

## 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** : Superintendent  
**Salary** : R384 322-R424 430(basic salary per annum excluding benefits)

**Post Level** : 06  
**Reference** : EXT/20/21/08

**Requirements:** Grade 12 with 3 years Security Diploma or equivalent and PSIRA Grade B.

Valid Driver's license. 5 years' relevant experience of which 2 years must be at supervisory level. Computer literate, communication skills. Ability to work under pressure.

**Duties:** Supervision of personnel and resources. Plan daily activities. Assign duties to Security/Law Enforcement Officers. Conduct security risk assessment at all municipal premises. Attend to complains, conduct crime prevention campaigns. Plan special crime prevention operations. Provide in-house training to subordinates in relation to amendments of legislations and municipal by-Laws.

**Business Unit** : By-Law Enforcement and Security  
**Position** : Chief Municipal Control Centre  
**Salary** : R480 336-R504 805(basic salary per annum excluding benefits)

**Post Level** : 04  
**Reference** : EXT/20/21/09

**Requirements:** Degree or National Diploma Information Technology (IT) or equivalent. Network certificate will be an added advantage. No criminal record. The person should be able to handle confidential information. 04 years of experience in security system role i.e. installation, repair and maintenance of CCTV Surveillance Systems, Access Control Systems and Alarm System. Knowledge of emergency two-way radio and operation. Communication skills, interpersonal skills, leadership skills and ability to work under pressure.

**Duties:** Ensure an effective operation of security systems (CCTV Surveillance System, Access control System, Alarm System, and Optic fibre Network) of the Municipality. Maintain up to date knowledge of industry developments (networks and software). Ensure that working procedures and normal admin duties are performed effectively. Prepare capital and operational estimates and control expenditure against approved budget allocation. Investigate, trouble shooting and fault finding on all electronic systems. Ensure effective management of staff and equipment. Work with Network Administrator and Internal ICT SBU regarding CCTV and IP related equipment on the network environment (network switches, telephone systems and fibre infrastructure). Ensure an effective technical operation of the 24-hour emergency control centre. Conduct inspection of technical and security systems at all municipal premises. Supervision of personnel and resources.

**Business Unit** : By-Law Enforcement & Security  
**Position** : Senior CCTV Surveillance Operator  
**Salary** : R348 019-R384 322(basic salary per annum excluding benefits)

**Post Level** : 07  
**Reference** : EXT/20/21/10

**Requirements:** Grade 12 with National Diploma in Security Risk Management/Police or Equivalent qualification. 3 years of experience in the control room environment. Shift worker.

**Duties:** Supervise personnel and resources. Provide 24 hours control centre operations. Ensure that working procedures and normal admin duties are performed effectively. Assist the staff in fast tracking response to incidents and accidents. Monitor that radio communication for both internal and external calls are received and forwarded to relevant stakeholder. Monitor that the Unit operates normal and that relevant stakeholders are contacted as soon as incident or accident occurs.

**Business Unit** : By-Law Enforcement & Security  
**Position** : Senior Control Room Officer: Emergency Communication  
**Salary** : R348 019-R384 322 (basic salary per annum excluding benefits)

**Post Level** : 07  
**Reference** : EXT/20/21/11

**Requirements:** Grade 12, National Diploma in Contact Management or equivalent qualification. 03 years of experience in the control room environment. Day shift and might be required to work night shift at times.

**Duties:** Supervise control room routine, continuous and repetitive work dealing with telephones and radio communications. Provide 24 hours control centre operations. Ensure that working procedures and normal admin duties are performed effectively. Work with the staff in answering calls during the peak times and coordination of emergency situations. Monitor that radio communication for both internal and external calls are received and forwarded to relevant stakeholder accordingly. Monitor that control centre operates normal and that incoming calls are answered, transferred and directed using a computerized data base for information access.

