

EXTERNAL ADVERTISEMENT



In the pursuit of the ideals of excellence and diversity, the JB Marks Local Municipality wishes to invite applications for the following permanent positions:

**DIRECTOR: MUNICIPAL SERVICES AND LED
(5 YEARS FIXED-TERM CONTRACT)**

**R1 055 080.00.00 MINIMUM, R1 241 269.00 MIDPOINT AND R1 427 459.00 MAXIMUM (ALL INCLUSIVE PACKAGE)
REF. MUN01**

NB: This is fixed term employment contract for five (05) years and the incumbent shall be expected to sign a performance agreement and disclosure of financial Interest, will also undergo security vetting and competency assessment test.

The JB Marks Local Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability and furthermore invites applicants from the designated groups. This position targets the underrepresented categories within the Senior Management, specifically African, Coloured, White, and Indian Females or Indian Males.

Requirements: Appropriate B. Degree in Social Sciences/ Public Administration/ Law and/or equivalent •Effective understanding of Social/Community Development •Minimum of 5 years' experience in a middle Management level •Have proven successful institutional transformation within public or private sector. Added Advantage: Registration with SA Council for Social Services Professionals or similar bodies •A valid driver's license

Core Competencies: Advanced knowledge and understanding of relevant policies and legislations governing Local Government. Advanced understanding of Institutional Governance Systems and Performance Management •General knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act 5 of 2000; Advanced; Good governance; Audit and risk management Establishment and functionality; Budget and finance management. Advanced knowledge of Economic Growth & Development as a prerequisite for poverty eradication. Ability to communicate and negotiate at all levels of government and with all relevant stakeholders. Understanding of Council operations and delegation of powers as well as:

- ✓ Refuse Services Management
- ✓ Cemetery Management
- ✓ Parks and Recreation Management
- ✓ Environmental Health
- ✓ Library Services
- ✓ Sports, Arts and Culture
- ✓ Local Economic Development

Core Functions: Provide Waste Management, Libraries, Parks and Recreational Services, •Rendering of local economic development services, Manage, develop and oversee local economic development of the JB Marks local Municipality •Development through Enterprise Development, Industrial Development, Trade and Investment •Promotion and Neighbourhood Development initiatives to promote economic growth and eradicate poverty •Manage and comply to related legislation •Prepare and coordinate departmental budget and reports •Plan and project, manage the development of Facilities •Build partnership with the private sector communities •To provide leadership of all levels within the directorate •To advise Council on all relevant planning and development matters •Manage the Departmental budget •Enhance Inter-Governmental Relations to address social issues that are not in Municipal competencies; and Combat crime by cooperating closely with law enforcement agencies, amongst other •Rural Planning Development, Traditional Affairs and Agriculture industrialization hubs •Preparation and managing of operational and capital budget to effect the smooth running of the local economic development division •To create an enabling environment through the facilitation of Socio-Economic initiatives which encourage the creation of jobs, the

retention and expansion of enterprises and the attraction and promotion of investment supported by economic research •Manages Tourism Development •Manage, develop and oversee tourism through branding the JB Marks Local Municipality marketing and initiatives to promote the area as a tourism destination.

RE-ADVERTISEMENT

DIRECTORATE: CORPORATE SERVICES

DIVISION: VALUATIONS

ASSISTANT DIRECTOR: VALUATIONS

REF: COR43

Salary level 3: R 543 648.00 p.a._Travelling allowance (850 km per month) • R700.00 cellphone allowance

Requirements: Grade 12 (National Senior Certificate) •National Diploma/Degree in Property Valuation • B.Com Degree or similar Degree in Management/Economics •Registered as a Professional Valuer or Professional Associate Valuer (without restrictions) in terms of Property Valuer Profession act, 2000 •A valid driver's license

Required skills: Computer skills: MS Word, MS Excel, Power Point, MS Outlook• 5 years' experience at municipal Valuation of which 3 years must be in supervisory position• Knowledge on Property related data system: e.g. Winded Property 24, GIS system • Project management • knowledge of the real estate industry.

Functions & responsibilities: Manage Council's Property Tax Base to comply with the Municipal Property Rates Act no 6 of 2004• Responsible to do the periodical general valuation of all unmovable property and real rights within the municipal area as prescribed in terms of Municipal Property Rates Act and policies •Responsible to do selective supplementary valuations on a continuous basis due to specific circumstances as prescribed in the Municipal Property Rates Act •Advises other directorates by providing a comprehensive ad-hoc valuation services to comply with legislation •Advises to Council/other directorates on fixed property related matters• Manage the sub directorate to comply with legislation and internal policies• Liaise and communicate with clients to adhere to service standards and Batho-Pele Principles.

