

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

SBU: City Planning and Property Management
Position: Chief Town Planner
Salary: R449 002 (basic salary per annum excluding benefits)
Post Level: 03
REF: EXT\17\18\38

Requirements: A Bachelor Degree or post graduate qualification in City/Town & Regional Planning. Registered as a Professional Planner in terms of Planning Professions Act (Act 36 of 2002). Minimum of 7 years professional working experience in Town Planning. MS Office Package; Ms Project; Basic AutoCAD; Basic GIS and Planning Design. Valid driver's license; South African Planning Legislation; Strategic planning; IDP and Spatial Development Framework. Policy Formulation; Research. Project Management; Planning matters within local Government Environment; IDP and Spatial Development Framework; Registered as a professional Town and Regional Planner with SACPLAN; Labour relations; Analytical thinker, creative, active, innovative and resourceful; Problem-solving, communication, facilitation, computer literate, interpersonal and customer care.
Duties: Effectively manage spatial planning division within the Municipality. Coordinate the processing of land use applications and report to relevant structures for finalization. Effectively interact with other disciplines and interested parties, internal or external to the city, with a view of proper co-ordination and integrated planning. Represent the Municipality at the Municipal Planning Tribunal and Municipal Appeal Tribunal. Develop spatial planning policies, implement and ensure compliance. The incumbent will be responsible for project planning (development related projects). Implement the spatial investment strategy (Spatial Development Framework). Coordinating technical comments relating to new developments. Oversee all operational and human resources activities as well as mentoring of junior staff

SBU: City Planning and Property Management
Position: Senior Property Officer X2
Salary: R350 545-R387 002 (basic salary per annum excluding benefits)
Post Level: 05
REF: EXT\17\18\39

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: City Planning and Property Management
Position: Assistant Town Planner
Salary: R287 436-R350 545 (basic salary per annum excluding benefits)
Post Level: 07/06
REF: EXT\17\18\40

Requirements: National Diploma/Degree in Urban/Town and Regional Planning. 1 year working experience in Town Planning related field. Experience in Municipal environment will be an added advantage. Valid driver's license. Good communication and report writing skills. Computer literate.
Duties: Circulate and process all land use applications. Assist in evaluation of land use applications. Give support base to the Town Planners. Process and issue Regulation 38 certificates. Conduct site inspections. Circulate file to GIS/Finance after proclamation. Facilitate Land Use Management meeting and distribute agendas to affected stakeholders. Prepare execution letters after meetings. Attend meetings as and when required. Attend to public enquiries and all general land use matters.

SBU: City Planning and Property Management
Position: Property Officer
Salary: R317 419-R350 545 (basic salary per annum excluding benefits)
Post Level: 06
REF: EXT\17\18\41

Requirements: National Diploma/ Degree in Property Management/ Real Estate/ Development Studies/ Degree in Law. Minimum 1 year working experience in property management environment. Code 8 Driver's license. Computer literacy.
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.

DIRECTORATE: CORPORATE AND SHARED SERVICES

SBU: Human Resources
Position: Assistant Manager-Labour Relations
Salary: R449 002 (basic salary per annum excluding benefits)
Post Level: 03
REF: EXT\17\18\42

Requirements: B Degree in Human Resources Management or LLB, majoring in Labour Relations. 3 years' experience in labour relations field. Knowledge of the applicable legislation, i.e. BCEA, LRA, EEA and collective agreement. Excellent listening, communication and analysing skills. Practical previous experience in CCMA, arbitration companies and trade unions. Valid driver's license. Computer literacy
Duties: Proactively manage labour relations for Polokwane Municipality. Negotiate on behalf of the Employer at all levels. Represent the Municipality during facilitation and mediation. Write reports on the outcome of cases. Develop policies. Ensure the implementation of conditions of services in the Municipality. Offer support to the function Managers on labour matters. Handle grievances procedures and labour dispute.

SBU: Human Resources
Position: Assistant Manager-Recruitment
Salary: R449 002 (basic salary per annum excluding benefits)
Post Level: 03
REF: EXT\17\18\43

Requirements: Bachelor's Degree in Human Resources Management/Management Sciences related field with Human Resources or Industrial Psychology as a major or equivalent. 3-5 years working experience in Human Resource environment of which 2 years must be at supervisory level. Recruitment related experience in municipal environment will be an added advantage. Valid driver's license. Must be computer literate. Must possess the following attributes: empathy, ethical behavior, objectivity, flexibility, logical thinking, ability to work under pressure, integrity, confidentiality, patience, ability to prioritize tasks, positive attitude towards work and employees irrespective of their status, ability to work in a team and high levels of professionalism. The nature of work entails travelling as well as working extended hours as and when required.
Duties: Manage the administration/application of Recruitment and Selection processes in the municipality. Provide advice, guidance and/or information on the administration/application of recruitment processes, practices and relevant legislation to various stakeholders. Develop, review and ensure implementation of relevant policies, procedures and strategies. Supervision of subordinates attached to the sub-unit. Plan and monitor the implementation of the sub-unit's operational budget. Oversee compilation of reports on all recruitment related activities. Any other relevant duties associated with the position

