests and other interaction. Perform professional duties e.g. stock evaluation, selection of library material, weeding of books, reader guidance, user orientation, cataloguing, classification, etc. Perform routine tasks e.g. shelving of books, shelf reading, circulation, membership. Promote team work and verify work done by subordinates. Coordinate programs (holiday/children's programs, book displays, outreach) and others. Responsible for administrative tasks and management of the library: stock control, financial procedures, membership, stock taking, statistics, etc. Responsible for customer care, solve problems, recommend substitute reading material when necessary, monthly bulletin, etc. Supervise subordinates and deal with staff matters within the section, identify training needs, render in-service training, allocate tasks, conflict resolution, staff performance, etc. Supervise internet facilities and allocated staff. Verification of all data capturing for books and info files. Coaching and mentoring of library staff and volunteers. Report maintenance problems regarding buildings and equipment.

**SBU:** Sports and Recreation  
**Position:** Manager  
**Salary:** R577 091 (basic salary per annum excluding benefits)

**Post Level:** 01 **REF:** EXT17/18/100

**Requirements:** National Diploma/B-Degree in Human Movement Science or Sports Management or equivalent qualification. 6 years working experience of which 3 years should be at supervisory level. Interpersonal skills. Must be able to promote and market the City of Polokwane Sport and Recreation facilities. Good knowledge of sporting codes and recreational Services. Computer literacy. Valid driver's license. **Duties:** Plan services programme of the recreation facilities with senior superintendent to optimize the usage of facilities. Lead the strategic performances of recreation sections by analysing trends and motivating staff to utilise facilities optimal. Promote appositive image of the City of Polokwane Sports and Recreation facilities by marketing sports,

providing consultation attending meeting with sports bodies and conducting regular contact with stakeholders. Ensuring performance when the facilities are being utilised. Enforce Municipal by-laws and regulations by ensuring that staff are aware of these laws and regulations and working with other Municipal sectors to enforce these by-laws.

**SBU:** Sports and Recreation  
**Position:** Recreation Officer X3  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/101

**Requirements:** National Diploma/Degree in Sports Management. 3 year's relevant experience. Computer literacy. Good communication skills. Valid driver's license. The incumbent will be travelling and working after hours and on weekends. **Duties:** initiate programmes. Coordinate sport and recreation programmes. Ensure timeous, effective and efficient implementation. Report the success and the output of the programmes.

## DIRECTORATE: BUDGET AND TREASURY

**SBU:** Budget  
**Position:** Budget and Reporting  
**Salary:** R577 091 (basic salary per annum excluding benefits)

**Post Level:** 01 **REF:** EXT17/18/102

**Requirements:** BCom Degree in Accounting/Financial Management or equivalent qualification. 5 years' experience of which 3 years should at managerial level. Knowledge of the PMFA and MFMA. Computer literacy. Negotiation skills. Attentive to details. Excellent communication skills. Mathematical skills. Valid driver's license. A good understanding of the financial market. **Duties:** Planning and managing the activities of financial services by preparing budget reports and financial statement to ensure proper budgeting processes and financial management through checks and balances in terms of the Municipal Finance Management Act. Planning and managing the activities of the SBU to ensure delivery of financial statements and financial reporting services. Developing the divisional vision and strategy and ensuring the implementation and achievement thereof. Managing the performance of employees in the division to ensure productive services delivery. Planning and managing the utilisation of resources in order to perform activities. Developing and monitoring systems, policies, procedure and processes to ensure correct working operations and practices. Perform Human Resource and administration activities to ensure good employer-employee relationship and promote a high level of employee morale. Compiling financial statement to report on various financial aspects. Managing and overseeing the compilation and control of annual operational and capital budget to ensure that a realistic and affordable budget is approved. Preparing the operational budget for publication in the local newspaper to obtain inputs from the public. Managing and overseeing long and short-term investment process to ensure the most beneficial investment and prevent losses to Council. Performing loan process to take up the most beneficial loans. Performing client and public services functions to ensure proper communication. Answering queries in connection with activities by addressing the public or internal customers in person, by phone or in writing.

**SBU:** Supply Chain Management  
**Position:** Assistant Manager: Contract  
**Salary:** R449 002 (basic salary per annum excluding benefits)

**Post Level:** 03 **REF:** EXT17/18/103

**Requirements:** Bachelor's Degree in Commerce/Purchasing Procurement/Supply Chain Management. MFMA will be an added advantage. 3 to 5 years working experience in supply chain management. Experience in municipal environment will be an added advantage. Valid driver's license. Computer literate. Management, Leadership and customer services skills. **Duties:** Management of contract system. Develop contract management system. Co-ordinate and monitor the implementation of contracts and Service Level Agreement. Compile and develop a dashboard or system for the management, cancellation, re-negotiation and renewal of contracts. Proactively identify supply risk and develop mitigating strategies. Provide leadership for managing contract database and all associated files. Lead all aspects of supplier negotiations, including contracts terms, pricing, price re-determination, and performance management. Management of price adjustment, draft of appointment letters, Service Level Agreement, delays in supplier performance, penalties and termination of contracts/services. Management of settlement of dispute. Transfer of contracts and Transfer of payment