DIRECTORATE: CORPERATE SERVICE-

DIVISION: COUNCIL ADMINISTRATION, RECORDS MANAGEMENT AND CUSTOMER SERVICES

(CHIEF ADMINISTRATION OFFICER: SECRETARIAT

REF: COR112

Salary level 4: R 480 384.00–R 504 780.00 p.a._Travelling allowance (850 km per month) •R450.00 cellphone allowance

Requirements: Grade 12 (National Senior Certificate), Degree in Public Administration plus relevant qualification in Records management accredited by SAQA. Honours Degree in Public Administration will serve as an added advantage. Substantial experience in office administration, 2-3 years relevant experience inclusive of experience at the records management. Computer Administration. Driver's license

Required skills: Be able to demonstrate highly proficient written and verbal communication. Ability to work both in a team situation and also work alone without direction. Ability to maintain confidentiality. Ability to liaise and impart accurate information to all internal and external clients. Ability to show initiative and enthusiasm. Ability to organize

and manage time management and work priorities on order to meet deadlines. Ability to work individually without direction and also as part of the team situation. Ability to organize day-to-day tasks to ensure specific set objectives is achieved. Knowledge of relevant legislation, policies and procedures and report writing will be added advantage.

Core function: Basic understanding of records management, registry services and archival service. Assist with mail handling in an efficient manner. To assist with the maintenance of the Records Management system. Perform other records management duties as specified the Manager Administration. Assist with the control and movement of files and documents across the Municipality both electronic and paper based records. Maintenance of all records schedules and registered, develop and review all records management policies.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

SUB-DIRECTORATE: MINIMUM INFORMATION SECURITY STANDARDS (MISS)

ASSISTANT DIRECTOR: MISS

REF: MM08

Salary level 3: R 543 648.00 p.a. Travelling allowance (850 km per month) • R700.00 cellphone allowance

Requirements: Grade 12(National Senior Certificate), an appropriate degree/Advanced diploma in Security Management or equivalent tertiary qualification in the field of security and risk management of which at least 3-5 year must have been on management •Experience in the following specific field of security is needed •Physical Security, Personnel Security, Document Security, Communication Security and IT Security Investigation. SSA Advisory course, PRISA Grade A, SAMTRAC, Project Management, SSA Clearance Certificate is mandatory •A valid driver's license.

Required skills: Good Leadership and management skills •Ability to communicate effectively at all level both verbally and in writing •Good Human Relations Skills •Ability to manage conflict situations effectively •Must have high level standards and level of achievement •Must have a questioning skills or attitude and also be innovative or be able to use new ideas.

Key Responsibilities: Manage the total security function i.e personnel, physical •Documents, communication, communication, OHS and the entire precinct •Advise management on the security matters and vulnerabilities in of the institution •Compile internal Security Policy based on the MISS Document •Evaluate and improve the effectiveness of security measures and procedures •Monitor the extent of adherence and compliance to the security policy and measures including information security and vetting •Liaise on regular basis with SSA regarding information security, SAPS and SANDF on all MPSS related matters •Develops implements and monitors the effectiveness as well as the extent of adherence/compliance to security measures, procedures & Disaster Management •Manage the administration of security clearance forms, documents & information Security, Security Assessment and audits •Conduct Preliminary investigation on all security breaches, Fraud and Anti-Corruption cases and ensure compliance with existing legislation by security providers is promoted and controlled through process of active monitoring and investigation of the affairs of service providers •Support the protection and the rights of security officers and other employees in the private security industry •Conduct Security awareness.

RE-ADVERTISEMENT

OFFICE OF THE MUNICIPAL MANAGER

DIVISION: RISK MANAGEMENT

ASSISTANT DIRECTOR: RISK MANAGEMENT

REF: MM 14

Salary level 3: R 543 648.00 p.a. Travelling allowance (850 km per month) • R700.00 cellphone allowance

Requirements: Grade 12 (National Senior Certificate), **Bachelor's** Degree in Accounting / Auditing or National Diploma in Risk Management •A 4-year degree in economics or business administration may also be suitable •Compliance with the relevant minimum competency levels for financial officials as prescribed• Minimum of 5 years' experience of which 2 years must be at junior management level •Extensive Risk Management experience including the ability to identify new risks facing the institution •Experience in the roll out of a risk management methodology• Experience in strategic and business planning in tools and techniques for the evaluation and presentation and maintenance of strategic and Operational risks workshops and interviews •A valid driver's license.