**Business Unit** : Cultural Services  
**Position** : Senior Librarian: City Library  
**Salary** : R348 019-R384 322 (basic salary per annum excluding benefits)

**Post Level** : 07  
**Reference** : EXT/20/21/12

**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.

**Business Unit** : Traffic and Licensing  
**Position** : Chief Licensing Officer  
**Salary** : R480 336-R504 805(basic salary per annum excluding benefits)

**Post Level** : 04  
**Reference** : EXT/20/21/13

**Requirements:** Diploma/Degree in Traffic and Licensing Management and Diploma in Examiner of Licensing and Examiner of Vehicles. Have both EC and A Driving licenses thus allowing Grading process. Five (05) years' experience as Examiner of both Examiner of Vehicles and driving licenses. Be able to operate computer. Have no criminal case or any pending criminal case. Shortlisted candidates to be subjected to thorough security checks. Extensive travelling.

**Duties:** Supervisory and administrative duties within the Licenses strategic business unit.

**Business Unit** : Traffic and Licensing  
**Position** : Chief Traffic Officer: Law Enforcement  
**Salary** : R480 336-R504 805 (basic salary per annum excluding benefits)

**Post Level** : 04  
**Reference** : EXT/20/21/14

**Requirements:** Degree or National Diploma in Traffic Management. Basic Traffic Officers Diploma from an accredited college. Valid driver's license (Coded EC and A will be an added advantage). Five (05) years' experience as traffic officer of which three (3) years thereof should be at supervisory level. Be able to operate computer. Have no criminal case or any pending criminal case. Be able to be registered as peace officer/ Traffic officer within the province.

**Duties:** Supervisory and administrative duties within the Traffic and Licenses strategic business unit. Traffic control and enforcement of municipal by-laws coupled with other legislative duties attached to traffic fraternity. Inter-action with both internal and external stakeholders. Monitor adherence to road traffic safety regulations within the entire Municipality.

**Business Unit** : Traffic and Licensing  
**Position** : Assistant Chief Traffic Law Enforcement  
**Salary** : R424 430-R468 571(basic salary per annum excluding benefits)

**Post Level** : 05  
**Reference** : EXT/20/21/15

**Requirements:** Degree or National Diploma in Traffic Management. Basic Traffic Officers Diploma from an accredited college. At least code B (EC and A as an added advantage). Four (04) years as Traffic officer of which 2 years thereof should be at Supervisory level. Knowledge of all applicable fields of traffic fraternity. Be able to operate a computer. Be able to compile reports. Have no criminal or pending criminal record (Shortlisted candidates to be subjected to thorough security/ vetting checks).

**Duties:** Supervisory duties within the law enforcement wing of this strategic Business Unit. Compile Management reports. Traffic law-enforcement and control. Liaison with other sister Departments and including external stakeholders. Managing and allocating available resources applicable for impoundment of vehicles.

**Business Unit** : Traffic and Licensing  
**Position** : Assistant Chief Traffic Administration & Training Academy  
**Salary** : R424 430-R468 571 (basic salary per annum excluding benefits)

**Post Level** : 05  
**Reference** : EXT/20/21/16

**Requirements:** Degree or National Diploma in Traffic Management. Basic Traffic Officers Diploma from an accredited college. At least code B (EC and A as an added advantage). Four (04) years as Traffic officer of which 2 years thereof should be at Supervisory level. Have substantial knowledge of operations within the administrative field of this unit. Be able to compile reports. Have no criminal or pending criminal record (Shortlisted candidates to be subjected to thorough security/ vetting checks).

**Duties:** Supervisory duties within the administrative and training field of this fraternity. Liaison with internal and external stakeholders including courts. Traffic law-enforcement and control. Preparing court rolls. Compiling management reports. Managing the available resources applicable for impoundment of vehicles.

**Business Unit** : Disaster Management and Fire Services  
**Position** : Senior Disaster Management Officer.  
**Salary** : R424 430-R468 571 (basic salary per annum excluding benefits)

**Post Level** : 05  
**REF** : EXT/20/21/17

**Requirements:** Diploma in Disaster Management or Social Sciences or equivalent NQF 6. Good research background. Code EC driver's license. 4' years' experience in an established Fire Service. General event management and risk planning. Must understand, read and write English. Knowledge of required administrative duties (handing work to subordinates and monitor tasks completed). Incident management skills. Code C 1 or EC driver's license. No physical disabilities. Code EC Driver's License. Must be computer literate. Must understand, read and write English. The position requires the use of heavy tools and specialized equipment. Knowledge of required administrative duties (handing work to subordinates and monitor tasks completed. 100% vision. No fear of height. Not claustrophobic. Not dependant on any chronic medications. Not overweight. Not epileptic. No Mental illness. Must be physically fit. Must be computer literate.

