



## **GAMAGARA LOCAL MUNICIPALITY**

### **ADVERTISEMENT**

Gamagara Local Municipality with its head office in Kathu and located in the **John Taolo Gaetsewe** Region, Northern Cape province, is an equal opportunity employer and invites applications from suitably qualified persons for the following position:

<b>POSITION</b>	:	<b>MANAGER BUDGET AND FINANCIAL REPORTING</b>
<b>SECTION</b>	:	<b>BUDGET AND TREASURY</b>
<b>REMUNERATION</b>	:	<b>TASK GRADE 15: R491 328 – R566 448. 00 (plus benefits; car allowance, pension, medical aid scheme, group life insurance, housing subsidy, 13<sup>th</sup> cheque)</b>

**REQUIREMENTS** • An appropriate NQF 6 or equivalent qualification in Accounting/Finance plus at least 3 to 5 years' experience in a Local Government environment or related, of which 2 should be at middle management level; • Must comply with municipal regulations on minimum competency levels, or the minimum competency level in the unit standards for each competency area must be attained within 18 months from the date of appointment • Extensive knowledge and experience in Treasury Regulations, Government Legislation, procedures and processes pertaining to Local Government Finance; • Sound knowledge of the Municipal Finance Management Act (MFMA), GRAP and other legislative requirements; • Good organizational and interpersonal skills; • Excellent problem solving ability; • Computer literacy (Excel, Word, Outlook, etc.); expert use of excel is compulsory • Good communication skills an ability to build positive relationships; • Have passion for working with people and be able to work under pressure; • Excellent verbal and written communication skills; • Effective organizing and management skills; • Valid driver's license; • Current references are required and will be verified

**KEY PERFORMANCE AREAS** • Compilation of the MTREF budget, in line with mSCOA and Budget & Reporting Regulations • Manage all budget and other reporting submissions to National & Provincial Treasury in terms of the MFMA and Budget & Reporting Regulations • Presenting budgets, proposed plans and expenditure outcomes to internal departments, National Treasury, Provincial Treasury and other stakeholders • Completion of Questionnaires from Government Departments; • Keeping of Conditional Grant register, Lease & Loans Register; • Assists in the monthly reconciliation of various accounts within the department and verification of correctness of figures in Ledger • Assist the Senior Manager Accounting Services with the implementation of the mSCOA regulations.

<b>POSTION</b>	:	<b>LABOUR RELATIONS OFFICER</b>
<b>SECTION</b>	:	<b>R 336 192- R378 516 per annum</b>
<b>REMUNERATION</b>	:	<b>Task Grade Level 12: (plus benefits; pension, medical aid scheme, group life insurance, housing subsidy, 13<sup>th</sup> cheque)</b>

**Job Requirements:** B. Degree in Human Resource Management or Diploma Majoring in Labour Law or Labour Relation and Industrial Psychology. A minimum of 2 to 3 years' Experience as Labour Relation Practitioner. Record of appearance at the Bargaining Council or CCMA proceedings will be an added advantage. A minimum of 2 to 3 years' Experience

as presiding and Prosecuting Officer will serve as an added advantage. Code B driver's Licence. Basic Computer Literacy. Good Communication and Interpersonal skills. Co-ordinate, analytical and report writing skills are essential. Sound understanding and interpretation of relevant Legislation. Ability to work in a team work environment.

**Key Performance Areas:** Advises managers and other senior officials on labour relation matters in order to ensure that everyone complies with labour legislation. Facilitates disciplinary hearing grievances processes and appeal cases to ensure that the staff code of conduct is being maintained. Facilitates mediation arbitration hearing ensure that the correct procedure is being adhered to. Represent the municipality in collective bargaining to ensure that condition of services are being implemented according to agreement reached. Draft union-employer agreement to ensure that sound labour relation and labour peace is being promoted within the municipality. Represents the employer component in the local labour matter among other , local issue that have not been dealt with at a bargaining council level by negotiating and consulting on labour matter. Submit reports and recommendation to the relevant manager so that all labour matter that affect employees can be attended to.

**POSITION :** SENIOR ELECTRICIAN

**SECTION :** ELECTRICAL AND MECHANICAL SERVICES

**REMUNERATION :** TASK GRADE 11: R298 620 – R333 456. 00 (plus benefits; pension, medical aid scheme, group life insurance, housing subsidy, 13<sup>th</sup> cheque)

**Requirements:** Relevant electrical experience (3–5 years) as a qualified electrician. N3 plus Electrical Trade Tested Artisan. Code 10 Driver's (C1) license with PrDP. Operating Regulations for High Voltage Systems (ORHVS) and be authorised to switch up to 11 000 Volts. Computer literate. Electrical maintenance experience on infrastructure networks. Installs, tests, connects, commissions, maintains and modifies electrical equipment, wiring and control systems.

