

The Lesedi Local Municipality, an equal opportunity employer, is situated in the southern part of Gauteng spanning an area of approximately 1 430km and consists of the towns of Heidelberg, Ratanda, Devon and Impumelelo.

Applications are invited from suitably qualified candidates for the following positions:

## DEPARTMENT: CORPORATE SERVICES

### Chief Information Technology Officer

Remuneration: R399 504-R518 592 per annum (excl benefits)

**Requirements:** • Extensive knowledge of ICT infrastructure architecture • Local Government experience and understanding • More than 5 years' experience in managing diverse networks • An NHD Information Technology or higher • Certification in CISCO routing, Virtualisation, Problem Determination and Networking.

**Competencies:** • Proactive and decisive under pressure • The ability to interact professionally with a diverse group, including Executives, managers and subject matter experts.

**Duties:** The Chief Information Technology Officer (CITO) will report to the Department of Corporate Services as well as the Executive Manager Corporate Services and will assist and advise on all matters pertaining to IT in the Municipality. This is a challenging position with the opportunity to play a strategic role in technology planning, master system plan implementation and policy formulation. He/she will: • Provide overall guidance to the IT Department • Anticipate and respond to the changing business requirements of the Municipality and prepare the Municipality's IT for the future • Be responsible for Technology Planning, Application Development and IT-related operations • Assist in the preparation of a Technology Vision document for the Municipality • Act as key resource providing in-depth technical expertise to the Municipality • Identify and implement new technologies and technology products • Work with Management in the following: \* Improving the status of current IT infrastructure: Reliability, availability, usability, etc \* Improving the cost-effectiveness of IT deployment \* Managing data and IT governance and security \* Launching innovations in identifying and plugging critical gaps in applications architecture \* Launching initiatives to support the new working of municipal initiatives such as automation of processes and straight through processing \* Being proactive in collecting business needs \* Working with user departments in the adoption of IT systems \* Identifying the future technology and infrastructure needs of the Municipality \* Launching initiatives to create relevant MIS, dashboards for tracking of various municipal-wide business transformation initiatives \* Handling core IT infrastructure, technology planning and application development and IT-related operations and products of the Municipality \* Implementing innovative technology products, as well as preparing technology architecture of the municipality to achieve set goals and remain technologically competitive in the service delivery arena. **Notice number:** 53/2014

### Senior Human Resource Practitioner: Organisational Development

Remuneration: R307 776-R399 504 per annum (excl benefits)

**Requirements:** • A B degree or equivalent qualification in HR Management or Public Administration (NQF Level 6/7) • At least 3 years' experience • Good management, communication, interpersonal and public relations skills • A valid Code B driver's licence.

**Competencies:** • The ability to deal with conflict situations • Planning skills • The ability to adapt to different situations • The ability to take decisive action to deal with critical issues.

**Duties:** • Render an HR management support service to other departments • Ensure critical performance indicators are identified and specific measures established • Ensure optimal work performance and create a climate to promote and sustain motivational levels and productivity • Ensure the delivery of an HR administrative support service • Ensure labour relations stability in the Municipality • Ensure that the IPMS processes are efficiently and effectively executed • Perform other related duties as instructed by the HR Manager • Identify outdated job descriptions and update accordingly • Ensure that job descriptions are aligned to departmental KPAs and the SDBIP. **Notice number:** 74/2014

### Senior Human Resources Practitioner

Remuneration: R307 776-R399 504 per annum (excl benefits)

**Requirements:** • A B degree or equivalent qualification in HR Management or Public Administration (NQF Level 6/7) • At least 3 years' experience • Good management, communication, interpersonal and public relations skills • A valid Code B driver's licence.

**Competencies:** • The ability to deal with conflict situations • Planning skills • The ability to adapt to different situations • The ability to take decisive action to deal with critical issues.

**Duties:** • Ensure acceptable levels of quality and performance are maintained • Render an HR management support service to other departments • Ensure critical performance indicators are identified and specific measures established • Ensure optimal work performance and create a climate to promote and sustain motivational levels and productivity • Ensure the delivery of an HR administrative support service • Ensure labour relations stability in the Municipality • Ensure that IPMS processes are efficiently and effectively executed • Perform other related duties as instructed by the HR Manager. **Notice number:** 73/2014

### Superintendent: Security

Remuneration: R205 644-R266 952 per annum (excl benefits)

**Requirements:** • A Grade 12 with a Security diploma/certificate • A valid driver's licence • A minimum of 2 years' working experience.