Required Skills: Analytical skills and an eye for detail• Commercial awareness• Numerical skills• Planning and organizational skills• Ability to understand broader business issues• Communication and presentation skills.

Functions & responsibilities: Designing and implementing an overall risk management process for the organization, which includes an analysis of the financial impact on the company when risks occur• Performing a risk assessment: Analyzing current risks and identifying potential risks that are affecting the company• Performing a risk evaluation: Evaluating the municipality's previous handling of risks, and comparing potential risks with criteria set out by the municipality such as costs and legal requirements• Establishing the level of risk the municipality is willing to take• Preparing risk management and insurance budgets• Risk reporting tailored to the relevant audience• Educating the board of directors about the most significant risks to the municipality; ensuring business heads understand the risks that might affect their departments; ensuring individuals understand their own accountability for individual risks.

- Explaining the external risk posed by corporate governance to stakeholders• Creating business continuity plans to limit risks• Implementing health and safety measures, and purchasing insurance• Conducting policy and compliance audits, which will include liaising with internal and external auditors• Reviewing any new major contracts or internal business proposals• Building risk awareness amongst staff by providing support and training within the municipality.

DIRECTORATE: TECHNICAL SERVICES

SUB-DIVISION: BUILDING MAINTENANCE

ENGINEERING TECHNICIAN: BUILDING MAINTENANCE

REF: TEC190

Salary level 6: R 384 408.00 – R 424 428p.a. Travelling allowance (650 km per month) • R450.00 cellphone

Requirements: National Senior Certificate (Grade 12) National Diploma Civil Engineering or N6 Diploma in Civil Engineering Studies •Grade 12, Computer literate, knowledge of Auto cad (Drawing Plans) •3 years' relevant experience in Building environment, of which 1 year must be in plumbing or bricklaying. •A valid driver's licence.

Required Skills: Technical Skills •planning and organising skills •good interpersonal skills • project management skills • communication skills • Strategic Management Skills •Business Management Skills • Communication Skills (verbal and written) • Financial Management Skills •Negotiating Skills and Conflict Handling Skills • Must be able to work under pressure • Knowledge of health and safety regulations

Functions & responsibilities: Manages capital, maintenance and renovation of council buildings • Prepares and approves payment certificate for contractor •conduct side briefings on capital projects and confirm specifications are clear • Checks drafted plans, building plans and specifications of council's buildings •Compiles tender specifications for building projects •Drafts estimates, determine costs and compile specifications on all building repairs and replacements •Manage all correspondence in connection with maintenance of Council buildings.

RE-ADVERTISEMENT

DIRECTORATE: TECHNICAL SERVICES

WATER PURIFICATION SERVICES

SENIOR PROCESS CONTROLLER X 1

REF: TEC170 (TR)

Salary level 7: R 348 096.00 – R 384 408.00. The incumbent will be expected to work shifts, weekends and standby as regulated.

Requirements: The position requires a person eligible to be classed as a Process Controller Class IV with the following minimum qualifications and experience: Grade 12 OR NTC III plus Operator Certificate/Water Treatment practice N3, OR NTC III in Water Treatment practice with 8 years' experience in Water Treatment environment.

Alternatively; National Diploma or National Technical Diploma or NTC VI or 3 years BSc (all in appropriate field) with 2 years' experience in Water Treatment environment •A valid driver's license

Physical Requirements: Must be able to withstand stress •Must be normal healthy, physical fit with good eyesight, speech and listening skills •Must be able to work in confined areas.

Functions & responsibilities: Oversee, manage and operate a Water Treatment process •Ensure proper operation of the mechanical, electrical and electronic equipment as well as the civil structures within the Water Treatment Plant according to the operations and maintenance manual •Interpretation of analytical results and treatment process optimization •Assist and ensure that water quality data and flow measurements are properly collected and recorded •Operate the works to ensure compliance to Blue Drop requirements •Supervise shift workers, perform standby and shift duties when required.

