

Polokwane Municipality Vacancies

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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 THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE.

DIRECTORATE : COMMUNITY SERVICES

Business Unit : By-Law Enforcement & Security
Position : Admin Assistant
Salary : R258 921-R299 949(basic salary per annum excluding benefits)
Post Level : 09
Reference : EXT/20/21/38

Requirements: National Diploma in Public Management/Office Administration or equivalent.

1 – 2 years' appropriate experience. The incumbent must be analytical, be able to pay attention to detail, be able to work independently as part of a team, be able to work under a highly pressurized and deadline driven environment and keep matters confidential. Must have good communication skills (both verbal and written) and good interpersonal skills. Empathy, ethical behaviour, objectivity, flexibility, logical thinker.

Duties: Developing, keeping and maintaining SBU calendar throughout the year. To provide admin support during meeting. Develop and maintain filing system. Update and maintain office policies and procedures. Develop, implement and maintain as sound administrative system for the SBU. Typing of reports, memos, agenda and minutes and booking of venues.

Arrange appointments and meetings and taking minutes during meeting. Perform any function which falls under the scope of admin and clerical work

Business Unit : Cultural Services
Position : Librarian x2: City Library and Western Region
Salary : R307 398-R339 579(basic salary per annum excluding benefits)
Post Level : 08
Reference : EXT/20/21/39

Requirements: Bachelor's Degree in Library Science plus Post Graduate Diploma in Library Science.3 years' relevant experience in a library/similar environment. 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 section of a 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, and membership. Promote team work and verify work done by subordinates. Facilitate programs (holiday/children's programs, book displays, outreach) and others. Responsible for administrative tasks and management of the branch library: 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 branch, identify training needs, render in-service training, allocate tasks, conflict resolution, staff performance, etc. Verification of all data capturing for books and info files. Coaching and mentoring of library staff and volunteers.

Business Unit : Cultural Services
Position : Admin Assistant
Salary : R258 921-R299 949 (basic salary per annum excluding benefits)
Post Level : 09
Reference : EXT/20/21/40

Requirements: National Diploma/Degree in Public Management/Office Administration or equivalent. 1 – 2 years' appropriate experience. The incumbent must be analytical, be able to pay attention to detail, be able to work independently as part of a team, be able to work under a highly pressurized and deadline driven environment and keep matters confidential. Must have good communication skills (both verbal and written) and good interpersonal skills. Empathy, ethical behaviour, objectivity, flexibility, logical thinker.

Duties: Developing, keeping and maintaining SBU calendar throughout the year. To provide admin support during meeting. Develop and maintain filing system. Update and maintain office policies and procedures. Develop, implement and maintain as sound administrative system for the SBU. Typing of reports, memos, agenda and minutes and booking of venues.

Arrange appointments and meetings and taking minutes during meeting. Perform any function which falls under the scope of admin and clerical work.

Business Unit : Cultural Services
Position : Library Assistant x2: City Library and Mankweng
Salary : R171 152-R299 949(basic salary per annum excluding benefits)
Post Level : 12/9
Reference : EXT/20/21/41

Requirements: Grade 12 with extensive general knowledge. Computer literate. Physically fit. Good communication skills. Relevant applicable experience will be an advantage.

Work independently; good administration skills; good customer relations; punctual; Papyrus Library Administration Programme.6 day worker. Extended Library hours till 18h00 on a roster basis.

Duties: Perform routine tasks e.g. shelving of books, shelf reading, circulation, membership. Facilitate programs (holiday/children's programs, book displays, outreach) and others. Financial procedures, membership, stock taking, statistics, etc. Customer care, solve problems, reader's guidance. Specialized resources, e.g. Internet.

Business Unit : Cultural Services
Position : Museum Assistant
Salary : R171 152-R192 188(basic salary per annum excluding benefits)

Post Level : 12
Reference : EXT/20/21/42

Requirements: Grade 12 with general knowledge of object. 1-3 years working experience in museum environment. Computer literacy. Physically fit. Valid driver's license.

