

**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 AT ITS MUNICIPAL OFFICES IN POLOKWANE**

**DIRECTORATE: COMMUNITY SERVICES**

**Business Unit: Waste Management**  
**Position: Assistant Manager-Operations**  
**Salary: R449 002 (basic salary per annum excluding benefits)**

**Post Level: 03**  
**REF: EXT\17\18\20**

**Requirements:** B Degree/B-Tech in Environmental Health/ Environmental Management Sciences with Waste Management as a major subject. The incumbent will travel throughout the municipality to coordinate and complement awareness and educational activities. 4 year's relevant experience in waste management of which 2 years should be in a supervisory management. Valid driver's license. Computer literacy.

**Duties:** Coordinate and implement policies and by-Laws pertaining to waste management. Manage and implement waste minimization awareness and education. Implement integrated waste management plan including project management.

**SBU: Waste Management**  
**Position: Senior Superintendent**  
**Salary: R350 545-R387 002 (basic salary per annum excluding benefits)**

**Post Level: 05**  
**REF: EXT\17\18\21**

**Requirements:** Grade 12 with Degree/National Diploma in Environmental Health or Environmental Management Sciences with waste management as a major. 4 year's relevant experience of which 2 years must be in supervisory management. Physically fit valid driver's licence.

**Duties:** Implement waste management activities on a routine basis as per prescribed services level agreement. Implement safety procedures as per the Occupational Health and Safety Act. Implement the integrated waste management plan, coordinate, maintain and deploy an optimum use of waste management equipment's. Attend to all customer related queries.

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

**Post Level: 03**  
**REF: EXT\17\18\22**

**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 of 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 and be able to walk. Valid driver's license and own vehicle.

**Duties:** To be co-responsible together with, and under the leadership of the Manager 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: Municipal Control Centre**  
**Position: Assistant Chief Technical**  
**Salary: R350 545-R387 002 (basic salary per annum excluding benefits)**

**Post Level: 05**  
**REF: EXT\17\18\23**

**Requirements:** Grade 12 with National Diploma/B Degree in Information Technology. Knowledge of Networking and IP Based Security System, CCTV equipment (technical ability). 4 years' experience in security systems roles i.e. managing CCTV Cameras, access control systems, video surveillances. Valid driver's license. Travelling and will at times be required to work after hours.

**Duties:** Supervise outsourced maintenance team (CCTV), Access control, fire and intruder alarm, UPS, generator infrastructure fibre links. Provide effective operation of the security system (CCTV, access control, fibre network) of the municipality.

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

**Post Level: 07**  
**REF: EXT\17\18\24**

**Requirements:** Grade 12 with National Diploma in Contact Centre Management or equivalent. Customer Care/Call Centre Management certificate. 3 years at supervisory level in an emergency control center 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 center 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 shift changes to ensure that employees adhere to employee code of conduct. Provide advice and directions to employees.

**SBU: Disaster Management and fire Services**  
**Position: Station Officer: Fire Safety (Re-Attestation)**  
**Salary: R287 436-R317 419 (basic salary per annum excluding benefits)**

**Post Level: 07**  
**REF: EXT\17\18\25**

**Requirements:** Grade 12. Higher Certificate in fire Technology plus 8 years' experience or Certificate in Fire Technology plus 10 years' experience. Level 3 First Aid or BAC. Additional FPA course or Equivalent. Law Enforcements course/peace officer. Experience in fire safety seriously needed. No fear of

heights, not claustrophobic, not dependent on any chronic medications, not overweight, not epileptic, no mental illness, good hearing and eye sight must be physically fit. Code B Driver's License. Must be computer literate. The position may require the use of heavy tools and specialized equipment. The incumbent will be working directly with the public addressing Fire Safety issues. Must perform Fire Safety standby duty. Perform Fire Safety functions within Polokwane Municipal Jurisdiction. May be required to assist at Fire Operations.

**Duties:** Carry out fire investigations. Conduct flammable liquids investigations. Testing of vehicles. Fire Safety inspection reports. Law enforcement, attending site and safety meetings, limited operational support and involvement.