**Competencies:** • Physical fitness • Good communication and conflict handling skills • The ability to make decisions • The ability to read, write and speak English • Initiative • The ability to work as part of a team • Good observation skills.

**Duties:** • Ensure Council properties are properly safeguarded and risk to safety is minimised • Ensure the safe movement of VIPs to their destinations and/or money to banks • Maintain procedural records and registers of investigations and inspections • Provide details during internal and external audits, assessments or investigations • Ensure human resources needs are identified • Ensure the provision of an effective technical service to the community by supervising the activities of staff • Provide for an effective disciplinary procedure within departments. **Notice number:** 7/2014

## DEPARTMENT: COMMUNITY SERVICES

### Chief: Fire & Disaster

Remuneration: R354 840-R460 584 per annum (excl benefits)

**Requirements:** • A SAESI Higher Diploma in Fire Technology or National Diploma in Fire Technology • 5 years' relevant experience in fire services, with at least 3 having been in a managerial position • A valid Code 10 driver's licence • Expert knowledge of relevant legislation.

**Competencies:** • Physically fit and able-bodied • Integrity • Stress tolerance, persistence, initiative and adaptable/flexible work style • The ability to be on standby and work overtime during specific unplanned emergencies/disasters • Conflict management and negotiation skills • The ability to advise Council on matters related to the Fire Section.

**Duties:** • Identify short- and long-term objectives and plans associated with the development and maintenance of Infrastructure to support service delivery • Direct and control the KPAs of personnel within the Fire and Rescue Divisions • Ensure that unsafe conditions and hazards are identified • Be responsible for the section's budget • Be responsible for the budget and training of staff • Champion public awareness, research fire scenes and identify dangerous situations. **Notice number:** 58/2014

### VIP Protectors (2 Posts)

**Requirements:** • A relevant Security Diploma/Certificate • A driver's licence • At least 2 years' working experience in VIP protection • Willingness to attend courses on body-guarding • A valid Firearm Competency Certificate.

**Competencies:** • Physical fitness • Good communication and conflict handling skills • The ability to make decisions • Initiative • The ability to work as part of a team • Good observation skills • The ability to maintain client confidentiality • Calmness under pressure • Good interpersonal skills • Good planning skills.

**Duties:** • Provide a bodyguard service to the Executive Mayor during her term of office and ensure that all services are performed timely and correctly • Transport the Executive Mayor as required for her duties • Ensure adequate bodyguard functions • Attend meetings/appointments to enhance the output of the office of the Executive Mayor. **Notice number:** 78/2014

### Librarians (7 Posts)

(3-year contracts)

Various Libraries in Lesedi

Remuneration: R212 598 per annum

**Requirements:** • A diploma or degree in Library Information Science (NQF Level 7) • At least 3 years' experience as an Assistant Librarian • Insight into and understanding of Local Government administration • Computer literacy • Flexible with regard to working hours • Public relations skills • Managerial skills • A Code B driver's licence.

**Competencies:** • Excellent communication and interpersonal skills • An understanding of legislation governing libraries is a prerequisite.

**Duties:** • Be responsible for the smooth running of the library in order to ensure that human resource needs are identified and attended to • Enhance education and increase awareness within the community • Promote the library and its resources • Ensure administrative procedures are complied with • Perform any other related duties as instructed by the supervisor • Work on Saturdays and Sundays. **Notice number:** 77/2014

## DEPARTMENT: FINANCE

### Manager: Assets & Insurance

Remuneration: R354 840-R460 584 per annum (excl benefits)

**Requirements:** • A National Higher Diploma or a degree in Accounting • 6 years in the relevant field, with at least 3-4 years in management • An understanding of Local Government and legislation governing finance. A Certificate Programme in Municipal Finance will be advantageous.

**Competencies:** • Proactive and decisive under pressure • The ability to interact professionally with a diverse group including Executives, managers and subject matter experts • The ability to manage the performance of staff.