Duties: General filing of museum/archival records. Undertake preservation treatment. manually assist with the construction of exhibitions. Accession of museum object by implementing relevant procedures. Open object and information files and index the files. Render assistance to expert officers in data collection. Render assistance in the absence of educational assistant or admin assistant. Responsible for the cleanliness of exhibition cases.

Business Unit : Cultural Services
Position : Demonstrator Aid (Museums)
Salary : R122 032(basic salary per annum excluding benefits)

Post Level : 17
Reference : EXT/20/21/43

Requirements: Abet Level 1. Must be multi skilled in the traditional activities demonstrated at the museum. Recognition of prior learning, as the skills are taught and learned from childhood. **Must be skilled at making lebole(girls skirt), serotswana(woven bowl), weaving serebe (floor mat) and traditional beading.** Good communication skills, interpersonal skills, willing to work under pressure.

Duties: maintaining the traditional floor and huts. Demonstration and production of lebole, serotswana, serebe and beading. General museum cleaning and maintenance. Assist during educational programmes. Collection of traditional materials from the veld to produce traditional craft items.

Business Unit : Waste Management
Position : Driver/Operator
Salary : R218 372-R247 723 (basic salary per annum excluding benefits)

Post Level : 10
Reference : EXT/20/21/44

Requirements: Grade 10 with 2 years relevant experience in waste management. Valid code 11 to 14 driver's license with PDP and PM license. Computer literate. Six-day worker.

Duties: operate truck to collect waste in different areas. pre-trip inspection of equivalent and report any anomalies. Supervise loading team. Ensure that the area is adequately clean. report incident and accidents to superior and police. Daily reporting on collection management activities to supervisor. Attend to queries/complaints regarding refuse removal.

Business Unit : Waste Management
Position : Cleansing Supervisor x4
Salary : R218 372-R247 723 (basic salary per annum excluding benefits)

Post Level : 10
Reference : EXT/20/21/45

Requirements: Grade 12 with 3-4 year's relevant experience in waste management. Valid code 11 to 14 driver's license with PDP and PM license. Computer literate.

Duties: Implement waste management activities as per prescribed services levels (allocation of truck, allocation of works, pre-trip inspection, ensure trucks are in clean condition, report incidents and accidents).Ensure that drivers and operators have valid driver's license, PDP and PM license. Customer care: attend to queries. Ensure that operators, truck drivers and labourers wear protective clothing.

Business Unit : Waste Management
Position : General Workers x10
Salary : R122 032 (basic salary per annum excluding benefits)

Post Level : 17
Reference : EXT/20/21/46

Requirements: Grade 07 or ABET Level 3. Basic reading and writing.6 day worker Shift system (work day and night shifts). Male or Female (preferably males physical work of loading and running behind trucks).

Duties: Loading of waste in to trucks. Cleaning of waste. Cleaning of trucks. Replacement of punctures.

Business Unit : Traffic and Licensing
Position : VTS-Examiner of vehicles: Aganang Traffic Station
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)

Post Level : 08
Reference : EXT/19/20/47

Requirements: Grade 12 with Grade A Examiner of vehicles'eNatis/ eNatis operator certificate. Code EC and A (Compulsory for grading purpose). One (01) year experience as a Grade A Examiner of Vehicles. Thorough knowledge of all transactions performed in the examination of vehicles. Physically fit and be willing to work under strenuous/hectic conditions (Test Pit). Have no criminal or pending criminal record (Shortlisted candidates to be subjected to thorough security/ vetting checks).

Duties: Examination of Vehicles (All classes as prescribed). Compile roadworthy test reports. Operate the most recent vehicle test equipment. Advising Management of any need for compliance issues pertaining to the upgrading of testing equipment.

Business Unit : Traffic and Licensing
Position : Licensing Officer
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)

Post Level : 08
Reference : EXT/20/21/48

Requirements: Grade 12 with National Licensing Related Diploma/ Degree. eNatis Certificate. At least code 08 Driving licenses. Three (03) years' experience as eNatis user/clerk. Have substantial knowledge of the transaction performed on eNatis. Computer literacy. Have no criminal case or any pending criminal case. (Incumbents to be subjected to stringent vetting process.