**SBU: Disaster Management and fire Services**  
**Position: Station Officer: Training**  
**Salary: R287 436-R317 419 (basic salary per annum excluding benefits)**

**Post Level: 07**  
**REF: EXT\17\18\26**

**Requirements:** Grade 12. Fire Services Instructor (SAESI Accredited) or any other accredited institutions. Diploma 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 Drivers licence. 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 heights, not claustrophobic, not dependant on any chronic medication, 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. Budget inputs.

**SBU: Disaster Management and fire Services**  
**Position: Station Officer: Operational**  
**Salary: R287 436-R317 419 (basic salary per annum excluding benefits)**

**Post Level: 07**  
**REF: EXT\17\18\27**

**Requirements:** Grade 12. Diploma in Fire Technology or equivalent. Fire fighter 1 and Fire Fighter 2, Haz-Mat Awareness, Haz-Mat First Responder. 6 years' experience in an established fire services. Code EC Drivers licence. No physical disability. Must be computer literate. Must understand, read and write English. The position requires the use of heavy tools and specialized equipment. Good interpersonal skills. No fear of height, not claustrophobic, not dependant 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:** Attending to Emergency calls and management of incidents. Monitorin of equipment on daily basis (before and after use). Handling of duties to junior-leading fireman and monitor work performed. Monitor and document daily station and vehicle faults (follow up on repairs). Executing of duties handed by the Divisional officer. Monitor control room duty roster. Management of leave for junior-leading fireman. Compiling of fire reports. Writing of fire accounts. Attend to events as operational officer.

**DIRECTORATE: ENGINEERING SERVICES**

**SBU: Water and Sanitation**  
**Position: Senior Technical Assistant**  
**Salary: R317 419-R350 545 (basic salary per annum excluding benefits)**

**Post Level: 06**  
**REF: EXT\17\18\28**

**Requirements:** National Diploma in Civil Engineering/BSc in Civil Engineering. Minimum 2 years in water and sanitation project management (planning, implementation, monitoring and commissioning). Valid driver's license, computer literacy, communication skills, planning skills, customer orientated, financial management & cost estimation, knowledge of civil engineering principles & practices, materials, methods and practices. Advanced knowledge of Microsoft Office packages, AutoCAD/drawing related programme. Extensive travelling throughout the entire municipal jurisdiction. Be prepared to work extra hours.

**Duties:** Project planning (from community level). Assist consultants during designing. Do project management. Monitor Consultants and Contractors. Monitor projects progress, spending and quality.

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

**Post Level: 07**  
**REF: EXT\17\18\29**

**Requirements:** National Diploma in Analytical Chemistry/Bachelor of Science (Chemistry). 2 to 3 years' experience in an ISO 17025 accredited laboratory. Fit and healthy and be able to stand for a long time. Must be computer literate. Must have good communications and writing skills.

**Duties:** To carry out chemistry samples analysis. Prepare standards, stock solutions and quality control. Ensure calibrations of analytical instruments in chemistry laboratory. Perform routine maintenance and services of laboratory equipment and ensure proper housekeeping. To ensure that maintenance and services of laboratory equipment schedule is adhered to. Perform validations on existing and new methods. Assist with chemical analysis as and when required. To carry out proficiency testing on SABS. Ensure compliance with all health, safety and environment requirements. Compilation of all reports and maintains records in the laboratory. Conduct intermediate checks on analysis balance. Ensure and monitor the availability

of chemical stock level. Assist with implementation of ISO 17025.

**SBU: Roads and Storm Water**  
**Position: Engineering Technician-Operations and Maintenance Workshop**  
**Salary: R350 545-R387 002 (basic salary per annum excluding benefits)**

**Post Level: 05**  
**REF: EXT\17\18\30**

**Requirements:** Grade 12 National Diploma in Civil Engineering or equivalent. 3-4 years' experience in the field of roads and storm water and project management. EC1 drivers' license. Cost estimation skills. Knowledge of relevant legislation, including the OHS Act. Good report writing skills. Engineering surveying setting out and control points. Communications skills. Must be willing to work extraordinary hours. Computer literacy, traveling and may be required to work extra hours.

**Duties:** Provide assistance to the senior Engineering Technician by managing small to medium projects, including maintenance projects under implementation. Attend community and site hand over meetings as well as monthly progress meeting. Compilation of bid specifications and scope of work. Consult various relevant stakeholders when about to implements both capital and maintenance projects. Verify quantities and ratios before processing of payment certificates. Form part of the committee approving the scoping report preliminary design and detailed design. Attend the Portfolio Committee on request and perform routine inspections. Manage routine and preventative maintenance activities done by departmental team and private contracts. Be able to prepare programme of works (business plan), progress reports, draft budget inputs and cash flow projections as well as cost benefit report. Have a strong background in managing storm water infrastructure and analytical knowledge in construction of low bridges.