**Duties:** • Provide regular monthly reporting of the assets position of the Municipality • Be responsible for the Municipality's assets, including its safeguarding and maintenance • Ensure that the transfer of assets is performed to laid down procedures as prescribed in the MFMA • Ensure that all information required for disclosure on intergovernmental and other allocations are complied with, as prescribed in legislation • Ensure that all of Council's assets are insured • Manage staff. **Notice number:** 62/2014

### Financial Officer:

#### Grants, Investments & Loans

Remuneration: R205 644-R266 952 per annum (excl benefits)

**Requirements:** • An NQF Level 7 National Higher Diploma/degree in Financial Management and Accounting, A National Certificate (NQF level 6) in Municipal Finance Management will be an added advantage • Computer literacy • A minimum of 1-2 years' administrative accounting experience • An understanding of the application of laid down procedures and guidelines.

**Competencies:** • Excellent communication and interpersonal skills • Proactive and decisive under pressure • Good negotiation skills.

**Duties:** • Be responsible for grants administration • Assist the CFO with information that is required for loans, as well as negotiate with financial institutions • Assist the CFO in the development of departmental goals and targets by utilising information captured in the strategic plan and IDP • Ensure that the development of the budget is in compliance with sponsor guidelines. **Notice number:** 60/2014

### Procurement Officer: Tenders

Remuneration: R174 192-R226 104 per annum (excl benefits)

**Requirements:** • A relevant qualification in Finance with a certificate in Stores Management • A valid driver's licence • A minimum of 12-18 months' experience in administrative and stock management • A thorough understanding of Local Government and legislation. Experience in Local Government will be an added advantage

**Competencies:** • Excellent communication and interpersonal skills • Analytical thinking • Excellent communication skills at all levels • Proactive and decisive under pressure • The ability to interact professionally with a diverse group, including Executives, managers and subject matter experts • The ability to speak various South African languages will be an added advantage.

**Duties:** • Take purchase requests from various departments within a company and obtain price quotes from suppliers • Contact suppliers to schedule deliveries or discuss shortages or missed deliveries. **Notice number:** 65/2014

### Procurement Officer: Orders

Remuneration: R174 192-R226 104 per annum (excl benefits)

**Requirements:** • A relevant qualification in Finance with a certificate in Stores Management • A valid driver's licence • A minimum of 12-18 months' experience in administrative and stock management • A thorough understanding of Local Government and legislation. Experience in Local Government will be an added advantage.

**Competencies:** • Excellent communication and interpersonal skills • Analytical thinking • Excellent communication skills at all levels • Proactive and decisive under pressure • The ability to interact professionally with a diverse group, including Executives, managers and subject matter experts • The ability to speak various South African languages will be an added advantage.

**Duties:** • Ensure that the procurement of requirements and items conform to procedures, thereby ensuring that the information is communicated to suppliers and service providers • Ensure that receipts are issued for all stock • Ensure that there are proper control procedures in place for receiving, storage and issuing of stock items • Facilitate the tender process. **Notice number:** 63/2014

### Procurement Officer: Quotations

Remuneration: R174 192-R226 104 per annum (excl benefits)

**Requirements:** • A relevant qualification in Finance with a certificate in Stores Management • A valid driver's licence • A minimum of 12-18 months' experience in administrative and stock management • A thorough understanding of Local Government and legislation. Experience in Local Government will be an added advantage

**Competencies:** • Excellent communication and interpersonal skills • Analytical thinking • Excellent communication skills at all levels • Proactive and decisive under pressure • The ability to interact professionally with a diverse group, including Executives, managers and subject matter experts • The ability to speak various South African languages will be an added advantage.

**Duties:** • Coordinate the administration and control of applications with respect to the procurement of goods with a value of less than R200 000.00 and apply specific procedures to communicate requirements to suppliers/service providers • Maintain an accurate and up-to-date database of suppliers' information • Record procurement activities and processes. **Notice number:** 64/2014

### Credit & Reconciliation Clerk

Remuneration: R137 400-R178 380 per annum (excl benefits)

**Requirements:** • A Grade 12 • A minimum of 2-3 years' relevant general accounting experience • A customer orientation.

**Duties:** • Handle all arrears accounts • Be responsible for the Cut-off List • Work with tempered accounts and pre-paid accounts • Process journals. **Notice number:** 66/2014

### Cashier (Vischkuil)

Remuneration: R100 968-R131 064 per annum (excl benefits)

**Requirements:** • A Grade 12 • Administration skills • Computer literacy.

**Competencies:** • Good communication skills • Accurate and methodical • Attention to detail • A sense of responsibility • Mentally strong • The ability to deal with rude and abusive clients, and deal with the public in a pleasant manner • Deadline orientation • The ability to work with other employees within the Directorate.