Duties: Registration of motor vehicles. Collection and Reconciliation of funds collected. Supervisory duties-immediate subordinates. Issuing of learners and driving licenses. Compiling monthly unit reports. Management of queues and other related duties within the sub-unit licenses.

Business Unit : Traffic and Licenses
Position : Cashier/clerk (eNatis) x3
Salary : R218 372-R247 723 (basic salary per annum excluding benefits)

Post Level : 10
REF : EXT/20/21/49

Requirements: Grade 12, National Diploma in Public Management/Office Admin or equivalent qualification and eNatis Certificate.1 year experience. Knowledge of eNatis system, cash management functions, good customer care and be prepared to work under pressure. No criminal or any pending criminal matter. valid driver's license.

Duties: Registration and licensing of vehicles. Capturing and issuing learners and driving licenses. Capturing and issuing of roadworthy certificate. Receiving and banking of revenue collected. Create task management for Help Desk transactions.

Business Unit : Traffic and Licenses
Position : DLTC Examiner Grade L x2
Salary : R218 372-R247 723 (basic salary per annum excluding benefits)

Post Level : 10
REF : EXT/20/21/50

Requirements: Grade 12. Valid grade D Examiner of licenses, not requiring refresher course. eNatis/ natis user. One (01) year experience within Traffic and licensing fraternity coupled with the ability to access e-natis/ natis transactions. Thorough knowledge of all transactions performed in the examination of vehicles. At least Code B. Be able to operate a computer and access e-natis/natis transactions. Have No criminal or any pending criminal matter.

Duties: Conducting of learners licenses. Examinations of code B Driving licenses. Conducting eye tests using the recent available equipment.

Business Unit : Traffic and Licenses
Position : DLTC Examiner Grade A x2(Re-Advertisement)
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)

Post Level : 08
REF : EXT/20/21/51

Requirements: Grade 12, Examiner of Driving Licenses Diploma Grade A. 1 year relevant experience. Code EC and A drivers licenses, knowledge of eNatis software, ability to operate LCU/LEU equipment, computerised learners equipment and motor cycle test equipment. Physically fit.

Duties: Examine applicants for learners and driving license in accordance with the requirements of K53 manual and the NRTA. Evaluate and screen applicants for learners, driving licenses, driving licenses renewal and PRDP for visual and fitness by means of Live Capturing Unit (LCU) or Live Enrolled Unit to comply with the RTA. Evaluate municipal drivers for competency to comply with transport policy.

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Business Unit : Traffic and Licenses
Position : Clerk Summons x2
Salary : R218 372-R247 723(basic salary per annum excluding benefits)
Post Level : 10
Reference : EXT/20/21/52
Requirements: Grade 12 with Diploma in Office Administration or related field. 2 years within the traffic and licensing field. An LLB Degree or equivalent experience within the traffic and licensing field. eNatis/Natis certificate will be an added advantage. At least code B driving license. Computer literate. Be willing to be posted at any cluster of the Municipality at given time and date. Intensive knowledge of summons filing processes.
Duties: Capturing of written notice into the computer. Book control. Compiling court rolls. Performing limited transactions on e-natis/ natis. Collecting court rolls and documents to and from courts. Liaison with internal and external stakeholders on summons issues.

Business Unit : Environmental Management
Position : Special workman
Salary : R192 188-R247 723(basic salary per annum excluding benefits)
Post Level : 11/10
Reference : EXT/20/21/53
Requirements: Grade 12 with relevant qualification. Valid driver's license. experience in parks maintenance, sidewalks and open spaces. Physically fit and healthy. Able to work under pressure. Good communication skills.
Duties: supervision of personnel. Maintenance of public open spaces. tree planting and maintenance.