**Duties:** Attending to Emergency calls and management of incidents. Monitor the checking of equipment on daily basis (before and after use). Handing of duties to Junior Senior Fireman and monitor work performed. Monitor completing of loss control and standard tests and reporting faults to Station Officer. Executing of duties handed to him/her by the Station Officer. Travel during the day and after hours to respond emergency. Supervise Disaster Management Officers. Attend municipal events during week and weekend.

### DIRECTORATE : CORPORATE AND SHARED SERVICES

**Business Unit** : Human Resource Development  
**Position** : EAP Officer  
**Salary** : R384 019-R468 571(basic salary per annum excluding benefits)

**Post Level** : 7/5  
**Reference** : EXT/20/21/18

**Requirements:** Degree or National Diploma in Social Work/Social Science/ Psychology. 2-3 years' experience. Valid driver's license. Counselling skills. Empathy. Listening skills.

**Duties:** Provide therapeutic counselling to employees and their immediate families. Conduct pro-active campaigns. Coordinate workplace HIV/AIDS programme. Conduct case management. Conduct needs assessment, compile reports, process notes, memos, organise file in accordance with EAP standards.

**Business Unit** : Information Communication Technology  
**Position** : Assistant Manager-Business Information Systems  
**Salary** : R543 639(basic salary per annum excluding benefits)

**Post Level** : 03  
**Reference** : EXT/20/21/19

**Requirements:** Degree or National Diploma in Computer Science, Information Technology. 5 years' relevant working experience and 3 years in supervisory level. System development relevant IT legislations, IT working environment, Strong analytical and product management skills are required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements.

**Duties:** Ensure database management services. Ensure the development and implementation of municipal website and intranet. Provide vendor and contract management throughout the Systems Development Life Cycle. Manage business analysis services. Maintain, support and upgrade existing systems. Plan, design, development and implement organizational information systems and software applications.

**Submit to:** AMBIS@POLOKWANE.GOV.ZA

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## DIRECTORATE : MUNICIPAL MANAGER'S OFFICE

**Business Unit** : Legislative Support  
**Position** : Chief Admin Officer (Re-Advertisement)  
**Salary** : R424 430-R468 571 (basic salary per annum excluding benefits)  
**Post Level** : 5  
**Reference** : EXT/20/21/20

**Requirements:** Degree or National Diploma in Administration/Communications/Journalism/ Linguistics (majoring in English) or equivalent. 3-5 years' experience preferably in editing environment. Should have good typing skills, excellent grammar and spelling skills. An eye for detail and be very accurate in their work, Imagination and good visual sense, Good knowledge of word processing and Excel. Good communication skills, Confidentiality and Good computer skills.

**Duties:** Check spelling errors and grammar on reports submitted by officials to portfolio committees, Mayoral committee and Council meetings. Read contents of the reports and correct for errors in spelling, punctuation, and grammar. Rewrite reports to make it easier for readers to understand. Writing and checking of reports submitted by officials for all Council meetings and committee meetings. Supervision of the compilation of agendas for Council meetings and committee meetings. Supervision of the compilation and writing of minutes of meetings of Council and committees and the checking and correcting of it. Coordination of the copying and distribution of agendas to Councilors and officials. Coordination of logistic arrangements for all meetings. Compile work schedule for subordinates regarding their responsibilities for committees (i.e. which Committees are allocated to which Committee Clerk). Perform spot checks of the agendas for quality and comprehensiveness. Discuss the agendas and documents with the supervisor prior to it being finalized. Overall management of the translation services to ensure that quality standards are maintained. Must be able to work under pressure and meet deadlines.

**Business Unit** : Legislative Support  
**Position** : VIP Protection-Speaker of Council  
**Salary** : 685 000(Total Package)  
**Post Level** : Linked to Term Of Office  
**Reference** : EXT/20/21/21

**Requirement:** A relevant tertiary qualification (NQF level 4) in security management or equivalent. 4 years' experience in the tactical environment of Law Enforcement and VIP protection. 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, Defence 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 Speaker's destination to ensure provision of effective protection services. Conduct VIP access control and identification of explosives in order to safeguard the Speaker's and the area/venue. Perform reconnaissance of routes and locations to be used in order to verify them of secure VIP protection efforts where international guest and dignitaries involved.

