



Uthukela District Municipality as an equal opportunity employer, situated in Ladysmith invites suitable qualified candidates to apply for the challenging and dynamic position of:

DEPARTMENT OF WATER AND SANITATION SERVICES

**MANAGER: WATER SERVICES AUTHORITY X1
PERMANENT**

SALARY: R863 743,00 PER ANNUM

REQUIREMENTS:- B Tech Civil Engineering or equivalent NQF level 7 qualification
 Registered as a Professional Engineer / Technologist with ECSA / Eligible to register
 At least 4-5 years' experience in Local Government management related to WSA
 Driver's License
 Thorough knowledge of Engineering Projects planning processes and Local Government Sector processes
 Sound knowledge of research and analytical theories and practices
 Good project financial costing skills
 Excellent communication skills
 Excellent report writing and presentation skills
 Attention to detail
 Drive and tenacity to lead a multi-disciplinary project team
 Monitoring of contractor performance
 Physically fit and able-bodied

RESPONSIBILITIES:

- Keeping abreast with technological developments and legislative imperatives supporting community improvement and upgrade of core water and sanitation essential services; including developing and reviewing all water services By-laws and policies and enforcing contracts annually;
- Mapping out specific changes necessary to achieve alignment with development objectives in accordance with legislative imperatives i.e. the Water Services Act 108 of 1997;
- Presenting a conceptual framework of current and future interventions (water and sanitation infrastructure) necessary to achieve acceptable levels and standards of service delivery to the Director for consideration and inclusion into the Business Unit's short/ long term performance and service delivery plans;
- Responsible for the implementation of national targets and standards and monitoring progress thereof through policy development and implementation monitoring; Health & Hygiene awareness; Water & Sanitation quality assurance; Water conservation & demand management; and Water Services infrastructure development;
- Managing the promotion of a safe and healthy environment through legislative and other measures that prevent water pollution and ecological degradation through implementing a water quality program; and developing internal Water Quality Testing Laboratory and ensuring compliance with SANS 241 standards;
- Analyzing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time due to accidents and/ or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs;
- Guiding the drafting, adjudication and reporting processes with regards to contracts/ tenders and verifying details, terms and conditions, specifications, etc comply with laid down policies, regulations and procedures;
- Managing WSA-WSP regulations and contractual arrangements through Analysis of needs, capacity – selecting best suited provision arrangement – mostly requires a S.78 process; put provision and regulatory contracts/ arrangements in place; and supporting WSPs e.g. with Business Plans;
- Participating in the appointment process and briefing parties (consultants/ contractors, etc) on the terms and scope of such appointments and, evaluating, investigating and approving submissions on progress, performance and costs;
- Developing and signing of Service Level Agreements;
- Resolving technical conflicts and contractual claims and preparing the necessary reports presenting Council's arguments at arbitration when required;

- Assessing and consulting on the prioritization of project applications for the Municipality and interacting with specialist personal with a view to guiding and facilitating the process;
- Preparing, updating annually and utilizing Project Prioritization Mechanism (PPM) and sustainability criteria processes for the provision of access to basic water and sanitation; including developing strategy for eradication of water and sanitation backlog;
- Developing Water Demand Management strategy and policies to assess infrastructure requirements and reduce water loss through formation of Technical Steering Committee and developing reports according to approved format;
- Mapping out project key performance areas, deliverables and time frames and/ or attending to the design, approval and implementation sequences;
- Reviewing the Water Services Development Plan through identification of water services back-log, formulation of a steering committee, analyzing information review, work-shopping draft documents to various stakeholders and submitting to the Director and Provincial MEC for evaluation;
- Managing the revenue collection systems for WSP through revising and implementing new tariffs annually; reviewing adequacy of current billing systems; maintaining indigent register and monitoring consumption relating to indigents; and developing and reporting ability and compliance on debt collection and credit control management criteria;
- Analyzing situational studies highlighting positive and negatively impacting variables constraining delivery and maintenance of interventions;
- Managing the provision of access to basic water and sanitation through preparing, updating and utilizing Project Prioritization Mechanism (PPM) and sustainability criteria processes;
- Monitoring the Water Services Authority's provisioning of water and sanitation service to verify that the Section complies with Council policies and funding/ budget requirements;
- Formulating/ adjusting operational plans to guide the provision of core services within the region with due consideration given to capacity and capability to sustain the quality of delivery;
- Determining the capabilities of the operation, construction and maintenance of existing water and sanitation projects in maintaining quality and performance standards;
- Planning refurbishment of existing water and sanitation schemes through the collection of relevant data and evaluation and managing duly appointed service providers;
- Implementing sequences associated with establishing databases reflective of all water and sanitation infrastructure projects to be undertaken in the regions/ wards;
- Participating in various meetings (Council, internal and external forums e.g. Technical Task Teams, Portfolio Committees, Department of Water Affairs & Sanitation, etc.) and providing comments/ opinions on matters affecting or concerning the functionality;
- Responsible for all aspects linked to Green Drop, Blue Drop and No Drop regulations as per DWS requirements for the KLM as a WSA;
- Adhere to and ensure compliance towards SANS 241-1: 2015 - National Standards for Effluent Discharge and Drinking Water for all WWTW and WTW;
- Budget compilation and execution for WSA;
- Responsible for all aspects linked to and Green Drop, Blue Drop and No Drop regulations as per DWS requirements for the KLM as a WSA;
- Adhere to and ensure compliance towards SANS 241-1: 2015 – National Standards for Effluent Discharge and Drinking Water for all WWTW and WTW;

