



THABAZIMBI LOCAL MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 772 2295 / Fax: 014 777 1531

Website: www.thabazimbi.gov.za

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post.

BUDGET AND TREASURY DEPARTMENT

RE-ADVERTISEMENT

(Previous applicants may re-apply)

MANAGER: SUPPLY CHAIN MANAGEMENT

SALARY PACKAGE: Post Level 1 (R499 489, 08) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance of 850km, that is calculated according to the vehicle that you use for business purposes ; (ii) R1000 per month towards Cellphone and data use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: An appropriate B.Degree/ National Diploma in Supply Chain/ Purchasing/Procurement Management/Accounting. Certificate in Municipal Financial Management Programme. Five (5) years relevant experience of which Three (3) years is in a supervisory level. Computer literacy and Valid Driver's license.

KEY PERFORMANCE AREAS: Manages and establishes an effective Demand Management System for the Municipality. Develops drafts, formulates and reviews policies, procedures, manuals and produces management reports related to Supply Chain Management. Promotes, recommends and implements SMME and BEE and job creation strategies and programs and compiles reports. Manages and supervise staff in the Unit. Assist the CFO with budget compilation, control and monitoring. Manages the compilation of Service Provider databases of Professional Service Providers, General Services Providers and Contractors for the entire Municipality. Management of the internal support to departments on SCM and bidding issues. Establishing an effective system of risk management for the identification, consideration and avoidance of potential risks in the SCM system. Manages the disposal of municipal goods no longer needed and/or are redundant. Plans and monitors the municipality's bidding processes. Establishment an effective system of acquisition management and stores. Establish and manage an effective internal monitoring system in order to determine, on the basis of retrospective analysis, whether the authorized SCM process were followed. Management of the submission of statutory reports in terms of the MFMA and SCM regulations.

SKILLS: Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people,

leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

NOTICE NUMBER: 34/2022

OFFICE OF THE MUNICIPAL MANAGER
RE-ADVERTISEMENT
(Previous applicants may re-apply)
MANAGER SATELLITE OFFICES

SALARY PACKAGE: Post Level 1 (R499 489, 08) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance of 850km, that is calculated according to the vehicle that you use for business purposes; (ii) R1000 per month towards Cellphone and data use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: National Diploma / Degree in Public Administration/ Management or equivalent. 5 years relevant experience of which 3 years is in a supervisory level. Valid Driver's License is essential.

KEY PERFORMANCE AREAS: Rendering of Municipal services to the community. Manage the provision of basic municipal services in the satellite offices. Provide administrative support within the area of jurisdiction. Allocate work, maximising the available resources to achieve objectives whilst minimising costs. Develop and manage an annual budget for the division, and prepare and submit budget adjustments. Identify with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of Thabazimbi Local Municipality communication services. Manage Human Resources in order to ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance within the unit.

SKILLS: Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

NOTICE NUMBER: 33/2022

PLANNING AND ECONOMIC DEVELOPMENT
MANAGER LOCAL ECONOMIC DEVELOPMENT

SALARY PACKAGE: Post Level 1 (R499 489, 08) per annum. Additional benefits attached to the position are as follows: : (i) Travelling allowance of 850km, that is calculated according to the vehicle that you use for business purposes; (ii) R1000 per month towards Cellphone and data use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

MINIMUM REQUIREMENTS: B. Degree/B.Tech in Economics, Business Management/Administration/ Development Studies or equivalent relevant qualification. 5 years relevant experience of which 3 years is in a supervisory level. Valid Driver's License is essential.

Experience in developing and executing local economic community development projects, especially SLPs for mining operations will be an added advantage.

KEY PERFORMANCE AREAS: Develop / provide input into the development of policies / strategies / by-laws to ensure that such strategies are in line with council's economic development objectives. Develop, manage and monitor the investment facilitation programme of council. Develop, execute and coordinate Stakeholder Engagement Plans; Provide Tourism and Heritage strategic support to the municipality. Manage and evaluate tourism strategic investment initiatives and projects. Coordinate and implement mining/industrialisation strategy to ensure economic development of community. Lead and manage staff in strategy and planning unit, to ensure efficiency in the unit and that staff meet objectives and targets in line with Council's requirements and resource constraints. Identify with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in the municipality. Compilation and submission of periodic reports.