**Duties:** • Ensure the issuing of a computer-generated receipt or handwritten receipt for all monies received to debtors, vote or suspense accounts, in accordance with laid down departmental guidelines • Ensure cash received and receipts issued balance • Ensure recordkeeping procedures are complied with • Ensure that most residential clients who have prepaid electricity can purchase tokens to activate electricity supply • Provide a client service to enhance customer relations • Gain skills to enhance service delivery. **Notice number:** 61/2014

## DEPARTMENT: DEVELOPMENT & PLANNING

### Town Planner

Remuneration: R307 776-R399 504 per annum (excl benefits)

The successful candidate will manage the key performance areas associated with the developmental planning functionality, aligning functional requirements against objectives, controlling critical developmental planning phases, monitoring project-related outcomes, as well as assessing statutory application for conformance and providing comments, opinions and/or explanations on functional outputs and professional principles to support and guide decision-making processes.

**Requirements:** • A B degree in Town and Regional Planning, the built environment or Human Settlements • At least 5 years' experience • A driver's licence • Financial management experience within a municipal environment • Experience in compiling strategies and setting goals and objectives to achieve targets • An understanding of Local Government.

**Competencies:** • Proactive and decisive under pressure • The ability to interact professionally with a diverse group, including Executives, managers and subject matter experts.

**Duties:** • Evaluate applications and formulate reports so that the required standards of development are met • Liaise with stakeholders • Conduct inspections • Identify, define, align and implement key requirements associated with the developmental planning functionality, by keeping abreast with changes in socioeconomic trends, environmental demands and legislation impacting and influencing developmental planning • Manage key processes, applications and requirements related to developmental plans, Integrated Development Frameworks and Spatial Framework • Manage developmental project management processes associated with scoping, resourcing, implementation, monitoring and communication • Evaluate and comment on statutory developmental applications • Assess compliance with specific town planning regulations and related legislation and/or input from internal/external commentators. **Notice number:** 68/2014

## DEPARTMENT: LED & PLANNING

### Assistant Manager: IDP & Spatial Planning

Remuneration: R307 776-R399 504 per annum (excl benefits)

**Requirements:** • A relevant degree (BSc or BTech Town Planning) • A minimum of 3-4 years' experience • An understanding of Local Government • The ability to interpret and understand strategic objectives, legislative responsibilities and technical and professional communication through in-depth knowledge of application, procedures and principles.

**Competencies:** • Proactive and decisive under pressure • The ability to interact professionally with a diverse group, including Executives, managers and subject matter experts.

**Duties:** • Ensure information, advice or opinions on relevant matters is made available and/or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanations • Ensure critical performance indicators are identified and measures established to enable and guide the Department to plan, manage and prioritise outcomes accordingly • Ensure the planning and review processes contribute and complement development plans and strategies • Ensure outcomes are reflective of the developmental aims of the Municipality and deviations identified and addressed to facilitate compliance and agreement • Ensure due consideration is given to critical needs in the design of development plans and adequate consultation occurs in respect of the impact of implementation • Ensure laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions/actions • Ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Department's service level objectives and outcomes. **Notice number:** 67/2014

## DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

### Performance Management System Coordinator

Remuneration: R242 796-R315 168 per annum (excl benefits)

**Requirements:** • A B degree in Development and Planning • A Code EB driver's licence • At least 3 years' working experience in a municipal environment in a PRMS unit • An understanding of Local Government and legislation governing finance. A certificate in Municipal Finance will be advantageous.

**Competencies:** • Proactive and decisive under pressure • The ability to interact professionally with a diverse group, including Executives, managers and subject matter experts • The ability to manage the performance of staff.

**Duties:** • Develop the IDP in order to integrate municipal planning • Develop PMS to align or commensurate with current resources • Liaise with stakeholders so that there is common approach to development • Monitor PMS so that performance can be according to set standards • Integrate all municipal planning and development and enhance performance through the performance management system. **Notice number:** 54/2014

## DEPARTMENT: INFRASTRUCTURE SERVICES

### Engineering Technician (PTM)

Remuneration: R242 796-R315 168 per annum (excl benefits)

**Requirements:** • An N6/NQF5 • A National Diploma • A Code EB driver's licence • Computer skills • 5 years' relevant experience.