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

OPERATIONS AND MAINTENANCE MANAGER X 1
PERMANENT
SALARY: R863 743,00 PER ANNUM

REQUIREMENTS:- Bachelors Degree or equivalent NQF Level 7 in BSc Civil Engineering / Chemical & Mechanical Engineering or B. Tech Civil plus Pr Eng or Pr. Tech Eng / Eligible to register
 Code EB driving license
 4 - 6 years management experience at a middle level in the Civil Engineering/Chemical Engineering field.
 Driver's License

RESPONSIBILITIES include inter alia:

- Establishing key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to water reticulation, bulk water management and (routine, planned and unplanned) repair work.
- Managing the operational dimensions and resources (materials, plant and vehicle, decentralized depot operations) and monitors utilization and cost effectiveness of activities against operational plans.

- Monitoring the adequacy of procedures and compliance with departmental guidelines with respect to trench re-instatements resulting from excavations by the various utility service organizations,
- Develop water and sanitation master plans,
- Preparing/ approving drawings, designs and cost estimates for minor new works and, monitoring the implementation sequences thereof.
- Develop and implement water and sanitation projects as per the WSDP
- Addressing complex technical issues and disseminating professional advice associated with the objectives and outcomes of the functionality.
- Implementing sequences associated with establishing databases reflective of all capital, rehabilitation and special maintenance projects relating to new water schemes to be undertaken in the regions/ wards.
- Participating in various meetings (council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, developers, etc.
- Administration of staff attendance, Time sheets signing, Overtime management, Leave authorization, Compilation of items and reports for the department.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**WATER USE EFFICIENCY MANAGER X 1
PERMANENT
SALARY: R863 743,00 PER ANNUM**

REQUIREMENTS:- Bachelors Degree or equivalent NQF Level 7 in BSc Civil Engineering / Chemical & Mechanical Engineering or B. Tech Civil plus Pr Eng or Pr. Tech Eng / Eligible to register
Code EB driving license
4 - 6 years management experience at a middle level in the Civil Engineering/Chemical Engineering field.
Driver's License

RESPONSIBILITIES include inter alia:

- Identifying customer (internal and external) needs by conducting surveys, through public debate or personal contact or Councilors requests.
- Provide inputs on operational units and generating aspects that should be included in the organizational strategic plan (IDP).
- Designing the divisional vision with inputs from direct reports in order to ensure the implementation of the organizational strategy.
- Develop action plans to ensure achievement of divisional vision with inputs from direct reports.
- Ensuring that monitoring systems exist to track progress on implementation of action plans in order to identify deviations and implement corrective action when necessary.
- Representing the division in the district, public meetings and committees by providing inputs, communicating information between the organization and the relevant body to ensure participation and inputs in all forums.
- Prepare and updating of WC/WDM AND NRW Strategy Master Plans.
- Assisting the WSP on planning matters
- Research new developments in the functional field to determine strategic direction and advise the Senior Manager in this regard
- Conduct continuous research and development of technology in the non-revenue water advancements and changes, to ensure implementation to deliver effective and efficient control.
- Supervise and provide guidance of technical staff including consulting engineers to preparation of working drawings
- Handle labour and materials contracts
- Oversee materials testing, research and improvement into alternative techniques.
- Ensure compliance with the No Drop System.
- Manage construction and maintenance work, Estimate costs & Appoint consultants where needed.
- Attend liaison meetings, ensure good public relations & Manage environmental issues
- Ensure compliance with tender specifications
- Develop standard infrastructure procurement specifications for the Municipality.
- Compile reports to Council
- Ensure compliance with the requirements of the OHS Act
- Developing standards for performance or instructing reporting staff to do so to ensure standardization of performance levels and operation resulting from the compilation of Performance Management forms as per mutually agreed to on tasks to be performed.
- Manage the implementation of the 5 Year Non-Revenue Water Strategy of the Municipality in full.
- Compile tender documents for the relevant scope and manage the implementing Unit/Agent of the same.
- Ensuring that all employees are familiar with performance standards by ensuring training is provided in terms of activities and standards.
- Evaluating performance levels by considering verbal and written reports, statistics and performing observations.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