SBU: Human Resources
Position: Senior Recruitment Officer X2
Salary: R350 545-R387 002 (basic salary per annum excluding benefits)
Post Level: 05
REF: EXT\17\18\44

Requirements: National Diploma/Degree in Human Resource Management or equivalent. Extensive knowledge of relevant legislation such as BCEA, LRA, EEA and SDA. Computer literacy, interviewing, listening, observing, counselling, problem solving, communication, interpersonal, presentation skills. Valid driver's license. 3 years' experience specifically in recruitment. Highly motivated and ethical, analytical and capable of making sound decisions, ability to work in a high pressure environment and ability to work in a team.
Duties: Advise directorate on available vacancies and ensure consolidation of vacancy requisitions. Compile advertisements of vacancies and ensure publication in relevant platforms. Coordinate short listing and interview process. Coordinating vetting, qualifications verifications and background checks on recommended candidates. Compile reports on all recruitment related activities. Ensure proper maintenance and up to date records. Supervise and mentor junior personnel attached to the position. Provide input during policy development/review processes and ensure proper implementation thereof.

SBU: Human Resources
Position: Chief Personnel Officer (Benefits and Administration)
Salary: R396 719-R416 928 (basic salary per annum excluding benefits)
Post Level: 04
REF: EXT\17\18\45

Requirements: National Diploma/Degree in Human Resources Management or equivalent qualification. Extensive knowledge of relevant legislation such as BCEA, LRA, EEA and SDA. 4 Years working experience in Human resources, 1 of which should be in a supervisory level. Highly motivated and ethical. Analytical and capable of making sound decisions. Ability to work in a high pressure environment. Ability to work in a team. High levels of professionalism. A valid driver's license. Computer Literacy. The incumbent must have interviewing, listening, observing, counselling, problem solving, communication, interpersonal and presentation skills. Work overtime as and when required, travelling within and outside the jurisdiction of the municipality in carrying out the responsibilities of the position.
Duties: Oversee the administration of new appointments, promotions, placements, transfers, and terminations in the municipality, Oversee proper implementation of employee benefits administration, Oversee the administration of leave in the municipality, Assist in the compilation of salary related budgets and ensure proper implementation thereof. Ensure proper maintenance and up to date employee records both manually and electronically. Provide input during policy development and review processes. Assist in the compilation of the operational budget for the section. Ensure proper implementation of the Employment Equity Act, Ensure accurate implementation of policies, council resolutions, collective agreements and any other relevant legislation, Supervise and mentor subordinates attached to the position, Liaise with relevant internal and external stakeholders, Compile reports and assist in ensuring timeous reporting on personnel related activities to relevant stakeholders; and Perform any other duty deemed relevant for the position.

SBU: Human Resources
Position: Senior Personnel Officer (Benefits and Administration)
Salary: R350 545-R387 002 (basic salary per annum excluding benefits)
Post Level: 05
REF: EXT\17\18\46

Requirements: National Diploma in Human Resources Management or Management Sciences related field with Human Resources or Industrial Psychology as major or equivalent; Bachelor's Degree in Human Resources Management or Management Sciences related field with Human Resources or Industrial Psychology as major or equivalent; will be an added advantage. 3 years working experience in a Human Resources Environment. Must have advanced knowledge of the Human Resources legislative framework. Computer Literacy, Interviewing, listening, observing, counselling, problem solving, communication, interpersonal, presentation. Must be Computer Literate and must have knowledge of HR and Payroll systems. Must possess the following attributes: empathy, ethical behavior, objectivity, flexibility, logical thinking, ability to work under pressure, integrity, confidentiality, patience, ability to prioritize tasks, positive attitude towards work and employees irrespective of their status, ability to work in a team and high levels of professionalism.
Duties: Control the administration of new appointments, promotions, placement, transfers, secondments and acting appointments. Advise employees on various service benefits available and process such, accordingly. Control the administration of leave in the municipality. Control the administration of termination of service. Compile reports on employee benefits related activities. Ensure proper maintenance and up to date employee records on the record keeping system both manually (Filing) and electronically (Payroll System). Supervise and mentor junior personnel attached to the position. Liaise with internal and external stakeholders with regard to administration of employee benefits. Any other relevant duties associated with the position.