## DIRECTORATE : PLANNING AND ECONOMIC DEVELOPMENT

**Business Unit** : Corporate Geo-Informatics  
**Position** : Manager: Corporate Geo-Informatics  
**Salary** : R698 726(basic salary per annum excluding benefits)  
**Post Level** : 01  
**Reference** : EXT/20/21/22

**Requirement:** 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 skill, 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, councillors, public and consultants within the municipality. **Submit to:MCGL@POLOKWANE.GOV.ZA**

**Business Unit** : City Planning and Property Management  
**Position** : Assistant Town Planner: Spatial Planning  
**Salary** : R384 019-R424 430(basic salary per annum excluding benefits)

**Post Level** : 7/6  
**Reference** : EXT/20/21/23

**Requirement:** Degree or Diploma 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.

## DIRECTORATE : WATER AND SANITATION

**Business Unit** : Reticulation, Distribution and Maintenance, water demand and conservation

**Position** : Manager  
**Salary** : R698 726 (basic salary per annum excluding benefits)

**Post Level** : 01  
**Reference** : EXT/20/21/24

**Requirements:** B ENG/ BSC ENG/ B TECH in Civil Engineering (Water Engineering) or equivalent qualification. Registration with the engineering council or eligibility to register. 5 years' experience as a Civil Engineering practitioner in the field of water and sanitation of which 3 years should be in a supervisory level. Code B Driver's License.

**Duties:** Prepare effective operational, refurbishment, major maintenance and capital upgrading budget. Coordinate and oversee planning of capital projects and operation and maintenance activities. Ensure sustainable supply of water to all residents. Prepare, update and ensure proper implementation of by-laws and policies of water services.

**Submit to:MRDMWADC@POLOKWANE.GOV.ZA**

**Business Unit** : Operations, Water and Waste Water, Quality Management and laboratory Services

**Position** : Manager  
**Salary** : R698 726 (basic salary per annum excluding benefits)

**Post Level** : 01  
**Reference** : EXT/20/21/25

**Requirements:** Bachelor's Degree/ B-Tech in Civil Engineering/ Chemical Engineering/ Water and Sanitation Studies. Registration with the relevant professional bodies or eligibility to register will be an added advantage. 5 years' experience in the field of Water and Sanitation of which 3 years should be in supervisory level.

**Duties:** Prepare effective operational, refurbishment, major maintenance and capital upgrading budget. Day to day running of the water and waste water treatment plants. Prepare, update and ensure proper implementation of bylaws and policies of water services. Co-ordinate and inter-governmental sanitation liaison with national and provincial structures. Ensure quality management standards of the sewer effluent discharge in the water bodies. Ensure the quality of all portable water supplied to all areas of supply. Manage the operations of the Municipal Laboratory in line with SANS 24. **Submit to:MWQMLS@POLOKWANE.GOV.ZA**

**Business Unit** : Reticulation, Distribution and Maintenance, water demand and conservation

**Position** : Foreman: Portable Water maintenance-Seshego x4  
**Salary** : R348 019-R384 322(basic salary per annum excluding benefits)

**Post Level** : 07  
**Reference** : EXT/20/21/26

**Requirements:** Grade 12 ,N3 + Trade Test or equivalent qualification. 3 years relevant Electro Mechanical experience. Code C1 driving license, PDP and Electrical Mechanical experience. computer literacy, communication skills, planning skills, customer oriented, financial management & cost estimation, knowledge of Civil Engineering principles & practices, materials, methods and practices. Must be physically fit and able, to use general tools associated with electrical and mechanical work, e.g. range spanner, plyers and other equipment, etc.