EPWP COORDINATOR x 1
SALARY: R 365 528.00 – R421 031.00 PER ANNUM (MIG FUNDED)
3 YEARS CONTRACT

ESSENTIAL REQUIREMENTS:

- The incumbent must have a relevant 3 year National Diploma in Public Administration/ Public Management/ Human Resources or relevant Degree NQF7.
- Must have 1-2 years' relevant experience.
- A valid driver's license.
- Must have good communication skills.
- Computer Literacy.

RESPONSIBILITIES include inter alia:

- The incumbent must be familiar with the objectives and targets of the projects.
- Assisting in collating and reporting on job opportunities created through the Expanded Public Works Programme (EPWP) projects.
- Preparation of reports to Council structures etc.
- Ordering equipment, materials and other requirements to the workers to do work and keep facilities in good condition.
- Conducting regular inspections of the work terrain. Attending public queries and provide feedback.
- Conducting induction / workshop for all beneficiaries. Preparing monthly register and daily monitoring of registers including monthly verification of staff.
- Distributing of pay slips as proof of payment preparing weekly / monthly report to assist the Manager. Preparing Public Works quarterly reports. Preparing timesheet for payment purposes.

BENEFITS: Inter alia the 13th cheque.

PLUMBER X 4
PERMANENT
SALARY: R316 873.00 – R365 528.00 PER ANNUM

REQUIREMENTS : Recognized Diploma in Plumbing and Trade Test
Two (2) years' experience as a plumber
Code 8 driver's license is essential.
Experience in pressure reduction valves would be an added advantage

RESPONSIBILITIES :

Responsible for the maintenance of the Municipalities water and sewer reticulation. Supervise and direct subordinates executing manual works activities. Responsible for ensuring that planned and unplanned maintenance is carried out correctly and timeously. Liaise with superior on matters pertaining to water and sewer reticulation. Repairs and maintain pumps and valves.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

TRUCK DRIVER (HONEY SUCKER) X1
PERMANENT
SALARY: R261 208.00 – R305 700.00 PER ANNUM

REQUIREMENTS: Basic literacy/Code 14 drivers' license with PDP
1-2 years' experience as a truck driver

RESPONSIBILITIES: Includes inter alia :-

Safely removing liquid waste from septic tanks, cesspools, or other designated areas and transporting it to designated disposal sites. Cleaning sewer manholes, Removing sludge from septic tanks and holding tanks, Unclogging sewer lines, Disposing of waste at designated sites, and Maintaining records of work performed. Ensuring all waste disposal activities comply with local environmental regulations and standards. Ensure that the vehicle is in a roadworthy condition at all times. Inspecting safety devices, controls, lubricants levels, etc. on the truck and reports defects to the Supervisor. Inspecting the site and removing obstacles that could harm or damage operations. Oversee condition of vehicle and inspect tires, lights, brakes etc.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

- Analyzing supply and maintenance activities, information in terms of service supply and demands and other statistics and performing physical inspections in order to identify needs in terms of service delivery & maintenance plans.
- Preparing, consolidating and drafting the operating and capital works financial year's budget for water works; using the financial budget
- Control and direct expenditure and direct team for efficient, effective operation within the IDP scope by monitoring expenditure on the Financial system and priorities work per Council resolution; using approved yearly budget
- Plan, organize and direct team for efficient, effective operation within the IDP scope; using budget
- Track and ensure that the Section's expenditure on plant, transport and works is within budget; using operating budget
- Recommending adjustments in terms of budget allocations by discussing issues with the Senior Manager and Finance Department.
- Considering and authorizing requisitions and orders for procurement purchases to ensure budget control.
- Recommending policies appropriate for the section
- Exercise responsibility and control of plants, materials and store
- Define materials required, prepare specifications, adjudicate tenders and certify payment certificates