DIRECTORATE: TECHNICAL SERVICES

DIVISION: QUALITY ASSURANCE AND BUILDING CONTROL

CONTROL BUILDING INSPECTOR X 1

REF: TEC388

Salary level 7: R 348 096.00 – R 384 408.00. (Allowances: Travelling and Cellphone as per the policies)

Requirements: Grade 12 (National Senior Certificate) plus 3 years tertiary education as evaluated by Human Research Council, in one of the following building disciplines–Civil engineering/Structural engineering/Architecture/Building Management/Building Science/ Building Surveying or Quantity Surveying •5 years relevant experience •Valid Driver's Licence •Computer literacy •broader engineering knowledge •Legal skills •Knowledge of Project Management •Interpersonal Skills and good negotiation skills

Physical Requirements: Must be physically fit & healthy to perform on-site inspections •Must not have any physical disabilities that will hamper movement to perform on-site inspections •Must perform on-site inspections under unsafe conditions on building sites •Must work in all weather conditions

Functions & responsibilities: To oversee in respect of planning, organisation, leadership and control of the work of the personnel of the Building Control Section •To ensure that the work delivered by the section is maintained and performed on a continuous and high standards •To perform personal management of the personnel of the Building Control Section •To ensure an effective and efficient service delivery by the personnel of the section •To enforce the requirements of the National Building Regulations and Building Standards Act of 1977 (Act 103 of 1977), policies and municipal By-laws of Council •conducting routine-building work, foundation, open sewer and final inspections to assess conformation to the required standard of workmanship •To conduct general administrative tasks

DIRECTORATE: TECHNICAL SERVICES

DIVISION: QUALITY ASSURANCE AND BUILDING CONTROL

BUILDING INSPECTOR X 1

REF: TEC391

Salary level 7: R 348 096.00 – R 384 408.00(Allowances: Travelling and Cellphone as per the policies)

Requirements: Grade 12 (National Senior Certificate) or equivalent and qualified tradesman in one of the following trades in Building Construction Sciences: Bricklaying, Plumbing, Drain-laying, Carpentry, Draughtsman •3 years relevant experience •Computer literacy •Legal skills • Broader engineering knowledge •valid Code EB Driver's licence •Good interpersonal, negotiation and communication skills •Must be Bilingual preferably with English as one of the languages

Physical Requirements: Must be physically fit & healthy to perform on-site inspections •Must not have any physical disabilities that will hamper movement to perform on-site inspections •Must perform on-site inspections under unsafe conditions on building sites •Must work in all weather conditions.

Functions & responsibilities: To enforce the requirements of the National Building Regulations and Building Standards Act of 1977 (Act 103 of 1977), policies and By-laws of Council •Conducting inspections to assess conformation to the required standard of workmanship •Receiving and processing all building plans submitted for approval •Receiving and processing all applications for water and sewer connections •To conduct general administrative tasks for smooth running of the office in order to enforce the requirements of the National Building Regulations and Building Standards Act 1977 (Actv103 of 1977) •To deal with all enquiries to find solutions to the caller's problems in respect of building related issues.

DIRECTORATE: COMMUNITY SAFETY

DIVISION: TRAFFIC MANAGEMENT

CHIEF TRAFFIC OFFICER

REF: COM23

Salary level 3: R 543 648.00 p.a. Travelling allowance (850 km per month) •R700.00 Cellphone allowance and Uniform •The incumbent will be expected to work standby as regulated.

Requirements: Grade 12 (National Senior Certificate) Traffic Training College Diploma · Relevant 3 years bachelor degree (Traffic Policing or Transport Management) •No criminal record •Valid Driver's Licence (Code EC1) •Computer literacy •5 years related experience in middle management

Functions & Responsibilities: Road traffic control regulation by means of high visibility and routine traffic patrols, •Maintenance of high standard of discipline •Ensures that road traffic policing and National Road Traffic Act 93 of 1996 is enforced, •Communicate with outside stakeholders of government or non-government stakeholders e.g. courts, schools, communities, transport institutions, Provincial and National government, •Management of administration and enforcement strategies •Secure, control and maintenance of work resources. •Ensuring that various types of escort duties are undertaken by traffic officers •Training and development of traffic personnel

DIRECTORATE: COMMUNITY SAFETY

SUB-DIVISION: TRAFFIC SERVICES

ASSISTANT CHIEF TRAFFIC OFFICER

REF: COM169

Salary level 4: R 480 348.00 – R 504 780.00 p.a. Travelling allowance (850 km per month) •R450.00 cellphone allowance and Uniform •The incumbent will be expected to work standby as regulated.

