



Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant position(s):

TECHNICAL SERVICES DEPARTMENT

TECHNICIAN: PROJECT MANAGEMENT UNIT

Ref: THLM/TS/15

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 409 579.00 per Annum (Excluding Benefits)

Task Grade 12.1

Minimum requirements: National Diploma in Civil Engineering or B-tech in Civil Engineering, Computer literacy: MS Office. Must have a valid driving license. 3-5 years' relevant experience, Must have a project design experience, Registered candidate technician/technologist with ECSA.

Competencies: Planning, Organisational Awareness, Attention to Detail, Design Project Management

Key Performance Areas: Monitoring, control and implement all municipal project falling under Municipal Infrastructure Grants as identified in the Municipal IDP. Ensuring project compliance with all applicable legislation, policies. and conditions applicable to MIG, WSIG and INEP. Conducting project performance and cash flows reviews. Liaising with the Provincial and the Senior MIG Manager as well as other line function departments through formal regular evaluation/ progress meetings and on an ad hoc basis as instructed by the PMU Manager. Submitting monthly, quarterly, bi-annual, annual and Adhoc reports to COGTA as determined in applicable instructed by the PMU Manager. Inspection of projects on sites for progress and quality assurance. Implementation of the Expanded Public Works Programme and reporting on EPWP compilation of MIG expenditure reports and PMU monthly reports.

TECHNICIAN: SANITATION

Ref: THLM/TS/16

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 409 579.00 per Annum (Excluding Benefits)

Task Grade 12.1

Minimum requirements: National Diploma in Civil Engineering/B-tech in Civil Engineering or N6 in Civil Engineering (must have 10 years' experience). Computer literacy: MS Office, a valid driving license, and 3-5 years' relevant experience. Registered candidate technician/technologist with ECSA.

Competencies: Planning, Operations and Maintenance, Interpersonal Relationships, Action and Outcome Orientation

Key Performance Areas: Responsible for the operation and maintenance of sanitation infrastructure including Wastewater Treatment Works, wastewater pump stations, honey suckers, sewer collection systems. Monitor and manage the budget for Sanitation services. Conduct preventive, and corrective maintenance of sanitation infrastructure to ensure proper operation and reliable infrastructure. Keep and maintain daily records of work performed and materials used within sanitation services. Ensure compliance to the requirements of Water Use license and wastewater quality standards. Ensure compliance to the municipal By-Laws, policies, Wastewater Risk Abatement Plan (W2RAP), standards and all other regulations governing the management of sanitation services. Monitor and manage service connections to wastewater collection systems. Organises work assignments and sets priorities relating to sanitation services. Responds to emergency callouts and resides within the set standard of response time. Conduct site inspections for potential hazards and adheres to all applicable safety rules, regulations, practices, and or procedures. Give support to the team working under sanitation services in performing their daily duties. Adhere to Green Drop requirements. Prepare monthly, quarterly, mid-year and annual technical reports. Perform other duties assigned by your supervisor.

PUMP OPERATOR

Ref: THLM/TS/17

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 205 899.00 per Annum (Excluding Benefits)

Task Grade 7.1

Minimum requirements: Grade 12 with mathematics and science, Driver's license code (EB). 1-2 years' relevant experience.

Competencies: Planning and Organising, Workplace Safety, Service Delivery Orientation, Use of process specific Technology/Equipment, Action and outcome orientation

Key Performance Areas: Inspect pump station to ensure standard outcome, opening/ closing valves to specific limits to control levels and regulate flow from/ to storage units. Communicating with the immediate superior, verbally transmitting information on plant condition, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process and mechanical operations. Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval. Clearing and unblocking inlets, outlets, valves, filters and daily trimming shrubs/connections, removing debris using handheld tools (shovel, fork, etc.) and pressurized water systems to remove/ flush blockages.

SOCIAL SERVICES DEPARTMENT

SUPERINTENDENT LAW ENFORCEMENT

Ref: THLM/SS/07

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 346 930.00 per Annum (Excluding Benefits)

Task Grade 11.1

Minimum requirements: Grade 12; Basic traffic training qualification; Code EB driver's licence; No

criminal record; and Firearm proficiency. 5 - 8 years' relevant experience required of which 2 - 3 years' must be supervisory experience.