**DIRECTORATE: BUDGET AND TREASURY**

**SBU: Supply Chain Management**  
**Position: Assistant Buyer**  
**Salary: R317 419-R350 545 (basic salary per annum excluding benefits)**

**Post Level: 06**  
**REF: EXT\17\18\31**

**Requirements:** Grade 12 with B.com Degree in Finance/ Accounting or Auditing/ National Diploma in Finance, Accounting or Auditing. MFMP/ CPMD will be an added advantage. 3 year's solid experience in Supply Chain Management or Auditing. Experience in Local Government SCM or Audit Environment will be an added advantage. Knowledge of Financial Systems e.g. SAP, Venus, LOGIS and Proficiency in MS Office Package etc. SAMRAS Proficiency etc. Knowledge and understanding of applicable legislations pertaining to supply chain management e.g. MFMA, PFMA, PPPFA, B-BBEE, CIDB Act, National Treasury Regulations, Practice Notes/ Circulars. Must be in possession of a Driver's License. Must have excellent communication (Verbal or Written) skills. Must have excellent interpersonal relations, customer relations and analytical skills. Financial Systems e.g. SAP, Venus etc. SAMRAS. Proficiency in MS Office.

**Duties:** Assist the Chief Buyer with the facilitation and management of the suppliers' database. Purchase of stock items and making follow-ups on the delivery of stock items. Liaise with Service Providers on procurement related matters. Facilitate the requests from the end users and ensure processing and issuing of purchase orders by subordinates. Facilitate the preparation and submission of Buying Section's quotations monthly, quarterly and annual reports. Assisting the Chief Buyer with the planning and implementation of the Buying Section's activities. Ensure compliance with the SCM policy and regulations by subordinates and end-users. Attend all ad-hoc SCM related duties/functions as directed by SCM Management and the Office of the Chief Financial Officer as and when required. Facilitate the management and safekeeping of the Buying Section's records. Supervision of subordinates in the Unit.

**SBU: Budget and Reporting**  
**Position: Accountant Treasury x2**  
**Salary: R317 419-R350 545 (basic salary per annum excluding benefits)**

**Post Level: 06**  
**REF: EXT\17\18\32**

**Requirements:** Grade 12 with Bcom Degree in Accounting/ Diploma in Accounting. 3 Years' experience in municipal environment. Computer literacy.

**Duties:** Budget and Treasury Reporting, prepare budget returns, monthly statement, grant reports. Assist in monitoring monthly financial operations and budget request to resolve complex issues. Assist in preparation of Operational Capital budget. Assist in compilation and interpretation of financial performance. Assist in ensuring accounting compliance and perform consolidations of finance reports. Be prepared to work extra hours.

**DIRECTORATE: OFFICE OF THE EM & MUNICIPAL MANAGER**

**SBU: Executive Mayor's Office**  
**Position: VIP Protection Officer**  
**Salary: R600 000(all inclusive per annum)**

**REF: EXT\17\18\33**  
**NATURE OF EMPLOYMENT: FIXED TERM CONTRACT LINKED TO THE CURRENT EXECUTIVE MAYOR'S TERM OF OFFICE**

**Requirements:** Grade 12 with relevant tertiary qualification in security management and PSIRA Grade A or equivalent. Must be in possession of a valid code EB driver's license. Advanced driving courses with accredited institute. Firearms competency certification. Minimum of four years' experience in the tactical environment of Law Enforcement, and or VIP Protection. Willingness to travel regularly and working long hours.

**Duties:** To liaise with the local Police, Traffic, Defense Force, Heads of Security and Organizers during the planning phase of the operational plan in order to ensure the involvement of all role players. Compile a comprehensive advanced planning in order to render an efficient operational protection. Provide VIP transportation from point A to point B in order to ensure the safe arrival of such VIP to destination. Protection of VIP whether personal, in transit or static in order to ensure his or her safety. Ensure that official vehicles are reliable by making sure that they are clean, roadworthy and

in good condition in order to preserve the dignity of the VIP. Evaluate Ems Programme and identify possible high-risk situations in order to request back up protection where possible. Gather and evaluate information about areas within the boundaries of the EMS destination to ensure provision of effective protection services. Conduct VIP access control and identification of explosives in order to safeguard the EM and the area/venue. Perform reconnaissance of routes and locations to be used in order to verify them in respect of secure VIP protection efforts where international guest and dignitaries are involved.

