



## **DITSOBOTLA LOCAL MUNICIPALITY**

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**DITSOBOTLA LOCAL MUNICIPALITY** is inviting applications from competent and suitably qualified persons for the following positions:

**POSITION: EXAMINER OF VEHICLE AND DRIVER'S LICENSES X 3 POSTS**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 7- R307 572-00 per annum excluding service benefits**

**REQUIREMENTS:** Examiner of Driver's License and Examiner of Vehicles Diploma, Must be a registered as a Grade A- Examiner of Vehicles and Driver's licenses, One year relevant experience within the related field, Must have Code A and EC driver's licenses, No criminal record, Computer literacy (knowledge of eNatis).

**KEY PERFORMANCE AREAS:** Test applicants for learners and drivers licenses. Update the eNatis system with driver's licence test result by updating the system. Conduct eye test for learner's and driver's applicants by using prescribed equipment. Test vehicles for roadworthiness and assist with driver's licenses renewals. Perform other relevant duties

**POSITION: ASSISTANT CHIEF TRAFFIC LAW ENFORCEMENT**

**DURATION: PERMANENT**

**REMUNERATION: POST LEVEL 4 – R446 124-00 per annum excluding service benefits**

**REQUIREMENTS:** An appropriate Bachelor's degree, RTMC National diploma for Traffic Officers, Registered as a Traffic Officer, At least 5 years' relevant managerial experience in a Traffic, Enforcement and Licencing or similar environment, Minimum Code B driver's licence, No criminal record.

**KEY PERFORMANCE AREAS:** Drive service delivery through development of applicable strategies, plans and policies, Strategically manage, lead, control and coordinate traffic

enforcement, traffic flow management and financial management by: leading and controlling staff; preparing, monitoring and controlling the section's budget; programming, scheduling and coordinating work activities and action plans; managing the allocation of resources; and establishing and maintaining relationships with other law enforcement agencies and liaising with stakeholders.

**POSITION: BUILDING INSPECTOR x 2**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 5-R361 932-00 per annum excluding service benefits**

**REQUIREMENTS:** National Diploma in Building or Civil or Architecture or Quantity Surveying or relevant equivalent qualification. Two (2) years relevant experience. Computer literacy and a valid driver's license.

**KEY PERFORMANCE AREAS:** Attend to the control of all building activities; take action and enforce regulation where non conformity or breach of National Building Regulation, SABS Codes of Practice and Occupational Health and Safety Laws occurs; monitor compliance and conduct inspections to establish whether construction of the work and procedure are in accordance with approved design and drawings; check and verify design details and construction specifications on building plans; complete statutory forms and notices; issues compliance notices to facilitate the demolition of illegal constructions and / or corrective measures necessary to address encroachment and aesthetics of buildings; examine and facilitate approval of building plans according to the provisions of the building; town planning and other relevant regulations; must be able to prepare bill of quantities.

**POSITION: INTERNAL AUDIT OFFICER: REPORTING & COMPLIANCE X 2**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 4-R446 124-00 per annum excluding service benefits**

**REQUIREMENTS:** B degree or B Tech Qualification or National Diploma in Internal Auditing or equivalent, Three (3) years' experience, Member of an applicable professional body e.g Institute of Internal Auditors will serve as an added advantage, Knowledge of Municipal Finance Management Act (MFMA) and Treasury Regulations, Understanding of the Institute of Internal Auditors International Standards for Professional Practice of Internal Auditing, Computer literacy, Good writing and interpersonal communication skills and have the ability to work under pressure and take initiatives and a valid driver's licence.