**Duties:** inspection of construction work during construction and upon completion, on bulk water lines and reticulation as well as sewer main lines and reticulation by: Physically visiting the sites and carrying out pressure tests, sight tests or flow tests and also to measure the actual lengths of bulk lines or pipes installed; Also to verify that the correct type of material is used and that all types of work such as trenching, levelling and compacting is done correctly. To ensure that contractors and personnel carry out the work in accordance with the stipulations of the Occupational Health and Safety Act. Identify needs for pre-emptive maintenance work on existing water and sewerage bulk main lines and reticulations by: Taking into account daily reports from

subordinates, inputs from superiors or the community or information gathered through own inspections. Work may also include routine maintenance carried out on sewer lines. Identifying priorities taking into account available funds, scope of the work and available manpower. Identifying priorities taking into account available funds, scope of the work and available manpower. Allocating standby duties on the standby chart. Taking into account available manpower, leave schedules and operational requirements.

**Business Unit** : Infrastructure Development, Planning and reticulation Design

**Position** : Engineering Technician  
**Salary** : 424 430-R468 571(basic salary per annum excluding benefits)

**Post Level** : 05  
**Reference** : EXT/20/21/27

**Requirement:** National Diploma in Civil Engineering. Registration as PR Techni will be an added advantage. Must have (03) three years' experience in a position within water and sanitation. Must have a sound knowledge of water and sanitation planning, distribution and construction and Project Management. Valid driver's license, computer literacy, communication skills, planning skills, customer oriented, financial materials, methods management and & practices cost estimation, knowledge of Civil Engineering principles & practices. AutoCAD e.g., GIS.

**Duties:** Projects planning (from the community level), assist consultants on designing, do project management, monitor consultants and contractors, do quality monitoring and assist in Land use application checks & approvals.

**Business Unit** : Reticulation, Distribution and Maintenance, water demand and conservation

**Position** : Superintendent (Roaming Team)  
**Salary** : R384 322-R424 430(basic salary per annum excluding benefits)

**Post Level** : 06  
**Reference** : EXT/20/21/28

**Requirement:** Grade 12, Mechanical Certificate with Trade Test (RED SEAL) OR Electrical Certificate. 3 years relevant Electro Mechanical experience. Must be physically fit and able, to use general tools associated with electrical and mechanical work. Code C1 driving license, PDP and Electrical Mechanical experience

**Duties:** Ensure routine and preventative maintenance of boreholes, pump stations and motors. Physically visiting the sites and carrying out pressure tests, sight tests or flow tests and also to measure the actual lengths of bulk lines or pipes installed. Also to verify that the correct type of material is used and that all types of work such as trenching, levelling and compacting is done correctly. Taking into account daily reports from subordinates, inputs from superiors or the community or information gathered through own inspections. Work may also include routine maintenance carried out on sewer lines. Identifying priorities taking into account available funds, scope of the work and available manpower.

## DIRECTORATE : ENERGY SERVICES

**Business Unit** : Energy Services-Operations and Maintenance

**Position** : Manager: Operations and Maintenance  
**Salary** : R698 726 (basic salary per annum excluding benefits)

**Post Level** : 01  
**Reference** : EXT/20/21/29

**REQUIREMENTS:** B Tech or BSc in Electrical Engineering or equivalent relevant qualification. Five (5) years' experience: and 3-4 years must be at professional/management level and engineering management experience. Registration with a recognised relevant engineering professional body will be an added advantage. Extensive knowledge and understanding of Local Government administration. Understanding of local government transformation. Understanding of relevant local government legislation, the political landscape of South Africa and Municipal Legal Administration. Strong Ethics, discipline, transparency, independent, accountable, motivated, outcome and results driven. Ability to work under pressure and meet tight deadlines. Must be a team player and a diplomat. Strategic capability and leadership, program and project management, financial management, change management, knowledge management, service delivery innovation, client orientated and customer focussed, communication skill, accountability and ethical conduct, policy formulation and implementation, advanced strategic planning and people management skills.

**Duties:** Provide strategic direction and monitor the implementation of strategic objectives of the Operations and Maintenance Business Unit. Control electrical engineering contracts related to new infrastructure, maintenance and upgrading of existing infrastructure. Plan, organise, lead and control energy service activities: Implement and maintain sound quality management systems in line with legislation, policies, best practices and standards. Ensure cost effective management of the Business Unit's budget and timely implementation of resolutions related to the Business Unit. Advice the Director on all functions of the Business Unit. Oversee the development and review of relevant policies and strategies on matters pertaining to the Business Unit. Ensure that the activities of the Business Unit are aligned to the IDP and facilitate performance management of the Business Unit. **Submit to:MOM@POLOKWANE.GOV.ZA**