**SBU: Communications and Marketing**  
**Position: Assistant Manager Media and Stakeholder Relations**  
**Salary: R449 002 (basic salary per annum excluding benefits)**

**Post Level: 03**  
**REF: EXT\17\18\34**

**Requirements:** Degree/Diploma in Marketing/Journalism/Public Relations/ Communications. Experience in local government policies, communications Media, Municipal Environment, Public relations, stakeholder management. Valid driver's licence. Leadership, report writing, Communication skills, analytical, strategic thinker and planning skills. Computer, word processing and presentation software/programmes, social media apps, work under pressure, teamwork, responsiveness and reliable. The incumbent will be travelling and working after hours.

**Duties:** Oversee media liaison services including: responding to queries, issuing statements, speech writing, represent municipality in various platforms, oversee local communications forums. Support public participation activity and cluster communication.

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

**Post Level: 03**  
**REF: EXT\17\18\35**

**Requirements:** Grade 12 with B Com Accounting/Internal Auditing and related fields. 4 years' experience in one or more of the following fields: Financial/Operational Auditing, Performance Auditing, and External Auditing. Minimum 3 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 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 project. 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

**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

**SBU: Economic Development and Tourism**  
**Position: Economic Planner**  
**Salary: R396 719-R416 928 (basic salary per annum excluding benefits)**

**Post Level: 04**  
**REF: EXT\17\18\36**

**Requirements:** National Diploma/Degree in Economics. 3 year's relevant experience. Valid driver's licence. In depth understanding and knowledge of the principles and legislative requirements on economic development. Statistical information analysis and interpretation. Project Management. Microsoft Office package, data Software-Regional Explorer (REX), SPSS, E-views. Highly motivated, analytical and capable of making sound decisions. Good verbal and written communication skills. Ability to work in a high pressure environment. Interpersonal relations.

**Duties:** Assist in the economic plans and other related strategic sector plans. Research, prepare forecast, analyses trends and advice on economic issues. Extraction and interpretation of data from various sources. Help in preparing grant proposal and application, contracts and other necessary documents assist in development of questionnaires for survey. Identify opportunities to improve efficiency and national competitiveness.

**SBU: Corporate Geo-Informatics**  
**Position: Manager: Corporate Geo-Informatics**  
**Salary: R577 091 (basic salary per annum excluding benefits)**

**Post Level: 01**  
**REF: EXT\17\18\37**

**Requirements:** B Degree/ B Tech in Geo-Informatics or related field, Registration with PLATO as a Professional Land Surveyor and Good Negotiation skills, Valid Driver's license. A minimum of 5 years working experience in Geomatics industry with 3 years' experience at managerial level. Knowledge of GIS Legislation, ArcGIS Software, Ms Package, Survey Software, Project Management. Logical thinker, creative, innovative, resourceful, problem-solving, negotiation skills, great communication & facilitation skills and customer care.

**Duties:** Manage and coordinate GIS and Land survey activities by means of personal interaction to ensure the smooth operation of the SBU. Identify, prioritize, motivate budget and GIS training needs as well as manage the drafting of the operational, capital and equipment budget for the section by means of personal interaction to ensure that the needs of the section are addressed and to ensure a competent workforce. Compile tender documents and assist with recommendation of Consultants for appointment by means of personal interaction to ensure the effective and timeous execution of projects. Initiate and manage geographic information management and Land Survey projects within the municipality and the SBUs with municipal-wide GIS projects by means of personal interaction to ensure the effective and timeous execution of projects. Design and manage a strategic plan for the section by means of personal interaction to ensure the workflow continuity. Execute land survey services as required. Attend to problems and enquiries by Subordinates, other Officials, Councilors, Public and Consultants within the municipality.

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: 25 October 2017 Time: 12H30**

Qualified 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. Late applications will not be accepted. 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**

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

**Mr. DH MAKUBE  
MUNICIPAL MANAGER**