**KEY RESPONSIBILITIES:** Assessing and evaluating the adequacy and effectiveness of the controls, procedure and processes, Assist with the development of system description and Audit program, performing of the Audit fieldwork in terms of the audit program, drafting of audit reports, obtain preliminary management comments, verbally communicate findings to the Senior Management, delivering audit outputs including final report within agreed timelines and in accordance with Internal Audit Standard, Valuate Auditees response and perform follow-up audits, conduct ad-hoc assignment/ investigation as and when request by Management, Take part in the preliminary and closing meetings with auditee, Provide administrative support to the Audit Committee and assist in ensuring that Internal Audit reports to the Audit Committee are prepared and available on time, perform any other duties that may be required.

**POSITION : WATER & WASTEWATER SUPERITENDENT**

**DURATION : PERMANENT**

**SALARY : Post Level 5- R384 552-00 per annum excluding service benefits**

**REQUIREMENTS:** Passed Trade Test as Plumber with a further course in Water and Waste Water Reticulation or Equivalent NQF 5. Possess 2-3 years experience in Water and Waste Water Reticulation systems of which 2 years' in a supervisory capacity. Valid Driver's license. Computer literacy (MS Office Applications.). Good human relations, interpersonal and communication skills, High level of responsibility. Ability to work under pressure.

**KEY PERFORMANCE AREAS:** Co-ordinate tasks/ activities associated with general maintenance and repair of the Water and Waste Water Reticulation network. Assess the acceptability of procedures, systems and controls associated with vehicle, plant, equipment and material availability and utilization. Continuously investigating and inspecting reticulation networks for defects/ structural failures and maintenance requirements. Initiate and participate in operational section meetings. Plans and prioritizes predictive maintenance programs and projects. Perform regular asset verification of property, plant and equipment. Ensure that the section comply with applicable legislation. Respond to urgent/ unscheduled work requests. Comply with safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993). Adhere to Supply Chain Management procedures. Attends and controls outcomes associated with utilization, productivity and performance of personnel. Coordinate and attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality. Keeping abreast of developments, emerging trends and latest technologies in the profession. Perform any other tasks allocated by the supervisor from time to time.

**POSITION: LEGAL ADMINISTRATION OFFICER**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 5- R384 552-00 per annum excluding service benefits**

**REQUIREMENTS:** Recognised Law degree or equivalent qualification, Minimum three (3) years' experience in legal services, The candidate must be able to interpret statutes, local government legislation, and contract management, The candidate must have a strong litigation skills, understand HRM processes and procedures, investigative orientation, good judgement and decision making, critical thinking, ability to present persuasive argument and report writing, administer and monitor litigations, and conduct legislative updates. Provide legal support to the Unit, Monitor and manage contract registers and contracts.

**POSITION: SENIOR SUPERITENDENT: ROADS & STORMWATER**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 5- R384 552-00 per annum excluding service benefits**

**REQUIREMENTS:** B Degree or BTech or National Diploma in Civil Engineering or equivalent (NQF Level 6), Minimum three (3) year's relevant experience, computer literate and a valid driver's license.

**KEY PERFORMANCE AREAS:** Manage and monitor Roads and Storm Water section, Coordinate and control the operational functionality of the roads and storm water reticulation system of the Municipality to ensure sustainable services are delivered through trustworthy and well- maintained infrastructure, Execute and control the financial aspects, implementing procedure, Supervision and monitoring of personnel. Direct and control the KPI's and outcomes of personnel within the Unit, Manage and control potholes, storm water and road marking, Manage and control asset of the Unit, Responsible to occupational health and safety of the Unit, Report to the Manager: Roads and Storm Water any work related activities, Perform any other work related duties allocated.

**POSITION: COMMUNICATION OFFICER**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 8- R258 816-00 per annum excluding service benefits**

**REQUIREMENTS:** Bachelor's Degree or Three year National Diploma in Communications, Journalism or Public Relations or equivalent. Three (3) years relevant experience preferably in communications role and content management system.