**SBU:** Supply Chain Management  
**Position:** Administrator: Supplier Management  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/104

**Requirements:** National Diploma in Supply Chain Management/Finance or Commerce. 1-3 years' experience in supply chain management. Knowledge of materials. Computer literacy. **Duties:** Facilitate the procurement plan. Monitor that the needs identified are delivered as specified in the demand plan in liaising with the department. Assist in conducting market research for goods and services. Administer the specification process. Coordinate committee schedule and ensure the invitation thereof. Coordinate the schedule for adverts briefing and closing. Facilitate the payment to the service providers.

## DIRECTORATE: ENGINEERING SERVICES

**SBU:** Energy Services  
**Position:** Foreman (Electrical)  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/105

**Requirements:** N4 with Heavy current qualifications. Trade Test Diploma and ORHVS. Must have at least code 8 valid driver's license, have knowledge of the OHS Act including ORHVS and all relevant Electrical Testing equipment. At least 4 years directly related experience, including High Voltage Switching and Cable Fault Locating. Must be fit to work under normal and abnormal conditions, Safety Conscience, Good Human Relation Skills, Good Knowledge of High Voltage Equipment, Computer Literate. **Duties:** Manage people and projects including tools & equipment's and all relevant aspects to electrical risks. Maintaining, constructing and record keeping. Conduct planned maintenance and preventive maintenance. Write reports to management. Conduct regular inspections on the network according to the OHS Act. Responsible for maintenance plan and safety

**SBU:** Water and Sanitation  
**Position:** Foreman  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/106

**Requirements:** Grade 12/N3 with Trade Test in plumbing. 2-3 years' experience in water and sanitation operations and maintenance. Knowledge of civil engineering principles and practices, materials and method. Knowledge of AutoCAD/Drawing related programme, GIS. Computer literacy, communication and planning skills. Customer oriented, financial management and cost estimation. Extensive travelling throughout the entire municipal area of jurisdiction. be prepared to work extra hours. **Duties:** Preventive maintenance. Reactive maintenance. Conduct quality monitoring on maintenance work. do investigations on unresolved cases. Supervision of staff.

## DIRECTORATE: OFFICE OF THE EXECUTIVE MAYOR AND MUNICIPAL MANAGER

**SBU:** Office of the Speaker  
**Position:** Admin Officer  
**Salary:** R317 419-R350 545 (basic salary per annum excluding benefits)

**Post Level:** 06 **REF:** EXT17/18/107

**Requirements:** Grade 12 with National Diploma in Public/Administrative/Management or equivalent. Valid driver's license. Computer literacy. Telephone etiquette. Good communication skills (verbal and written). Good English and sepedi. 3 years in an administration environment-preferably local/provincial government. Knowledge of local political environment and political/administrative interface. Problem solving skills. Time management. Managerial skills and knowledge of Batho Pele Principles. **Duties:** Report writing. Typing letters and manuscript. Receive, transmit information/messages and petitions. Handling and securing confidential document or information. Registration service, salary and leave recording. Photocopying and binding. Filing and recordkeeping. Perform office related duties.

**SBU:** Internal Audit  
**Position:** Senior Internal Auditor: Risk Based Audits  
**Salary:** R449 002 (basic salary per annum excluding benefits)

**Post Level:** 03 **REF:** EXT17/18/108

**Requirements:** Grade 12 with B Com Accounting or National Diploma in Internal Auditing. 4 years'

experience in one or more of the following fields: Risk based audits/ financial audits, performance audit. Minimum three years of experience at supervisory level. Be able to communicate effectively on high level i.e. verbal, written and oral. Be able to work independently. Valid driver's license. Travelling and sometimes working overtime. **Duties:** To lead, conduct and control audit activities on assigned projects. Develop, execute and review work programmes with each audit projects. Evaluate results of the audit and report thereon. Control audit activities economically, efficiently and effectively. Co-ordination and support of audit and performance Audit Committee activities

**SBU:** Internal Audit  
**Position:** Internal Auditor x2  
**Salary:** R317 419-R387 002 (basic salary per annum excluding benefits)

**Post Level:** 06/05 **REF:** EXT17/18/109

**Requirements:** Grade 12 with B Com Accounting or National Diploma in Internal Auditing. 3 years' experience in one or more of the following fields: Risk based audits, financial audit, Performance Audits, and External Auditing. Be able to communicate effectively on high level i.e. verbal, written and oral. Ability to collect, analyses, and evaluates information pertaining to audits and the preparation of written reports of work performed. Valid driver's license. **Duties:** Conduct audits on assigned projects to meet project objectives. Execute work programme with each audit project. Evaluate results of the audit and report thereon. Control audit activities economically, efficiently and effectively.