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

PROJECT MANAGEMENT UNIT (PMU) TECHNICIANS X 2
SALARY: R 421 432.00 – R460 820.00 PER ANNUM (MIG FUNDED)
3 YEARS CONTRACT

ESSENTIAL REQUIREMENTS:

- The incumbent must have a Bachelor's Degree / National Diploma or B Tech in Civil Engineering, Construction Management from recognized institution coupled with 3 years' experience in project Management environment preferably in Local Government.
- Computer Literacy. A valid driver's license.
- Previous experience in Municipal Infrastructure Grant will be an added advantage.
- Ability to work under pressure and own initiative. Strong management and leadership skills.
- Ability to communicate in both IsiZulu and English. Registered with profession body will be an added advantage.

RESPONSIBILITIES include inter alia:

- Facilitate the implementation of business plans for MIG programme.
- Manage and monitor performance of consultants and contracts for MIG projects.
- Evaluating projects in alignment with the Municipal IDP and the Provincial growth and development plans.
- Project supervision, labour intensive projects in line with the Expanded Public Works Programme framework and the related reporting requirements
- Conduct site visits / meetings to ensure compliance with business plan conditions. Maintain project performance data on a National database. Assist in project registrations and other related Municipal Infrastructure Programmes. Assist in the implementation of all municipal projects covering all Civil Engineering discipline with fixed budget and pre-determined timeframes. Perform any other duties that may be assigned by the Supervisor.

BENEFITS: Inter alia the 13th cheque, car allowance.

POSITION: TECHNICIAN X1
PERMANENT
SALARY: R 421 432.00 – R460 820.00 PER ANNUM

REQUIREMENTS:

- The incumbent must have a Bachelor's Degree / National Diploma or B Tech in Civil Engineering, Construction Management from recognized institution coupled with 3 years' experience in project Management environment preferably in Local Government.
- Computer Literacy. A valid driver's license.
- Previous experience in Municipal Infrastructure Grant will be an added advantage.
- Ability to work under pressure and own initiative. Strong management and leadership skills.
- Ability to communicate in both IsiZulu and English. Registered with profession body will be an added advantage.

RESPONSIBILITIES include inter alia:

Responsible for the day to day supervision of all municipal projects in the designated area including: Delivering technical support and evaluating proposed projects in alignment with the respective Municipal IDP and the regional and provincial growth and development plans. Projects managing labour intensive projects in line with the EPWP framework and the related reporting requirements. Arranging regular projects progress meetings. Ensure compliance with all legal aspects and conditions, as required by the various sphere of government. Conduct site visit/meetings to ensure compliance with business plan conditions. Maintaining projects performance data on the MIG. Verifying payment certificates and preparing monthly payment schedule documentation.

**GENERAL WORKERS X 09
PERMANENT
SALARY: R133 915.00 – R157 540.00 PER ANNUM**

REQUIREMENTS : Basic literacy 1 – 2 years' experience

RESPONSIBILITIES: Includes inter alia: -

Digging of trenches and cleaning of sewer mains to ensure clean and hygienic services for the maintenance of all water and sewer reticulation system by:

Dig trenches for Water & sewer reticulation systems. Backfill and compact trenches. To assist artisans/plumbers with moving and lifting of equipment and materials. To assist artisans/plumbers with the cleaning of blocked of sewer drains. To assist the artisans/plumber with the breaking of holes into the manholes. To assist artisans/plumber with repairs to burst water mains. Responsible for the cleanliness and proper keeping of the tools and equipment at all times. To carry out all duties under supervision.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

**PERSONAL ASSISTANT TO THE GENERAL MANAGER WATER, SANITATION AND
TECHNICAL SERVICES X1
PERMANENT**

SALARY: R365 528.00 – R421 031.00 PER ANNUM

REQUIREMENT: NQF Level 4 / Diploma Office Management Secretarial Diploma or Equivalent
Computer literacy,
2-3 years' experience in Secretarial /Office Management