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**Business Unit** : Energy Services-Planning and Development  
**Position** : **Manager: Planning and Development**  
**Salary** : **R698 726 (basic salary per annum excluding benefits)**  
**Post Level** : **01**  
**Reference** : **EXT/20/21/30**

**Requirements:** Degree in Electrical Engineering or equivalent relevant qualification. At least 5 years related experience with three years at management level. ECSA registration and project management will be an added advantage. Have knowledge of Laws and Standards. Valid driver's license. Knowledge of MFMA and PFMA, management skills, leadership, training skills, report writing and presentation skills. Good human relation skills. Computer literate. Must be fit to work under normal and abnormal conditions.

**Duties:** plan and manage the provisioning of current and future infrastructure for the city. Management of all capital projects that are energy related. Innovation and research on new technologies. Have the ability and plans to reduce energy losses. Financial management of project and maintenance of discipline. Risk analysis and OHS compliance. Management of free basic alternative energy. Design and AS-Built Provisioning for the electrical network. **Submit to:MPD@POLOKWANE.GOV.ZA**

**Business Unit** : Energy Services-Planning and Development  
**Position** : **Senior Engineering Technician**  
**Salary** : **R480 336-R504 805 (basic salary per annum excluding benefits)**  
**Post Level** : **04**  
**Reference** : **EXT/19/20/31**

**Requirements:** Electrical Diploma or N6 Diploma in Electrical Engineering or equivalent. Project Management Diploma and/or ECSA Registration as Engineer, Technician or Technologist will be added advantage. Trade Test Exam.3 years in electrical field with 1 year in the design field. Code EB. Good physical and mental health. Retie-Master, Auto cat or equivalent network analysis programme knowledge. Ability to work under pressure. Voltage and Network Losses Calculations. Ability to perform network simulation. Project management skills. Communication knowledge and skills. Active listening knowledge and skills. Report writing skills. Structuring and recording facts and feelings knowledge and skills. Effective Techniques of Questioning knowledge and skills.

**Duties:** To design and manage electrical network in Polokwane and Eskom licence areas. Handle electrical network applications and design as per request. Compilation of monthly reports. Record keeping of all relevant documents. In order to ensure an effective administration and record keeping. Investigate and calculate the load requirements. Drawing of the implementation plan. Costing of the design. In order to enhance service delivery. Evaluate the designs from consultants. Verify compliance to Eskom standards. Manage the electrification processes. Arrange outages for contractors to connect to the network. In order to ensure compliance to technical and safety requirements. To ensure compliance to technical and safety requirements.

**Business Unit** : **Operations and Maintenance**  
**Position** : **Senior Technical Assistant 66KV**  
**Salary** : **R384 322-R424 430(basic salary per annum excluding benefits)**  
**Post Level** : **06**  
**Reference** : **EXT/20/21/32**

**Requirements:** NTC 4 Diploma plus Trade Test. at least 5 years technical, plus two years supervisory. must have at least a code 8 valid driver's license, supervisory skills and have knowledge of electrical substations. this position includes after hour work and travelling.

**Duties:** recording & capturing monthly data, using a computer and files, to control & maintain the electrical network, especially the electrical substations. supervise, manage & control, teams, including contractors, performing maintenance & construction jobs, to ensure quality electricity supply. Maintain safety & discipline by leading and controlling all processes related, to prevent any losses to life or

equipment. plan & manage short and long term maintenance programs of all electrical substation maintenance, to ensure quality of supply. perform tests, supervising tests, monitoring tests and evaluating results, to ensure uninterrupted power supply. manage all activities to comply to the OHS Act, NERSA & sans, through monitoring, evaluating, adjusting and controlling all relevant processes in and around electrical substation. oversee, manage & control the electrical substation maintenance team, performing their duties.

### DIRECTORATE : BUDGET AND TREASURY

**Business Unit** : **Budget and Reporting**  
**Position** : **Chief Accountant: AFS Reporting**  
**Salary** : **R480 336-R504 805 (basic salary per annum excluding benefits)**  
**Post Level** : **04**  
**Reference** : **EXT/20/21/33**

**Requirement:** National Diploma/B Com Degree in Accounting or Finance related fields, and required competency in unit standards as prescribed by National Treasury. 3 years (minimum) working experience in municipal budgeting, financial reporting and financial analysis of financial information. Planning and Organizing skills, computer literacy, Report writing skills, strong verbal and written communication skills.