**Competencies:** • A team player • The ability to work under highly stressful circumstances • Good interpersonal, communication and planning skills.

**Duties:** • Plan and coordinate the activities and operation of the Test Section to commission and maintain protection and metering circuitry • Plan the maintenance of protection equipment to ensure correct operation under fault conditions • Manage the process to ensure all electrical equipment is tested to determine its suitability to be connected to the electrical network • Instruct the Technicians/Electrician to install, inspect, download and programme programmable electricity meters to ensure accurate metering • Manage the maintenance of the battery tripping units to ensure reliable tripping • Order the installation and downloading of electricity power quality registers to comply with NRS 048 requirements • Ensure compliance with safety regulations • Perform administrative and general duties. **Notice number:** 56/2014

### Foreman (Electrical)

Remuneration: R242 796-R315 168 per annum (excl benefits)

**Requirements:** • A Grade with an N3 trade test certificate • 3 years' experience as an Electrician • A valid driver's licence and PDP • The ability to speak various languages will be beneficial.

**Competencies:** • A team player • The ability to work in highly stressful circumstances • Good interpersonal, communication and planning skills.

**Duties:** • Supervise the maintenance of the LV/MV overhead and underground network • Supervise the performance of planned work on overhead and underground network • Inspect completed repair work for quality and safety requirements • Issue job cards, and supervise and instruct staff daily • Inspect vehicles for overall roadworthiness through visual checks • Attend Middle Management and related meetings • Normalise the electrical network in case of breakdowns • Be on standby. **Notice number:** 57/2014

### Artisan (Electrician)

Remuneration: R205 644-R266 952 per annum (excl benefits)

**Requirements:** • A Grade 12 with an N3 trade test certificate • 3 years' experience as an Electrician • A valid driver's licence and PDP • The ability to speak various languages will be beneficial.

**Competencies:** • A team player • The ability to work in highly stressful circumstances • Good interpersonal, communication and planning skills.

**Duties:** • Conduct general inspections to identify electrical network problems • Conduct connections and electrifications of houses so that residents can have access to electricity • Conduct joining of HT cables to ensure that the network is up and running • Maintain the electrical apparatus so as to ensure good working standards on 11kV and 400V overhead networks, underground networks and switching stations • Adhere to the OHS Act • Be on standby • Perform general ad hoc functions. **Notice number:** 33/2014

### Technician Assistant (PTM)

Remuneration: R100 968-R131 064 per annum (excl benefits)

**Requirements:** • An N4 • A Code EB driver's licence • Basic computer skills • A completed trade test • 2 years' relevant experience.

**Competencies:** • A team player • The ability to work in highly stressful circumstances • Good interpersonal, communication and planning skills.

**Duties:** • Maintain protection equipment to ensure correct operation under fault conditions • Perform routine tests and inspections on panel wiring, battery tripping supplies and protection relays • Test electrical equipment to determine its suitability to be connected to the electrical network • Test switchgear panels, transformers and cables to determine if equipment complies with minimum requirements of the installation • Install, inspect, download and programme programmable electricity meters to ensure accurate metering • Install and download electricity power quality registers to comply with NRS 048 requirements • Comply with safety regulations, as a requirement of the OHS Act • Perform administrative and general duties • Promote productivity and service delivery • Be on standby. **Notice number:** 55/2014

**Enquiries:** Nerina Ramdaloo, Mpumi Dlamini, tel. (016) 340-4459

**Applications must be lodged at Enquiries, corner HF Verwoerd and Low Streets, Heidelberg 1438 or posted to PO Box 201, Heidelberg 1441.**

**Closing date for the above vacancies:** 8 October 2014 at 12:00

The Lesedi Local Municipality is an equal opportunity, affirmative action employer. Disabled persons are encouraged to apply. Applicants who have not been contacted within 3 months of the closing date should consider themselves unsuccessful. Should applicants be in possession of a foreign qualification, such must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate.

**Mr A Makhanya - Municipal Manager**

**LESEDI**  
**Local Municipality**  
**Gauteng**