RESPONSIBILITIES: Includes inter alia: -

Provides office support to the General Manager Water, Sanitation and Technical Services to ensure smooth running of the of the office by: -

- Scheduling, confirming and updating the diary of the Manager and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements.
- Copy typing and formatting documents/ reports and creates presentations using word processing and related office Applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Perusing Council and Committee Agenda and Minutes of Meetings and identifying with items associated Section's activities. Ongoing requiring the attention of the Manager.
- Maintains and access records of discussions, instructions and Correspondence. Attending to telephonic calls and visitors to the Branch, establishing nature of visit and directs requests to appropriate personnel.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

CORPORATE SERVICES DEPARTMENT

**MANAGER: LEGAL SERVICES X1
PERMANENT
SALARY: R863 743,00 PER ANNUM**

REQUIREMENTS:- BA LLB or equivalent and completed articles (NQF6)
Computer Literacy
Management Skills
Business Writing Skills
Knowledge of relevant legislation
Code 08 Driver's Licence
Considerable years (3-4 years) in Legal & Municipal Experience.
Practicing or Admitted Attorney as preferred requirement

RESPONSIBILITIES: Includes inter alia: -

Provides professional legal guidance, advice and opinions and supports processes to monitor compliance and control procedural applications through assessment and analysis of the status of implementation and application of policies, agreements and by laws, researching case law, judgements and commentaries explaining the purpose and intent and/ or interpretation and, providing guidance on terminology and legal applications relating to discussions, resolutions and/ or the drafting of contractual rights and obligations in order to ensure risks are controlled and intent embodied in legal prescripts and law upheld.

- Guiding and providing advice to structures and functions on the interpretation and/ or processes necessary to effect implementation of contractual agreements.
- Monitoring the status of agreements and determining/ approving processes to enforce compliance.
- Analyzing dispute resolution trends, consolidating legal inputs and critically examining contributory factors in respect of rights and obligations.
- Establishing research methodology for the analysis and appraisal of qualitative information on processes and applications
- Consulting journals and/ or summaries of judgement to evaluate prosecution and defence evidence and, rulings.
- Referring to court scripts to elicit information and references made to law.
- Analysing legislation and expert commentary relating to the context and intention of the prescription.
- Analysing the context and intent of phrases or conditions included in specific communication or compliance documents.
- Examining legislative references to establish deviation or conformity with prescript.
- Referring to case law to assess legal arguments, arbitration awards juristic rulings for/ against specific terms and conditions.
- Drafting communication detailing references consulted and quoting expert opinion/ judgements to substantiate specific interpretations and opinions.
- Participating in various meetings (council, internal and external forums, Arbitrations, Conciliations etc.) and providing comments/ opinions on matters from a legal perspective.
- Responding through the collection of factual information using investigation/ research outcomes to support interpretation and explanations.
- Addressing concerns on the impact of specific actions/ decisions, indicating the implication to the Municipality and legal remedy available based on precedents in judgements of the various Courts of Law.
- Preparing performance and functional reports referring to statistical data and qualitative information related to legal initiatives and interventions for the attention of the immediate superior for consideration and inclusion into Council and Committee reports.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Service Level Agreement, by monitoring the SLA or contracts, to ensure that the municipality enters into valid contracts/SLA.
- Responsible for the monitoring of Contract management Register, bid register and grant register.
- Management of all contractual records and documents including payments and verification.
- Managing the reviewal of long and short contract.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

CLOSING DATE : **01 August 2025**
ENQUIRIES : **HUMAN RESOURCES: 036 - 6385100**

All applications must be on a prescribed Application Forms available on our website (www.uthukeladm.co.za), together with comprehensive CV and Certified copies of qualifications, ID copies and drivers' license to be forwarded to: The Municipal Manager, UTHUKELA DISTRICT MUNICIPALITY, P O BOX 116, LADYSMITH 3370.

Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application as unsuccessful.

Uthukela District Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets (women representation and persons with disabilities) of the municipality.

The Municipality reserves the right not to appoint.


O. MNGUNI
GENERAL MANAGER CORPORATE SERVICES


B. NDLOVU
ACTING CHIEF FINANCIAL OFFICER


L. JILI
MUNICIPAL MANAGER

Supported / ~~Not-Supported~~

Supported / ~~Not-Supported~~

Approved / ~~Not-Approved~~