**KEY PERFORMANCE AREAS:** Coordinate the development and implementation of the communication and marketing strategy, Ensure a positive image of the Municipality is maintained, Write, edit and distribute content , including publications , press releases, website content, and other marketing material that communicates the municipal's activities or services, Identify annual departmental calendar of events for submission and dissemination to relevant media and stakeholders, Develop and maintain a positive relationship with the public and media through the promotion of the Municipality by providing sufficient information pertaining to municipal services and understanding of Council's procedures, goals and programmes, Map out initiatives and interventions relating to public relations programmes, municipal publications, exhibitions and educational programmes necessary for the delivery of quality services with due consideration given to the communication needs of the municipality, Conduct media Monitoring press and respond to media enquiries, Arrange interviews and place adverts on the radio and newspapers, Coordinate all internal communication processes, Assist internal departments with the coverage and marketing of their programs, Perform any other duties that may be assigned from time to time.

**POSITION: WEB DESIGNER**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 8-R258 816-00 per annum excluding service benefits**

**REQUIREMENTS:**

Diploma in Graphics and Web Design or relevant IT-related National qualification, 3 years' relevant experience preferably in web-development and graphic designing, Driver's

licence, Internet and digital media literacy need to be at a very high level, Excellent technical skills and good understanding of creative online marketing and SEO skill, Working knowledge of HTML, CSS, PHP, MySQL, SQL, HTML, HTML5, JavaScript, jQuery, Ajax and Bootstrap, Adobe Photoshop, CorelDraw, Fireworks Desktop publishing SEO, Google webmaster tools and analytics experience, Knowledge of responsive grid layouts, internet marketing, responsive workflow and mobile first approach, Website layout and Optimisation for mobile, experience in maintaining internal and external websites also in-house portals, bulk mail templates, familiarity with design software and technologies (such as InDesign, Illustrator, Joomla, wordpress, drupal), Hosting (register domains – upload websites – email & website support), ability to offer design solutions in order to solve marketing / business problems and application of Corporate Identity

### **KEY PERFORMANCE AREAS**

Conceptualize the design, look and feel of Ditsobotla LM website in accordance with the municipality's corporate colours / Corporate Identity Manual, administering and maintaining municipal website by overseeing day to day management and updating of content, registering domain names, and dealing with search engines optimisation, provide e-mail & website hosting support, review SEO, Monitoring and analysing of site performance, Implementing and ensuring website security and data protection to prevent hacking, Liaising and coordinating with designers, content providers and municipal employees, creatively work with a wide range of media and use graphic design software. Efficiently work with design briefs from start to finish while maintaining good quality standard. Producing attractive and effective designs for all media, designing ad-hoc items for internal use as and when needed. Design and layout for print, vector drawing, Advert design and layout. Prepare design plans and presenting the website structure to Communications manager /It manager, Establish design guidelines, standard, and best practises.

### **POSITION: SENIOR PERFORMANCE MANAGEMENT SPECIALIST**

### **DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 5-R384 552-00 per annum excluding service benefits**

**REQUIREMENTS:** Bachelor's Degree or National Diploma in Public Administration or Performance Management or equivalent, Three (3) years performance management experience, computer literacy and a valid driver's licence, and accreditation with SABPP will serve as an added advantage.

**KEY PERFORMANCE AREAS:** Design, implement and monitor appropriate performance management systems, policies and procedures to enable the employees understanding of the goals of organisation and to identify how outputs contribute to the achievement of the municipal objectives, specifically through managing the performance. Work with key stakeholders to establish and support the link between strategic objectives, relevant employee's day to day tasks and activities by implementing a process of tracking progression from goal setting, quarterly reviews, mid-year reviews as well as end of the year evaluation to support organisational performance, Develop and communicate the strategic vision, mission, priorities, processes, systems, and tools of the performance management unit. In liaison with training and development unit, contribute to the design, implementation, and management of effective of effective leadership and employee development initiatives to address performance and competency gaps.