SKILLS: Knowledge of the Local Government sector and applicable legislation; planning and organizing skills; good analytical, interpersonal relation and negotiation skills; people, leadership and management skills; good communication and report writing; willingness and readiness to work long hours and under pressure.

NOTICE NUMBER: 40/2022

TECHNICAL SERVICES DEPARTMENT
PMU TECHNICIAN
(Infrastructure Service: PMU Unit)
(5 year fixed term contract)

SALARY: R394 187-50 per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance of 650km, subject to the employee presenting a vehicle to be used for business purposes; (ii) R500-00 per month towards Cellphone and mobile data use; (iii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iv) Pension fund contribution by Municipality is 18% of basic salary; (v) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: National Diploma in Civil Engineering or equivalent, Programme in Project Management certificate will be an added advantage. Project Planning and Management Skills. Computer Literacy. Valid driver's license.

EXPERIENCE: Minimum of 3 years' experience in project management.

KEY PERFORMANCE AREAS: Technical support and evaluation of proposed projects in alignment with the respective Municipal IDP. Project – Manage the labour – intensive project in line with the EPWP framework and the related reporting requirements as per MIG guidelines. Arrange regular project progress meeting with service providers. Ensure compliance of all legal aspects and conditions, required from the different spheres of government. Management of contracts with contractors and consultants for each project including feasibility and backlog studies which include monitoring and reporting on the progress of the projects. All projects meet overall planning objectives and specific key performance indicators as per approved business plan to the MIG unit. The coordination of regular progress meetings at local level and the presentation at the Provincial and National Progress meetings.

NOTICE NUMBER: 38/2022

SENIOR SUPERINTENDENT: ROADS AND STORMWATER

Location: Northam

SALARY: Post Level 04 (R379 439,16) per annum. Additional benefits attached to the position are as follows: (i) Travelling allowance of 650km, that is calculated according to the vehicle that you use for business purposes (ii) Medical aid cover is subsidized by 60% of the total contribution for family members; (iii) Pension fund contribution by Municipality is 18% of basic salary; (iv) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: Grade 12. National Diploma in Civil Engineering or equivalent qualification; valid driver's license.

EXPERIENCE: A minimum of 2 years credible experience in the relevant field.

KEY PERFORMANCE AREAS: To coordinate, supervise, maintain and repair all aspects of the roads and storm water to a standard that is legally required. Conduct planned periodic and emergency responses and install, inspect, maintain, troubleshoot, diagnose, repair and perform preventative maintenance on roads and storm water drainage systems. Execute maintenance and repair projects in order to upgrade and maintain existing roads and storm water drainage systems. Organise for the excavation of trenches for construction and the removal of excess material. Coordinate and develop progress reports and other reports to update the divisional manager of the progress made. Attend to queries and escalated issues in timely manner, achieving resolution. Staff Supervision.

NOTICE NUMBER: 37/2022

SENIOR ELECTRICIAN (2 POSITIONS)

Location: 1X Thabazimbi, 1x Rooiberg

(TECHNICAL SERVICES)

SALARY: Post Level 6 (R282 210, 84) per annum; Additional benefits attached to the position are as follows: (i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: N3 Electrical Engineering. Trade Test Certificate. Valid Driver's License.

EXPERIENCE: At least 2 years' relevant working experience.

KEY PERFORMANCE AREAS: Install new electrical connections. Install and repair joint LV and HV cables. Construct new lines in accordance with set standards. Maintain and repair existing distribution networks according to maintenance plan and breakdowns. Maintain and repair electrical distribution systems in municipal buildings and plants. Maintain streetlights. Install new mini-substations and cables. Perform standby and overtime duties in accordance with schedule.

NOTICE NUMBER: 35/2022

GENERAL WORKSMAN

Location: Leeupoort

SALARY: Post Level 7 (R238 055, 28) per annum; Additional benefits attached to the position are as follows: (i) Medical aid cover is subsidized by 60% of the total contribution for family members; (ii) Pension fund contribution by Municipality is 18% of basic salary; (iii) Housing subsidy is available on repayment of a bond provided that the house is registered in the name of the employee.