Business Unit : Environmental Management
Position : Ranger-Nature Reserve
Salary : R122 032(basic salary per annum excluding benefits)
Post Level : 17
Reference : EXT/20/21/54
Requirements: Grade 12 and Certificate in Field Ranger or equivalent. Knowledge and experience in identification of trees and animals. Ability to work under pressure. Experience in working on the field and identification of animal footprint. 5 years' experience as ranger is a prerequisite. Understanding of nature conservation policies and procedures. advance range course experience in field ranging i.e. anti-poaching activities. Code 10 driver's license, knowledge of species identification. knowledge of tracking. ability to use cyber tracker (pocket computer).ability to use a wide range of fire arms, technical skills. 6 day worker. Ability to work under stressful and under severe environmental conditions.
Duties: To combat veld and safe burning of fire breaks around infrastructure, gathering of information, execute anti-poaching operations, participate in game capture operations and fire management. To identify and repair fences, breakages and soil erosion control.

SBU : Disaster Management and Fire Services
Position : Leading Fireman
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)
Post Level : 8
REF : EXT/20/21/55
Requirement: Diploma in Fire Technology. Valid code 14 (EC) driver's License. Fire Fighter 1, Fire Fighter 2, Haz-Mat Awareness, Haz-Mat First Responder BAA and Higher Certificate from SAESI or equivalent. The incumbent will work 24 hour shift, attending of fire and Rescue calls, Haz-Mat calls and special services. Supervise immediate subordinates, Loss control, standard test, check and monitor daily vehicles and equipment checks. Must have no phobias (height, water, darkness, fire). Must be computer literate. Must understand, speak and write English.6 experience years in an established fire service. The incumbent must be physically fit, must not have medical disease that will influence the performing of strain duties (firefighting).
Duties: Respond to fire, accident scene and other emergency calls within the municipal boundaries seize up a fire scene, rescue scene or an emergency scene and must take control. Safely and promptly have members to execute task to control emergency. Report to station officer and other officers; ensure subordinates properly check vehicles and equipment Report all personnel, vehicles and equipment faults to station officer.

SBU : Disaster Management and Fire Services
Position : Junior Fireman
Salary : R192 188-R299 949(basic salary per annum excluding benefits)
Post Level : 11/09
REF : EXT/20/21/56
Requirements: Diploma in Fire Technology. Code C1 Driver's License (must obtain EC license within 3 years from appointment).Physically fit. Computer literate. No experience. Experience in an established fire service will be an added

advantage. No fear of height. Not claustrophobic. Not dependent on any chronic medications. Not epileptic. Good communications skills. Working 24 hour shift system.
Duties: Attending to emergency calls. Checking of equipment on daily basis. Basic administrative duties. Manning the control room. Completing of loss control and standard test. Taking instructions from the Leading Fireman

SBU : Sports and Recreation
Position : Swimming Pool Cashier x4
Salary : R218 372-R247 723(basic salary per annum excluding benefits)
Post Level : 10
REF : EXT/20/21/57
Requirement: Grade 12 with National Diploma in finance or Accounting. Well versed in English and other languages. Previous experience would be an advantage, working in a similar environment as a cashier would help. Working with money on a daily bases and the recording of the funds and banking the funds at the end of the month. Public relation and direct interactions with the public on a daily basis, communication skill, working with all types of people. NB:The cashier will be working at any of the 4 swimming pools at any given time(Town pool, Westenburg, Nirvana and Seshego), he or she may be requested to alternate or rotate when requested to do so. The incumbent will commence work at 9h45 am to 18h00 pm, working from Tuesday to Saturday as a 5- day worker.
Duties: Revenue collection, reconciling and reporting.

DIRECTORATE : CORPORATE AND SHARED SERVICES

Business Unit : Information Communication Technology and Archives
Position : Assistant Records Clerk x2
Salary : R192 188-R214 002 (basic salary per annum excluding benefits)
Post Level : 11
Reference : EXT/20/21/58
Requirement: Grade 12 with Diploma in records management or equivalent. 5 years' experience in records management. Computer literate.
Duties: Scanning of incoming documents. Receiving, sorting and distributing of internal mail. Receiving, sorting, distributing and registering of external mail. Opening and closing of files. Assist with the administrative functions in the archive. Responsible to put documentation on file, open and writing of new files, binding of closed file volumes and the up keeping of the filing cabinets. Send out files as per request and update registers. Cutting, pasting and filing of newspaper municipal articles.

