

COLLINS CHABANE LOCAL MUNICIPALITY

255 Collins Chabane Dr
Old DCO Building,
Malamulele, 0982

Private Bag X9271
Malamulele
Tel: 015 851 0110
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EXTERNAL ADVERTISEMENTS

COLLINS CHABANE LOCAL MUNICIPALITY INVITES EXTERNAL SUITABLY QUALIFIED CANDIDATES TO FILL THESE VACANT POSITIONS WITH ITS ESTABLISHMENT

DEPARTMENT: TECHNICAL SERVICES

REF: TS01/11/04/2023
Post: Technician Civil Engineering
Post Level: 11 • Salary Scale: R364 896.45-R422 394.38
Place: Malamulele

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • National Diploma in Civil Engineering or relevant qualification • 2 years' experience • C1 driver license. **KEY PERFORMANCE AREAS:** • Conduct site surveys • Monitor traffic levels and surrounding road conditions • Prepare blueprint and specification • Developing dimensional drawing for the project elements using computer-aided drafting programmes • Estimate material needs and costs • Make recommendations to civil engineers and project leaders about vendors and suppliers • Inspect construction sites • Making sure that contractors are following project specifications and blueprints while also adhering to local construction codes • Perform material testing.

Ref Number: TS02/11/04/2023
Post Name: PMU Technician
Post level: 11 • Salary Scale: R364 896.45-R422 394.38
Place: Malamulele

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • National Diploma in Civil Engineering • Project Management Certificate or equivalent qualification • Registration with an appropriate Professional Body • At least 2 years' relevant experience of which 1 is at supervisory level • Code 8 Drivers licence • Computer literacy certificate • Knowledge of Local Government environment will be an added advantage. **KEY PERFORMANCE AREAS:** • To supervise, integrate, coordinate, monitor and handle financial administration on the electrical, water and sanitation, roads and storm water, Municipal Infrastructure Grant projects. • Primary responsible to integrate, co-ordinate, project manage and financially administer the Municipal Infrastructure Grant project. • Manages the labour-intensive projects in line with the EPWP Framework and the related reporting requirements. • Supervises, inspects and implements consulting and construction phase of projects. • Conduct site visits/meetings to ensure compliance to business plan conditions. • Perform site visits in order to verify actual performance progress on project. • Provide assistance and guidance in order to see successful execution of projects in time, quality and cost. • Check that all project files are maintained by inspecting project files. • Supervise staff. • Liaison with the provincial and the manager as well as other line function departments through formal regular evaluation/progress meetings and on an ad-hoc bases.

DEPARTMENT: CORPORATE SERVICES

Ref Number: CS01/11/04/2023
Post: IT Officer- Information Security
Post Level: 11 • Salary Scale: R364 896.45-R422 394.38
Place: Malamulele

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • National Diploma/ Degree in I.T related formal qualifications and either one of the following: • CEH: Certified Ethical Hacker. • CISM: Certified Information Security Manager. • CISA: Certified Information Security Auditor. • CompTIA Security • CISSP: Certified Information System Professional. • 2 years relevant Experience • Code B Driver's License. **KEY PERFORMANCES AREA:** • Monitor computer networks for security issues. • Investigate security breaches and other cyber security incidents. • Install security measures and operate software to protect systems and information infrastructure including firewalls and data encryption programs. • Defining access privileges, control structures and resources. • Keeps users informed by preparing performance reports. • Communicating system status to the immediate supervisor.

Ref Number: CS02/11/04/2023
Post: Performance Management Officer
Post Level: 11 • Salary Scale: R364 896.45-R422 394.38
Place: Malamulele

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • National Diploma in Human Resources Management / Public Management and Administration or relevant qualification • Computer literacy • Bilingualism • Interpersonal Skills • 2 Years relevant. **KEY PERFORMANCE AREAS:** • Coordinate Employee Performance Management Systems. • Coordinate planning and signing of employee performance agreements • Coordinate coaching sessions and reports for employee performance management. • Coordinate Performance assessment sessions for the employee Performance. • Compile reports for performance • Keep records of performance management • Facilitate development sessions for performance management.