QUALIFICATIONS: Grade 10 or Certificate in Plumbing/Electrical. Valid Driver's License.

EXPERIENCE: At least 3 years' relevant working experience.

KEY PERFORMANCE AREAS: Performs specific plumbing, electrical, maintenance and repair activities. Inspects and reports on the condition of water reticulation systems and support structures. Completing inspection schedules detailing condition and or/ repair requirements, including specific priorities requiring immediate attention and forwarding to the immediate superior. The installations of electricity and water reticulation systems. Supervision of staff.

NOTICE NUMBER: 36/2022

DRIVER TO THE MAYOR

Duration: Contract linked to the term of current Mayor.

REMUNERATION PACKAGE: R282 210, 84 per annum.

QUALIFICATIONS: Grade 12 or equivalent. Advanced Driving Course will be an added advantage. Valid Driver's License.

EXPERIENCE: At least 5 years driving experience.

SKILLS AND ATTRIBUTES: Good interpersonal and communication skills. Prepared to work overtime and weekends when needed. Confidentiality.

KEY PERFORMANCE AREAS: performs activities / tasks associated with specific travel requirements of the Mayor. Transport the Mayor to and from public events and functions. Communicate with VIP Protector in respect of Mayors Programme. Identify locations, venue and routes. Conduct safety inspection of the vehicle and schedule service appointments. Check for safety requirements prior to departure.

NOTICE NUMBER: 30/2022

PERSONAL ASSISTANT TO THE MAYOR

Duration: Contract linked to the term of current Mayor.

REMUNERATION PACKAGE: R282 210, 84 per annum

QUALIFICATIONS: Grade 12. A Qualification in Secretarial Studies/Management Assistant or equivalent, Computer Literacy.

EXPERIENCE: 2 Years administration/secretarial experience.

KEY PERFORMANCE AREAS: Performs reception and secretarial duties and general office administration as well as all typing within relevant department. Organize meetings and take minutes during meetings. Administrates internal and external correspondence. Ability to handle office on her/his own when needed. Manage the Mayor's diary on daily basis. Receiving visitors and referring them to the appropriate member staff. Notifying mayor of visitors to the office. Liaising with all departments. Taking custody of confidential and important documents. To ensure the efficient operation of the office.

NOTICE NUMBER: 31/2022

PERSONAL ASSISTANT TO THE SPEAKER

Duration: Contract linked to the term of current Speaker.

REMUNERATION PACKAGE: R282 210, 84 per annum

QUALIFICATIONS: Grade 12. A Qualification in Secretarial Studies/Management Assistant or equivalent, Computer Literacy.

EXPERIENCE: 2 Years administration/secretarial experience.

KEY PERFORMANCE AREAS: Performs reception and secretarial duties and general office administration as well as all typing within relevant department. Organize meetings and take minutes during meetings. Administrates internal and external correspondence. Ability to handle office on her/his own when needed. Manage the Speaker's diary on daily basis. Receiving visitors and referring them to the appropriate member staff. Notifying Speaker of visitors to the office. Liaising with all departments. Taking custody of confidential and important documents. To ensure the efficient operation of the office.

NOTICE NUMBER: 32/2022

If you are interested and you are in possession of the necessary qualifications and experience, please address your **CV and authenticated copies of your qualifications and driver's license** or an application form duly completed to:

**The Acting Municipal Manager
Private Bag X530
THABAZIMBI
0380**

Application forms are available on municipal website and at the personnel office of Thabazimbi Local Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 772 2295**. For enquiries: E mail: mabitselakd@thabazimbi.gov.za/mahesot@thabazimbi.gov.za.

APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.

Thabazimbi Local Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.If you are not invited for an interview within 20 (twenty) working days after the closing date, consider your application as unsuccessful. No further correspondence will be entered into. The municipality reserves the right to fill the posts.

**LP MAKAYA
ACTING MUNICIPAL MANAGER
THABAZIMBI LOCAL MUNICIPALITY**

CLOSING DATE: 30 SEPTEMBER 2022