Competencies: Community and Customer Focus. Patrol, Enforcement and Emergency Response. Service Delivery Orientation, Action and Outcome Orientation

Key Performance Areas: Effectively manage, supervise and control subordinates, by ensuring the execution of duties, promote road safety and educate the public on road safety matters. Ensure that all activities of relevant personnel are monitored, compliance and adherence to all relevant Acts and minimum requirements as prescribed. Ensure that any form of malpractice or violation of the above mentioned are dealt with and reported to Senior Management. Responsible for knowledge sharing, training & skills development. Monitor, assess and report health & safety matters within the relevant section.

LIGHT DUTY OPERATOR (Compactor Truck Driver)

Ref: THLM/SS/08

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 231 818.00 per Annum (Excluding Benefits)

Task Grade 8.1

Minimum requirements: Basic literacy. Driver's license code 14 (EC). Departmental proficiency test, Minimum 1-2 years Relevant Experience.

Competencies: Managing Work, Workplace Safety, Task Accountability, Quality Orientation, Oral Communication

Key responsibilities: Performs general checks ahead of a driving trip, (e.g. tyre pressure; current, valid registration sticker; windscreen; lights and horn in working order; body work and vehicle logbook); Able to perform safety inspections, recognize and report mechanical problems and performs preventative maintenance. Receive instructions from immediate supervisor to establish details of task. Inspecting safety devices, controls, lubricant levels on vehicle and report defects to the immediate supervisor. Driving and manoeuvring the mechanical plant and engaging controls to operate mechanisms to enable loading of solid waste.

FINANCIAL SERVICES DEPARTMENT

ASSISTANT MANAGER: REVENUE

Ref: THLM/FD/09

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 598 578.00 per Annum (Excluding Benefits)

Task Grade 15.1

Minimum requirements: Grade 12; A relevant 3-year tertiary qualification, preferably a National Diploma or B degree with financial accounting as a major subject. Computer literacy: MS Office. 5-8 years relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline.

Competencies: Financial Process Management, Planning and Organising, Interpersonal Relationships, Cognitive ability, Impact and Influence, Team Orientation

Key Performance Areas: Perform revenue inspection within the municipality and satellite offices Safeguard, monitor and manage face value forms. Clear and manage receipts and bank interfaces. Reconcile receipts in terms of items of items/responsibilities and the correction of wrongly allocated revenue. Manage the recovering function of dishonored cheques. Transfer funds to the petty cash accounts. Identify shortcomings and risks as well as compile and implement appropriate corrective procedures. Supervision of subordinates. Coordinates and controls the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions to supply analysis, identification and recovery overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with the rates payment, certification and correspondences oversee the compilation of the monthly management accounts and compile reports on such. Make decisions regarding the re-allocation of funds between budgets, in consultation with responsibility managers and control the movement of such funds. Compile and disseminate statutory financial reports. Compile, administer, maintain and report on the expenditure and cash flow projections. Quality assures financial administration and accounting policies, processes and procedures and monitor compliance. Oversee the reconciliation of monthly transactions and compile quarterly and annual financial statements. Administer and control the budget.

SENIOR CLERK: DEBT AND CREDIT CONTROL

Ref: THLM/FD/10

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 261 008.00 per Annum (Excluding Benefits)

Task Grade 9.1

Minimum requirements: Grade 12; A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: MS Office. 0-2 years' relevant experience required

Competencies: Accounting, Financial management, Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing, Service Delivery Orientation, Action and outcome Orientation

Key Performance Areas: Performs specific tasks associated with the monitoring of customer accounts and the recovery of outstanding amounts. Completing details on reminder notification indicating amount outstanding and circulating to account holders. Interacting with service departments with respect to disconnections/ reconnections or resumption of services and preparing documentation and records for handover to activate legal proceedings and collection. Documenting payment term arrangements as agreed to with the customer and/ or executing write off sequences for unrecoverable debts upon approval. Facilitate the Amnesty Incentive applications from customers and prepare reports for debtors on sector departments.

Applications must be submitted on the prescribed "**General application**" form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za. An application should include a comprehensive CV with at least three contactable references. Certified copies (not older than six months) of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Mthombomuhle (Kwaggafontein 'C') in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

Failure to fill in and sign the prescribed application form will automatically disqualify the applicant.

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

CLOSING DATE: 19 July 2024 @ 16H00

Enquiries to Human Resources Enquiries: Ms. N.P. Tjia and/ or Ms. N.A. Mfiso through 013 986 9169 and/ or tjian@thembisilehanilm.gov.za and mfison@thembisilehanilm.gov.za respectively.

NB: Canvassing in respect of these positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

The council reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

**Mr. D.J.D. Mahlangu
Municipal Manager**