SBU: Information Services
Position: Manager
Salary: R577 091 (basic salary per annum excluding benefits)
Post Level: 01
REF: EXT\17\18\47

Requirements: Degree in Computer Science/Information Technology. 4 years' experience in middle management. Understanding of the municipal environment and local government issues and legislation. Demonstrated leadership and personnel/ project management skills. Good understanding of the organization's goals and objectives. Strong interpersonal, written, and oral communication skills. Able to conduct research into issues and products as required. Ability to prioritize and execute task in a high-pressure environment and make sound decisions in emergency situations. Highly self-motivated and directed. Keen attention to detail. Strong customer care. Excellent financial management skills in terms of the requirement of the MFMA. Good services delivery innovation skills.

Duties: Assume management responsibility for assigned services and activities of the information Technology Division including designing, implementing, and administering City-wide information technology activities; manage, upgrade and direct the installation, operation, and maintenance of information technology hardware and software; manage and maintain data and equipment security; administer and provide ongoing technical support and training for City staff. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programmes; recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend within departmental policy appropriate services and staffing levels. Plan, direct, coordinates, and review the work plan for information technology staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiency; implement discipline and termination procedures. Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and suppliers; monitor and approve expenditure; implement adjustments. Coordinate information technology capital improvement purchases for city departments. Plan the programmes and operations of the divisions to meet the short and long-range goals of the information technology division; oversee the operation of the division in order to implement goals and programs. Manage and provide the deployment, monitoring, maintenance, development, upgrade and support of all information technology systems, including services, PC's, operating systems, hardware.

SBU: Information Services
Position: Assistant Manager Contract and Projects
Salary: R449 002 (basic salary per annum excluding benefits)
Post Level: 03
REF: EXT\17\18\48

Requirements: Bachelor's Degree or National Diploma in Computer Science/ information Technology or relevant product certificate. 5 year's relevant working experience of which 3 years should be at supervisory level. Excellent written and verbal communication skills, excellent listening and interpersonal skills, project management skills. Strong customer orientation, with the ability to communicate ideas in both technical and user-Friendly language. Ability to conduct research into application issues and products. Ability to effectively priorities and execute task in a high pressure environment. Valid driver's license.
Duties: Establish, implement, develop and control best practices for IT project management throughout the organization. Define and document all policies and process of project lifecycles in order to deliver projects according to plan and within budget. Create formal methodologies for defining project key performance metrics and allocating resources. Ensure that all Service Level Agreements for information technology services across the organization are delivered according to specification. Develop, manage and administer service management best practices.

SBU : Information Services
Position : Server Specialist
Salary : R396 719-R416 928 (basic salary per annum excluding benefits)
Post Level : 04
REF : EXT\17\18\49

Requirements: Bachelor's Degree or National Diploma in Computer Science/information Technology or equivalent NQF level 6. Microsoft server 2012. Linux and Unix will be an added advantage. 3 to 4 years relevant working experience. Communications skills, computer skills, creative and performance orientated. Ability to work under pressure, analytical skills, strong customer services orientation. Skilled at working within a team and in a collaborative environment. Ability to conduct research into storage issues, standards and products. Ability to present ideas in business friendly and user-friendly language. Valid driver's license.
Duties: Design, install, administer and optimize municipal servers and components to achieve high performance of the various business applications support by turning the servers as necessary. Ensure the availability of clients/server applications, configuring all new implementations and developing process and procedures for ongoing management of the server environment. Assist in overseeing the physical security, integrity and safety of the data center/server farm. Manage exchange servers and related components to achieve high availability and performance of the various supported business applications. Participate in the planning and implementation of policies and procedures to ensure client/server applications provisioning and maintenance that is consistent with municipal goals, industry best practices and regulatory requirement.

SBU: Information Services
Position: Database Administrator
Salary: R396 719-R416 928 (basic salary per annum excluding benefits)
Post Level: 04
REF: EXT\17\18\50

Requirements: Degree or National Diploma in Computer Science/Information Technology or equivalent NQF level 6. 3 to 4 years relevant working experience. Technical experience in relational database management, designing, installing and configuring database servers. Strong Technical Documentation, Transact-SQL, Database Maintenance, Project Management, Communication Skills (verbal and written). Valid driver's licences.
Duties: Design, install, monitor, maintain and performance tune and oversee database policies and procedures to ensure the integrity and availability of database and their accompanying software. Strategically design and implement database across the organization, while ensuring high levels of data availability. Define standards and models for database architectures. Evaluate and select all technology, such as software, hardware and networking capabilities, for database management system and applications.

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**

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. 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 MAKOBE
MUNICIPAL MANAGER