Requirements: Grade 12(National Senior Certificate) Traffic Training College Diploma •3 years Diploma •No criminal record •Valid Driver's Licence (Code EC1) •Computer literacy •3 years related experience in middle management

Functions & responsibilities: Assist the Chief Traffic Officer to: •Road traffic control regulation by means of high visibility and routine traffic patrols, •Maintenance of high standard of discipline, •Ensures that road traffic policing and National Road Traffic Act 93 of 1996 is enforced, •Communicate with outside stakeholders of government or non-government stakeholders e.g. courts, schools, communities, transport institutions, Provincial and National government, •Management of administration and enforcement strategies, •Secure, control and maintenance of work resources. •Ensuring that various types of escort duties are undertaken by traffic officers. •Training and development of traffic personnel

DIRECTORATE: COMMUNITY SAFETY

SECTION: VSD REGISTRATION & LICENSING SERVICES TESTING STATION

MANAGEMENT REPRESENTATIVE: TRAFFIC MANAGEMENT

REF: COM157

Salary level 6: R 384 408.00 – R 424 428.00

Requirements: Grade12 plus Diploma for Examiner Vehicles grade A and registered as an Examiner of Vehicles Grade A •5 years relevant experience •Valid Driving Licenses Code EC-A •Computer Literacy, good communications skills •Trained and fully conversant with the procedures as contained in the latest procedure manual for e- natis , sound knowledge of the national road traffic Act. •Currently registered as an E-NaTIS user.

Functions & responsibilities: Supervise DLTC Section and ensure that processes are implemented in terms of the National Road Traffic Act, Act 93/ 96 and E-Natis •Conduct Learner License classes •Maintain a quality control system to ensure that all documents are kept at the DLTC Managing and controlling the maintenance of the equipment •Manage and control all daily operations of the DLTC •Compile monthly management reports •Investigate complaints •Promoting a safe work environment •Ensure that monthly statistics are forwarded to province in terms of the relevant legislation •Other duties as requested from time to time •Responsible for the retention of grading for vehicles testing centres, management of testing station.

DIRECTORATE: COMMUNITY SAFETY

DIVISION: DISASTER RISK MANAGEMENT SERVICES

CRISIS CONTROL DISPATCHER CLERKS

REF: COM17, 18, 20 & 21

Salary level 11: R 191 208.00 – R 212 904.00. The incumbent will be expected to work shifts, weekends and standby as regulated.

Requirements: Grade 12 (National Senior Certificate), Basic Disaster Management, Control Room Operator Course or Call Centre Operator Course and Computer Literacy •2 years relevant experience in a call centre environment or an emergency operator environment. Good listening and communication skills •Ability to work under pressure and in emergency situations.

Functions & Responsibilities: Manage a shift during an operate in a 24 hour Communications Centre •Catering to emergency and non-emergency needs of the community by operating, monitoring all equipment in Control Centre efficiently, expertly and professional at all times •Administer communication systems between the public and municipality employees •Record and store the information relating to emergency from emergency response team accurately •Assist with ad-hoc enquiries and complaints from the public and direct them to the relevant department •Training of new staff by demonstrating and coaching to ensure correct training.

CLOSING DATE: 09 JULY 2021

JB Marks Local Municipality offers the following benefits: Medical aid, pension fund, group life insurance, UIF, 13th cheque and housing subsidy (terms and conditions apply).

Applications, accompanied with a covering letter clearly stating the name of the post applied for as well as the reference number, together with certified copies of your qualifications, Driver's License and your ID book/card, can be hand-delivered at the Directorate: Corporate Services (Human Resource Management – Old FNB Building), Corner of Walter Sisulu Avenue and Nelson Mandela Drive Streets, Potchefstroom or posted, on time to the

Directorate: Corporate Services, P.O. Box 113, Potchefstroom, 2520.

All enquiries must be directed to the Human Resource Sub Directorate at (018) 299 5904/5936/5207 and 018-264 8500/8592 during office hours (08:00 – 16:30).

The Municipality reserves the right not to make any appointment in any of the above posts.

NB: • JB Marks Local Municipality is an Equal opportunity Affirmative Action employer, therefore it welcomes applications from people with disabilities and this position must be filled in line with our EE targets • Canvassing of Councillors or employees, in respect of the position, will lead to immediate disqualification of the application • Only

candidates shortlisted for interviews will be corresponded with. • Due to the number of vacancies advertised, faxed or e-mailed applications will not be accepted. For all Re-advertised posts, candidates who previously applied are encouraged to re-apply. Please note that if candidates are not contacted within three months (90 days) after the closing date, please accept that your application was unsuccessful and **communication will be limited to successful candidates**. Please note that recommended candidates will undergo screening and background checks, including inter alia the verification of curriculum vitae, all qualifications and criminal records. The appointments will only be made upon successful verification thereof.

OS MASIBI
Acting Municipal Manager
External notice: 46/2021