**Duties:** Compile and interpret financial performances reports. Monitor monthly financial operation and budget request. Assist in preparation of annual and adjustment budget. Prepare grant register. knowledge of mScoa charts.

**Business Unit** : **Budget and Reporting**  
**Position** : **Accountant: AFS Reporting**  
**Salary** : **R384 322-R424 430 (basic salary per annum excluding benefits)**  
**Post Level** : **06**  
**Reference** : **EXT/20/21/34**

**Requirement:** Bcom Degree in Accounting/ Diploma in Accounting. 2 Years' experience in municipal environment. Computer literacy.

**Duties:** knowledge of National Treasury mScoa charts. Preparation of National Treasury reporting requirement on annual financial Statements. Basic knowledge of case ware. compiling of schedules that support the amounts reflected on the quarterly and half yearly AFS. compilation and timely follow ups on management required submissions to ensure that timelines as proposed by the Auditor General are met.

**Business Unit** : **Expenditure Management**  
**Position** : **Chief Accountant: Expenditure**  
**Salary** : **R480 336-R504 805 (basic salary per annum excluding benefits)**  
**Post Level** : **04**  
**Reference** : **EXT/20/21/35**

**Requirements:** National Diploma or Bcom in Accounting with Taxation. 3-5 years relevant expenditure management experience. Valid driver's license. Computer skills. case ware.

**Duties:** manage, review and supervise subordinates. Review payments documents. Provide advice and direction to the subordinates. Render a professional opinion in principle decision in complex matters. Ensure health and safety of subordinates. Prepare VAT reconciliation.

**Business Unit** : **Assets Management**  
**Position** : **Accountant: Assets**  
**Salary** : **R384 322-R424 430(basic salary per annum excluding benefits)**  
**Post Level** : **06**  
**Reference** : **EXT/20/21/36**

**Requirements:** National Diploma or Bcom in Accounting/Finance/Management. 1-3 years' experience; knowledge of GRAP and Assets Management, knowledge of accounting and cost control principles, ability to analyse financial data, Numerical skills, Computer Literacy. Driver's license. Be prepared to work after hours and under pressure.

**Duties:** Prepare monthly assets reconciliation. Prepare assets disposal list. Update and maintain assets register (movable and immovable). Assist in performing assets verification. Ensure that all movable assets are safe guarded and bar-coded. Preparation of work in progress registers. Update the general ledger on assets.

### DIRECTORATE : STRATEGIC PLANNING, MONITORING AND EVALUATION

**Position** : **Technician X2**  
**Salary** : **R825 874.98 (all inclusive)**  
**Post Level** : **FIVE YEAR FIXED TERM CONTRACT**  
**Reference** : **EXT/20/21/37**

**Requirements:** National Diploma in Civil Engineering, Project Management or equivalent tertiary qualification. Project Planning and Management skills. Computer literacy. Registered with Professional body will be an added advantage. Three years working experience in project management field. Valid driver's license.

**Duties:** Technical support and evaluation of proposed projects in alignment with the respective Municipal IDP. Project-manage the labor-intensive projects in line with the EPWP framework and the related reporting requirements as per MIG guidelines. Arrange regular project progress meetings with service providers. Ensure compliance of all legal aspects and conditions, required from the different spheres of government. Conduct site visits /meetings to ensure compliance to business plan conditions as per MIG guidelines. Manage cash flow and committed project expenditure for MIG projects. Verify payment certificates and preparation of monthly payment schedule documentation for MIG funded projects. Monitoring and evaluation of projects. Assist with other related Municipal Infrastructure Programs

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: 23 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 **Post to Box 111 Polokwane 0700 OR hand delivered at Jack Botes Hall, Cnr Church Street & Bodenstien Street. Att: HR Manager.**

**KINDLY NOTE THE FOLLOWING FOR POSITIONS WHICH REQUIRES EMAIL SUBMISSION:**  
**-APPLICATION SIZE: 10 MG OR LESS.**  
**-PDF FORMAT ONLY**

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](mailto: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**