**Key Performance Area:** Co-ordinates and controls the set-up, work in progress and completion of specialized tasks activities associated with high/medium/low voltage electrical installation, maintenance and repair including, monitoring and correcting support personnel productivity and performance and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives. Maintenance of electrical machinery and installations. Fault identification and repairs to medium and low voltage reticulation systems. Switching on LV and MV networks. Streetlight maintenance. The reading and interpretation of drawings, work order, detailing layout of specifications. The appointee must be willing to work overtime if and when needed. The implementation and maintenance of safety and personal protective measures.

**POSITION :** ELECTRICAL ASSISTANT

**SECTION :** ELECTRICAL AND MECHANICAL SERVICES

**REMUNERATION :** TASK GRADE 05: R139 836 – R157 428. 00 (plus benefits; pension, medical aid scheme, group life insurance, housing subsidy, 13<sup>th</sup> cheque)

**Requirements:** Grade 10. Semi-skilled. Valid Code C1 driver's license with PrDP. Knowledge of tools and equipment's used by Electrician. Minimum of one year relevant experience in Municipal environment. Assists electrical trades Workers to install and maintain electrical systems.

**Key Performance Area:** Performs specific electrical activities supporting the immediate superior during minor and major works during major installation, maintenance and repair works, attending to the preparation; including trenching; of the site, laying cables, removing and replacing components on isolated circuits and conducting and reporting load test outcomes. Maintain and control of electrical tools and equipment; including vehicles. Install electrical equipment and apparatus on 0 potential. Perform standby duties when required. Wiring of distribution panel under supervision of an Electrician. Rig ladder and scaffolding safely.

**POSITION :** SUPERVISOR / DRIVER: ROADS AND STORMWATER

**SECTION :** ROADS AND STORMWATER

**REMUNERATION :** TASK GRADE 07: R177 828 – R200 232. 00 (plus benefits; pension, medical aid scheme, group life insurance, housing subsidy, 13<sup>th</sup> cheque)

**Requirements:** Grade 10. License: Code 10 +PDP Three (3) years relevant experience in Project construction or municipal road and stormwater works. Building Interlock paving Roads, Slurry Roads, Repairing Potholes, Stabilization base layers, leveling and building Stormwater catch pits.

**Key Performance Areas:** To manage Road and Stormwater related maintenance and construction in the whole of Gamagara Local Municipality Area as well as to manage street related maintenance and construction in Kathu, Olifantshoek and Deben. Assist the Engineering Technician in the day to day management of roads and stormwater maintenance and operations, including directing the day to day work of the roads employees and maintaining a work environment that promotes staff participation and teamwork. Provide recommendations and input to the Engineering Technician in administrative and supervisory functions, including, but not limited to, training, discipline in accordance with municipal policy and practice, and performance evaluations. Ensure that occupational health and safety practices are strictly observed by roads employees and contractors. Patrol designated areas of the municipality regularly to note problems and situations that require repair and correction; report results of troubleshooting to the Engineering Technician and assigns appropriate staff to correct the problems or situations. Ensures equipment is maintained, and that vehicles and tools are operated in a safe condition by following acceptable maintenance and servicing schedules. Recommend major repairs and/or replacement of equipment to the Engineering Technician. To perform supervisory and administrative duties within section.

#### **Note to ALL Applicants**

- Prescribed application forms (obtainable at all Gamagara Municipal Offices – help desks) together with CVs and certified copies of qualifications must be submitted to: **The Municipal Manager, Mr. KP Leserwane; Gamagara Local Municipality, P. O. 1001, KATHU, 8446.**
- Physically hand delivery applications accepted **ONLY** at our Kathu **Registry office** to the following address: **Civic Centre, cnr Hendrik van Eck & Frikkie Meyer Road**
- All applications shall be subjected to a vetting or screening test/qualification verification process with the relevant qualification authority and undergo a medical Examination test.
- Applications which are received after the closing date and time will not be considered.
- The Municipality reserves the right not to fill these positions and re-advertise.
- The Municipality subscribes to and applies the principles prescribed by Employment Equity Act.
- Preference will be given to candidates from designated groups, in accordance with the principles of the aforementioned Act
- More information relating to the advertised positions can be obtainable at available Human Resources Office. Enquiries to be directed to Ms. Dineo Malekanyo at 053 723 6000

**Closing date: 08 March 2019 at 15:00.**

**Notice number: 2019/05**