## DIRECTORATE: COMMUNITY SERVICES

**SBU:** Community Health Services  
**Position:** Assistant Manager: Environmental Health Services (Re-advertisement)  
**Salary:** R449 002 (basic salary per annum excluding benefits)

**Post Level:** 03 **REF:** EXT17/18/110

**Requirements:** B. Tech/B Degree in Environmental Health (registration with health professional council of SA). At least 7 years in municipal health SBU of which years 3 years should be in senior capacity handling the full spectrum of environmental health services. Should be in good health, have good eye-sight and a good sense of smell, taste and hearing, be able to walk. Valid driver's license and own vehicle. **Duties:** To be co-responsible together with, and under the leadership of the Municipal community health services for the cost effective implementation and controlling of the municipalities comprehensive preventative environmental health services and air pollution control in the Polokwane Municipality.

**SBU:** Traffic and Licensing  
**Position:** Senior Licensing Officer  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/111

**Requirements:** Grade 12, eNatis Supervisor Certificate/eNatis Full End User Course/eNatis Audit and inspection certificate. Three years relevant qualification will be an added advantage. 5 years in eNatis environment. Valid driver's license. Knowledge of eNatis Software. Day shift. **Duties:** Supervise personnel and resources. Daily and monthly reconciliation of revenue received. Capture daily revenue banked on the SAMRAS system and on the ledger book. Supervise registration and licensing of motor vehicle, driving license and roadworthy transactions. Manage sensitive eNatis transactions. Queue and customer care management. Driving license testing centre transactions. Vehicle test station and weighbridge transactions.

**SBU:** Municipal Security  
**Position:** Chief Security Services  
**Salary:** R396 719-R416 928 (basic salary per annum excluding benefits)

**Post Level:** 04 **REF:** EXT17/18/112

**Requirements:** Grade 12 with three years Diploma/Degree in Security/Risk/Policing or equivalent qualification. Computer literacy. Supervisory experience, crisis management, crowd management, knowledge of legislations governing the Municipality. 5 years' experience. Physically fit, fire arm competency, be prepared to work under pressure. Travelling and working after hours. Valid driver's license. **Duties:** Coordinate assert protection and by-law enforcement activities. Coordinates section 4 committee meetings. Liaise with law enforcement agencies on crime prevention operations around the municipal jurisdiction. Prepare event and special operational plans. Conduct security breach investigation. Supervision of personnel and resources. Oversee compliance of municipal fire control and general security access control at all municipal premises. Coordinates Community Safety Forums and attend to Community Policing Forums.

**SBU:** Municipal Control Centre  
**Position:** Senior Control Room Officer (Re-Advertisement)  
**Salary:** R287 436-R317 419 (basic salary per annum excluding benefits)

**Post Level:** 07 **REF:** EXT17/18/113

**Requirements:** Grade 12 with National Diploma in Contact Centre Management or equivalent qualification. Customer Care/Call Centre Management certificate. 3 years at supervisory level in an emergency control centre environment. Computer literacy. Report writing. Conflict management and communication skills. Ability to keep matters confidential. Ability to work under pressure. At times will be required to travel and work after hours. **Duties:** Monitor and ensure that the centre operations run effectively. Ensure that the shift roster, standing personnel list, working procedures and normal admin duties are performed. Compile reports on weekly and monthly basis. Manage the performance of subordinates. Control shifts changes to ensure that employees adhere to employee code of conduct. Provide advice and directions to employees.

**SBU:** Disaster Management and Fire Services  
**Position:** Divisional Officer-Operational  
**Salary:** R317 419-R350 545 (basic salary per annum excluding benefits)

**Post Level:** 06 **REF:** EXT17/18/114

**Requirements:** Grade 12, Diploma in Fire Technology or equivalent qualification. Fire Fighter 1 and 2. Haz-Mat Technician. Code EC driver's license. 5 year's relevant experience in an established fire Service. 3 years as operational Station Officer. No fear of height. Not claustrophobic. Not dependent on any chronic medications. Not epileptic. Good communications skills. **Duties:** Attending to emergency calls and management of incidents. Monitor daily station duties. Administrative duties. Handing of duties to station officer. Monitor and document daily station and vehicle faults. Take instruction from Deputy Chief Fire Officer. Attend planning meetings within Polokwane Municipal jurisdiction. Budgetary input. Compiling of fire reports. Writing of fire accounts. Compiling operational plans. Attend to events as operational officer.

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: 7 June 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 & Bodenstien 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 MAKOBE  
MUNICIPAL MANAGER