Ref Number: CS03/11/04/2023
Post Name: Secretary Chief Whip's Office
Post Level: 06 • Salary Scale: R185 769.42- R234 778.15

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • Secretarial certificate or equivalent. • At least two years' experience in office

administration. **KEY PERFORMANCE AREAS:** • Administer and monitor the Chief Whip's diary • Administering of travel and subsistence arrangements • Writing requisition and filing of document • Attend to correspondence, calls and telephonic enquiries and emails messages. • Facilitate purchase of stationary. • Type agendas, minutes, letters, memorandums and reports. • Distribution of incoming and out-going files • Receiving and sending of faxes. • Making copies.

Ref Number: CS04/11/04/2022
Post Name: Secretary Mayor's Office
Post Level: 06 • Salary Scale: R185 769.42- R234 778.15

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • Secretarial certificate or equivalent. • At least two years' experience in office administration. **KEY PERFORMANCE AREAS:** • Administer and monitor the Mayor's diary • Administering of travel and subsistence arrangements • Writing requisition and filing of document • Attend to correspondence, calls and telephonic enquiries and emails messages. • Facilitate purchase of stationary. • Type agendas, minutes, letters, memorandums and reports. • Distribution of incoming and out-going files • Receiving and sending of faxes. • Making copies.

DEPARTMENT: PLANNING AND DEVELOPMENT

Ref Number: PD01/11/04/2023
Post: Agricultural Technician
Post Level: 11 • Salary Scale: R364 896.45-R422 394.38
Place: Malamulele

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • National Diploma in Agriculture • Registered with the professional body SACNASP (South African Council for Natural Scientific Professions) • Computer Literacy • Code B Driver's License • 2 Year's relevant experience. **KEY PERFORMANCE AREAS:** • Conduct Municipal agricultural development SWOT analysis and provide recommendations. • Identify initiatives and interventions necessary to assist local farmers in delivering a professional and quality service. • Conduct situational analysis and feasibility study on specific agricultural development initiatives and opportunities. • Assist farms in providing business and marketing capacity building programmes. • Advise livestock farmers on feed, health maintenance, growth and choice of equipment. • Advise farmers on farming techniques, machinery and chemicals.

Ref Number: PD02/11/04/2023
Post: Property Management Officer
Post Level: 11 • Salary Scale: R364 896.45-R422 394.38
Place: Malamulele

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 12 • National Diploma in Property Management or Real Estate Management environment and / built environment. • Computer Literacy • Code B Driver's License • 2 Year's relevant experience in Public Sector. **Key Performance Areas:** • Registration of properties with deeds office • Implement property management policies, procedures and practices; • Verify accuracy of asset ownership status on an ongoing basis. • Put in place effect legal agreements • Manage client relations with the municipality tenants. • Prepare and submit relevant documentation to facilitate payment of invoices. • Keep records of all service costs against each property.

DEPARTMENT: COMMUNITY SERVICES

Ref Number: COM01/11/04/2023
Post: General Assistant x2 (Social Services)
Post Level: 03 • Scale Scale: R122 375,31 - R138 661,04
Place: Vuwani & Malamulele

MINIMUM QUALIFICATION REQUIREMENTS: • Grade 11 • No experience required • Testimonial. **KEY PERFORMANCE AREAS:** • Maintain beauty and cleanliness in the municipal premises. • Maintenance of parks and recreational facilities. • Maintenance of the municipal nursery. • Maintenance of cemetery. • Maintenance of the roadside cleanliness. • Perform any other general work delegated by the supervisor in relation to social services.

Collins Chabane Local Municipality has a firm commitment to the advancement of designated groups, including women and people living with disability. Forward your application on the Council's prescribed application form with a copy of CV and certified qualifications to Municipal Manager, Private Bag 9271, MALAMULELE, 0982. Application Forms can be collected from DCO Offices, Malamulele, Municipal Satellite Offices (Vuwani, Saselemane and Hlanganani) or can be downloaded from www.collinschabane.gov.za. For more information, contact Manager HR, Ms Ouma Napo, on 015 851 0110. Please note: applications received after the closing date will not be accepted. No fax and emailed applications will be accepted. Further note that successful candidates will be subjected to security, qualification and credit check.

If no response is received from Collins Chabane Local Municipality within 90 days after closing date, it must be regarded that your application has not been successful. The municipality reserve the right to appoint.

Closing Date: 04 May 2023

Closing Time: 16:00