DIRECTORATE : OFFICE OF THE EXECUTIVE MAYOR

Business Unit : Executive Support
Position : Special Programmes Coordinator (Youth coordinator)
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)
Post Level : 08
Reference : EXT/20/21/59
Requirement: Grade 12 with National Diploma or Degree in Social Sciences and related fields plus Relevant experience. Valid driver license. Computer literacy. Report writing. Problem solving. Advocacy, facilitation and communication. Irregular hours.
Duties: Outreach programmes and campaigns. Capacity building stakeholders. Youth development initiatives. Advocacy for stakeholders. Monitoring and evaluation for community initiatives/ projects. Facilitation of youth programmes sessions, meetings and workshops.

DIRECTORATE : WATER AND SANITATION

Business Unit : Reticulation, Distribution and Maintenance, water demand and conservation
Position : Electricians x2: Roaming Team
Salary : R258 921-R299 949 (basic salary per annum excluding benefits)
Post Level : 09
Reference : EXT/20/21/60

Requirements: Trade Certificate (RED SEAL) through recognised institution and apprenticeship. 3 years relevant electrical experience. Code C1 driving license and PDP. Travelling within the jurisdiction of the municipality and working after hours. Six day worker.
Duties: Responsible for upkeep of electrical systems at the boreholes and pump station. Inspect boreholes and pump stations regularly. Conduct routine and preventative maintenance of the boreholes and pump stations. Read blue prints of technical diagrams. Install and maintain wiring control.

Inspect electrical components such as circuit breakers. Identify electrical problems with variety of testing devices.

Business Unit : Reticulation, Distribution and Maintenance, water demand and conservation
Position : Fitter and Turner x2
Salary : R258 921-R299 949(basic salary per annum excluding benefits)
Post Level : 09
Reference : EXT/20/21/61
Requirement: Grade 12, Fitter and Turner certificate and Trade Test (RED SEAL). 2-3 year's minimum experience working with pumps and machinery. Code C1 driving license and PDP. water meter experience. Must be physically fit and able, to use general tools associated with plumber, e.g. range spanner, plyers and other equipment.
Duties: Set up and adjust metalworking machines and equipment. Operate machines to produce parts or tools by turning, boring, milling, planning, shaping, slotting, grinding or drilling metal stock or components. Fit and assemble metal parts, tools or sub-assemblies, including welding or brazing parts. Cut, thread, bend and install hydraulic and pneumatic pipes and lines. Dismantle faulty tools and assemblies and repair or replace defective parts. Set up and/or operate hand and machine tools, welding equipment. Examine detailed drawings or specifications to find out job, material and equipment requirements.

Business Unit : Reticulation, Distribution and Maintenance, Water Demand and Conservation
Position : Artisan Plumber x7 (Re-Advertisement)
Salary : R258 921-R299 949 (basic salary per annum excluding benefits)
Post Level : 09
Reference : EXT/20/21/62
Requirements: Grade 11/N2/Plumbing Certificate plus Trade Test (Red Seal).2-3 years relevant plumbing experience. Valid drivers (code C1) license with PDP. Travelling within the jurisdiction of the municipality.6 day worker. Must be physically fit and able, to use general tools associated with plumber, e.g. range spanner, plyers and other equipment, etc.
Duties: Co-ordinates and controls the set-up, work in progress and completion of specialized tasks activities associated with the installation, maintenance and repair to water reticulation systems, including, monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives-inspecting and identifying leaks in the system, isolating defective area and commencing with repair sequence. Interprets and co-ordinates specific pre-work/ site requirements with regards to installation, repairs and, planned and predictive maintenance sequences and guides the activities of personnel. Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist).Co-ordinates activities associated with the construction and installations of water and wastewater reticulation networks, by Reading and interpreting drawings/ works orders detailing layout and specifications. Marking routes for the running in and laying of pipes and/ or measuring, marking and drilling plastered surfaces using hand held power tools. Installation and monitoring of valves, flow meters and/ or bends, joints and diverts pipes using couplings.

