



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

MUNICIPAL MANAGER'S OFFICE: POLITICAL OFFICE

WARD COMMITTEE COORDINATOR

Ref: THLM/MM/07

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Fixed-term contract of employment linked to the term of office of the public office bearer.

NB: The duration of the fixed-term employment contract, may not be longer than 30 days after the public office bearer vacates office

Salary: R 311, 699 pa. (Excluding benefits)

Task Grade 10.1

Requirements: Grade 12, Relevant National Diploma or equivalent qualification. 3 - 5 years relevant experience in community matters will serve as an added advantage. Valid driver's license.

Competencies: Planning and Organising, Oral and Written Communication.

Key Responsibilities: Coordinate and administer all ward committee programmes and meetings, develop a ward committee programme, facilitate the induction/training for newly elected committee members, promoting municipal campaign, compile annual and quarterly reports, maintain database of project beneficiaries. Perform general administration to ensure the smooth running of the office and the completion of relevant functions

PMS COORDINATOR

Ref: THLM/MM/08

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 311, 699 pa. (Excluding benefits)

Task Grade 10.1

Requirements: Grade 12, National Diploma in Human Resources Management/Public Management/equivalent relevant qualification. Minimum of 2–3-year relevant experience. Computer literacy and a valid drivers' license

Competencies: Communication & presentation skills, basic research and data analysis, sound knowledge of Local Government Performance Management System

Key Responsibilities: Coordinate and motivate staff in relation to performance issues. Monitoring of local service delivery performance standards. Coordinate development and implementation of monitoring systems for departmental performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements. Assist in preparation and submission of reports to council, mayoral and oversight committees. Provide training and guidance to developmental staff performance and service improvement. Develop and coordinate developmental consultation activities and liaise with managers to ensure that the outcome of consultation is used to inform service improvement. Capture and review the performance agreements, performance assessments, quarterly performance reports and SDBIP. Assist with the compilation of the annual report. Update back to basic service delivery document and submit to the relevant structures. Perform quarterly updates of scorecard, Circular 88 reports and master files indicators reports as required by CoGTA and National Treasury. Collecting and verification of portfolio of evidence files from various departments. Issuing of public notices in relation to all compliance reports performed in the Performance Management Unit. Assist in conducting of the formal performance assessments review and evaluation. Uploading all compliance reports to the National Treasury Website as per the requirements

TECHNICAL SERVICES DEPARTMENT

PROCESS CONTROLLER

THLM/TS/25

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 245,883 pa. (Excluding benefits)

Task Grade 8.1

Requirements: Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Wastewater treatment; Trade related qualification: Operators certificate/ Wastewater Treatment practice (N3); and Code EB Driver's License. 1 - 2 years' relevant experience required. Registered as Class III process controller.

Competencies: Oral Communication, Written Communication, Problem Solving, Decision making, planning and organizing.

PUMP OPERATOR

Ref: THLM/TS/26

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 218, 392 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.

GENERAL ASSISTANT

Ref: THLM/TS/26

Workstation: Mthombomuhle (Kwaggafontein)

Salary: R 139, 177.00 pa. (Excluding benefits)

Task Grade 4.1

Requirements: Basic Literacy, 0-1 years' experience required

Competencies: Oral Communication, Workplace Safety, Managing Work.

Key responsibilities: Undertakes specific activities associated with the sewerage drainage from domestic and business premises, by pumping and cleaning septic tanks as directed, Trouble shooting and repairing septic systems, plumbing and drain cleaning as needed. Locate and dig up tanks when required. Cleans vehicle and attends to the storage and care of cleaning tools by removing and washing off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (handheld hoses). Placing and stacking tools in designated storage areas and/ or verbally reporting the condition/ status of tools to the immediate superior

Applications must be submitted on the prescribed "**General application**" form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za **(All field on the form completed)**. 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. Candidates must be willing to be subjected to background screening and/or security clearance process.

Thembisile Hani Local 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: 21 MARCH 2025 @ 16H00

Enquiries to Human Resources: Ms. Nompumelelo Tjia at 013 986 9169 and/or tjian@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.

**Mr. DJD Mahlangu
Municipal Manager**

Date