**POSITION: PERFORMANCE MANAGEMENT PRACTITIONER**

**DURATION: PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 8-R258 816-00 per annum excluding service benefits**

**REQUIREMENTS:** Bachelor's Degree or Three year National Diploma in Public Administration or Performance Management or equivalent, Knowledge and understanding of Local, Provincial and National Department in relation to performance management, Knowledge of legislations governing Local Government. Minimum of two (2) years' experience in performance management environment, computer literacy.

**KEY PERFORMANCE AREAS:** coordinate performance management unit to develop and review performance management policies and framework. To develop and implement the service delivery and budget implementation. Assist with the development of planning, monitoring and reporting tool on performance management. To liaise with departments continuously to ensure that their activities and operations are aligned to IDP. To ensure that there is an alignment of the IDP/SDBIP/Budget/PMS. Render any other duties that may be assigned from time to time.

**POSITION : SENIOR TOURISM OFFICER**

**DURATION : PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 5-R384 552-00 per annum excluding service benefits**

**REQUIREMENTS:** B Degree or National Diploma in Tourism, Local Economic Development or related qualification. Three (3) years' experience in a related field, Valid driver's licence. The incumbent must be computer literate. Must have good interpersonal skill, communication skill and excellent presentation skill.

**KEY PERFORMANCE AREAS:** Implementation of municipal tourism strategy. Participate and coordinate tourism related events on behalf of the municipality. Gathering and processing of tourism statistics. Liaison with private and public tourism stakeholders. Marketing Ditsobotla Local Municipality. Design, printing and distribution of marketing material. Provision of a comprehensive tourism information service. Attend indaba's expos and festivals to market Ditsobotla. Development and maintenance of database of product owner's and services. Assist with the updating and maintenance of tourism information on the municipal website and other social media platforms. Arranging tourism awareness and training programmes. Report writing and general office administration.

**POSITION : ARTISAN MECHANIC**

**DURATION : PERMANENT**

**REMUNERATION PACKAGE: POST LEVEL 7- R307 572-00 per annum excluding service benefits**

**REQUIREMENTS:** Qualified as an Artisan with either Petrol and/or Diesel Artisan or as a Heavy Plant Artisan. Valid drivers' license (Code EC or C1) with PrDP. Code EC drivers' licence may be obtained within 12 months of date of assumption. Two (2) years relevant experience.

**KEY PERFORMANCE AREAS:** Undertakes servicing, faults diagnosing, repairs and modification to construction plant equipment including vehicles, cranes, earthmoving equipment, trailers, small plant, etc. Undertakes towing and recovery of plant and vehicles, some of which are in high risks areas. Responsible for the completion of jobs cards, time sheets, vehicle trip sheets. Moves the vehicle from one point to another and tests the



vehicle before and after repairs are completed. Responsible for the safe keeping and correct utilization of specialized tools and equipment under his/her control. Exercises compliance with all OHS Act inspections and repairs (within trade) if required as per workshop inspection registers. Undertakes onsite maintenance and breakdown repairs under hazardous conditions, including minor auto electrical repairs. Acts and assists Foreman whenever required in relevant work category. Applicants must submit application letter and certified copies of their ID's and qualifications

Applications must be posted / couriered to Ditsobotla Local Municipality, Private Bag X7, LICHTENBURG, 2740 or hand delivered to Ditsobotla Local Municipality, Civic Centre, Cnr Nelson Mandela & Transvaal Street, LICHTENBURG, for attention of the Municipal Manager; Mr M.A Metswamere..

Enquiries can be directed to [info@ditsobotla.gov.za](mailto:info@ditsobotla.gov.za)

**PLEASE NOTE:**

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
3. **No late applications will be considered.**
4. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
5. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.
6. **Correspondence will be limited to shortlisted candidates only**, if you do not receive a response within 3 months from closing date, please accept that your application was unsuccessful.

**CLOSING DATE: 05 SEPTEMBER 2020 @15H00**

**MA METSWAMERE (MR)**  
**MUNICIPAL MANAGER**

*Ref no: Notice no: 06 of 2020*