Business Unit : Operations, Water and waste water, Quality Management and Laboratory services
Position : Lab Analyst x2
Salary : R192 188-R214 002(basic salary per annum excluding benefits)
Post Level : 11
Reference : EXT/20/21/63
Requirement: National Diploma in Analytical/Bachelor of Science (Chemistry/Microbiology). 1 to 2 years' experience working in water and sanitation 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 conduct chemical samples analysis/Micro. Preparing working standards. Preparation of samples using Sop's. Input samples in to a system to determine results. Prepare reagents for analysis. Provide inputs and assists with the development of standard operational procedure. Ensure and monitor the availability of chemical stock level. Responsible for environmental monitoring in the laboratory. Calibrations of analytical instruments in the laboratory.

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Business Unit : Operations, Water and waste water, Quality Management and Laboratory services
Position : Plant Supervisor (Mankweng)
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)
Post Level : 08
Reference : EXT/20/21/64

Requirements: Diploma in Engineering studies (Chemical plant operations)/Microbiology. Must be classified as Class V Process Controller. 3-5 years' experience of operating at water and waste water treatment plants. Physically healthy and fit, must be computer literate. Valid Driver's License. Travelling to different plants as and when required.

Duties: Supervision of Pump stations, water and waste water treatment plants around Polokwane. Ensure that operational tests are performed on daily basis. Perform Jar test at water treatment plants monthly or as and when required. Assist with supervision of shift workers and other workers as and when required in the absence of process controller. Must adhere to safety aspect when working with chemicals, machinery, pumps, deep tanks and sludge. Assist with shift arrangements as per plant or pump station and drafting of memorandums. Must have driver's license. Roaming between treatment plants and pump stations. Do all the reports pertaining to the plants and pump stations. Do monthly reports.

Business Unit : Operations, Water and waste water, Quality Management and Laboratory services
Position : Process Operator x4
Salary : R128 178-R171 152(basic salary per annum excluding benefits)
Post Level : 15/13
Reference : EXT/20/21/65

Requirements: N6 (Chemical plant operation) or Diploma in Chemical Engineering/Microbiology. 2 - 3 years' experience in the operations of water and waste water treatment plants. Be classified as Class IV Operator. The incumbent must be physically fit and be able to walk long distances. Computer literate, SCADA System, pH meter, Do Meter, MLSS and SVI, Conductivity meter, Chlorine meter and Jar test machine. The incumbent will be required to work shifts.

Duties: Operate various treatment processes to ensure compliance to the discharge license and SANS 241 standard. plant samplings as per the required schedule. Operational tests daily and interpret data for plant optimization. Jar tests as and when required. Ensure that activities adhere to Occupational Health and Safety. Daily inspections of the treatment plant and report on the plant performance to the supervisor. Perform shift handovers with the incoming process operator and combine report daily. Assist with implementation of Risk assessment plans and Water Safety plans.

DIRECTORATE : BUDGET AND TREASURY

Business Unit : Supply Chain Management
Position : Inventory Clerk-Issuing/Distribution
Salary : R154 044-R171 152(basic salary per annum excluding benefits)
Post Level : 13
Reference : EXT/20/21/68

Requirements: National Diploma in Logistics purchasing/Supply Chain or other related qualification. Two years' experience in Logistics. Knowledge of Financial Systems. Proficiency in MS Office. Must be able to read and write. Willing to work under pressure and work after hours.

Duties: Management of Warehouse. Issuing Stock requisitions. Receiving of stock. Replenishing of stock. Stock taking/ stock verifications. Picking and packing of stock. Safeguarding of stock(s). Housing keeping. Filing of documents / Document Management/ Record Management. Implementation of SCM Policies and procedures. Supplier relation and Management.

Business Unit : Supply Chain Management
Position : Assistant inventory clerk issuing/distribution X2
Salary : R122 032(basic salary per annum excluding benefits)
Post Level : 17
Reference : EXT/20/21/69

Requirement: Grade 12 with Diploma in Finance / Supply Chain Management . One to two years' experience in Logistics. Willing to work under pressure and work after hours.

Duties: Management of Warehouse. Issuing Stock requisitions. Receiving of stock. Replenishing of stock. Stock taking/ stock verifications. Picking and packing of stock. Safeguarding of stock(s). Housing keeping. Filing of documents / Document Management/ Record Management. Implementation of SCM Policies and procedures. Supplier relation and Management.

Business Unit : Expenditure Management
Position : Chief Clerk Salaries
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)
Post Level : 08
Reference : EXT/20/21/70

Requirements: Grade 12 with National Diploma in Accounting/Finance/Economics or Management Accounting. 1-2 years relevant experience in payroll.

Duties: Receive salary related advices. Capture salary advices on SAGE system. Capture advice of increments, promotions, bonuses, allowances. Capture and calculate Log-sheets. Capture weekly payrolls, correct discrepancies. Assist in preparing reconciliation and Reports.

DIRECTORATE : ENERGY SERVICES

Business Unit : Energy Services: Operations and Maintenance
Position : Meter Technicians x2: 66KV (Re-Advertisement)
Salary : R307 398-R339 579 (basic salary per annum excluding benefits)
Post Level : 08
Reference : EXT/20/21/71

Requirements: Grade 12/NTC4, Electrical Trade Test, Installation Rules and Regulations, computer literacy, suprema and financial system. 3 years as electrician/technician in the electrical metering environment. Physically fit. ORHVS and all relative testing equipment with extensive knowledge of all types of electrical meters. Valid driver's license. Travelling and working after hours and HV operations.

Duties: Meter inspections, installations, replacements, and auditing, downloading data and verify it. Program meters. Synchronizing all meter data with the financial department.

Business Unit : Energy services
Position : Linesman 11kv x6
Salary : R218 372-R299 949(basic salary per annum excluding benefits)
Post Level : 10/09
Reference : EXT/20/21/72

Requirements: Grade 12 or equivalent, trade test will be an added advantage. 2 years' experience. Experience on the 11kv network, code EC1 driver license. Standby, working extra hours and during the night. Physically fit. Required to work outside normal working hours during emergencies and planned overtime. Work in all weather conditions.

Duties: Maintenance and repairs of Overhead lines, Meters, Cables, Transformers, Mini sub-stations, Street lights and Traffic lights. Maintain all relevant isolated high voltage & low voltage equipment on the system with electrical tools, to ensure quality power flow. Install and construct high voltage & low voltage isolated electrical equipment to improve and upgrade the electrical network, with electrical tools, to better the electrical network. Provide an effective construction and maintenance of robots. Attending to meter complaints, recharging meters received via the Call Centre, using electrical tools, to repair, replace or change electrical meters, to ensure correct billing and

income to the Municipality.

Business Unit : Planning and Development
Position : Admin Assistant
Salary : R258 921-R299 949(basic salary per annum excluding benefits)
Post Level : 09
Reference : EXT/20/21/73

Requirements: National Diploma in Public Management/Office Administration or equivalent. 1 - 2 years' appropriate experience. The incumbent must be analytical, be able to pay attention to detail, be able to work independently as part of a team, be able to work under a highly pressurized and deadline driven environment and keep matters confidential. Must have good communication skills (both verbal and written) and good interpersonal skills. Empathy, ethical behaviour, objectivity, flexibility, logical thinker.

Duties: Developing, keeping and maintaining SBU calendar throughout the year. To provide admin support during meeting. Develop and maintain filing system. Update and maintain office policies and procedures. Develop, implement and maintain as sound administrative system for the SBU. Typing of reports, memos, agenda and minutes and booking of venues. Arrange appointments and meetings and taking minutes during meeting. Perform any function which falls under the scope of admin and clerical work.

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

Polokwane Municipality Recruitment policy as well as the personnel code as approved by council will guide the process.

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: 21 December 2020
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 at **Jack Botes Hall, Cnr Church Street & Bodenstein Street, 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. 015 023 5116/ 5031/5465/5462/5463

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

Mr. DH MAKOBE
MUNICIPAL MANAGER