



## **INTERNAL ADVERTISEMENTS OCTOBER 2021**

*Uthukela District Municipality as an equal opportunity employer, situated in Ladysmith invites applications for the challenging and dynamic position of:*

### **INTERNAL VACANCIES**

#### **MUNICIPAL HEALTH & WSA DEPARTMENT**

##### **WATER SERVICES AUTHORITY MANAGER X 1**

**SALARY: R 722 280.00.00 PER ANNUM**

**REQUIREMENTS:-** Bachelor's Degree in Chemical Engineering /Biochemical Engineering / Equivalent  
At least 4-5 years' experience in Local Government management related to WSA  
Driver's License  
Registration with Professional Bodies

##### **RESPONSIBILITIES include inter alia:**

Develop and review Water Services Development Plan for its area of jurisdiction. Regulate water services provision and Water Services Providers within their areas of jurisdiction. Developing, implementing policies that regulate provision of water and sanitation services. Developing regulatory frameworks set by DWA through the enactment of by-laws and the regulation of contracts. Ensures that the Municipality complies with DWA and National Treasury with regards to tariffs. Developing and implementing quality management systems. Provide effective laboratory systems. Ensure industrial access to municipal services. Ensures that information concerning the provision of water services is provided to the relevant stakeholders and consumers.

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

##### **LABORATORY MANAGER X 1**

**SALARY: R586 980.00 PER ANNUM**

**REQUIREMENTS :** BSc degree Microbiology and Biochemistry, Analytical Chemistry or Equivalent relevant qualifications  
3-4 years' experience in Laboratory  
Valid driver's license  
Computer Literacy

**RESPONSIBILITIES :** Includes inter alia :-

Identifies with the Water Services Authority strategy with respect to service delivery and, defines, implements and monitors the short term plans/ objectives for the Laboratory functionality, by

- Communicating with the WSA Manager; on specific Key Performance Areas and/ or statutory requirements encapsulated in Water Services Authority related Legislations with a view to aligning functions and service delivery objectives against the capacity and capability of the Section.

- Analysing service delivery trends and capacity against requirements to facilitate the preparation of capital and operational expenditure estimates to support plans and objectives.
- Reporting on implementation outcomes with regards to project related interventions and work in progress and providing reasons and recommendations to improve and/ or sustain the quality and performance levels of the Section.

Directs and controls the Key Performance Indicator's and outcomes of personnel within the Laboratory Section. Formulates, implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as dictated to in Water Services Authority legislations and by-laws. Co-ordinates and controls the work sequences and/ or programmes associated with the Laboratory Services. Co-ordinates and Controls the service delivery objectives and outcomes associated with the chemical analyses of water and wastewater samples. Evaluating the adequacy of chemical analyses of water and wastewater samples processes with a view to providing guidelines/ briefing personnel on appropriate measures necessary to sustain service delivery criterions. Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

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

#### **ENVIRONMENTAL HEALTH PRACTITIONER x 8**

**SALARY: R 352 416.00 – R385 344.00 PER ANNUM**

**REQUIREMENTS** : National Diploma Environmental Health / B.Tech Environmental Health, Current Registration with the HPCSA, Proof of Completion of Community Service, Valid driver's license, Computer Literacy  
1-2 years experience

**RESPONSIBILITIES** : Includes inter alia :-

Food inspection in compliance with relevant legislation and by laws. Consider building plans in terms of health legislations. Monitor environmental pollution. Food and water sampling for quality analysis. Provide health education to various communities and stakeholders. Investigate communicable diseases. Attend health related queries and provide feedback to the department

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

#### **LABORATORY TECHNICIAN x 2**

**SALARY: R 352 416.00 – R385 344.00 PER ANNUM**

**REQUIREMENTS** : National Diploma in Microbiology and Biochemistry, Analytical Chemistry or Equivalent relevant qualifications 2-3 years' experience in Laboratory, Valid driver's license, Computer Literacy

**RESPONSIBILITIES** : Includes inter alia :-

Undertake microbiology / chemical testing of water and wastewater samples in microbiology laboratory, using the latest scientific technology and gathering data for validation of microbiology / chemical methods. Ensure compliance with microbiological standards for testing, as well as update microbiology / chemical procedures and participate in proficiency testing.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

## **SOCIAL AND ECONOMIC SERVICES DEPARTMENT**

### **CO-ORDINATION CLERK X 1**

**SALARY: R218 436.00 – R255 636.00 PER ANNUM**

**REQUIREMENTS:** Grade 12, National certificate/NQF3/ Customer care/ communication/ Call centre. 1-2 years experience. Fluent in isiZulu and English. Computer literacy.

**RESPONSIBILITIES:** Includes inter alia :-

Check progress on calls logged, Making telephone calls to Area Engineer on reported incidents; Making follow ups with clients/ customers whether the reported incidents were resolved, Making follow-up on all reported incidents and report to Senior Information Officer, Maintain radio contact with emergency service staff responding to incidents to ensure accurate and complete information concerning the emergency is provided, Record messages received of the incident on a computerized occurrence log to ensure an accurate record of departmental actions at incidents is maintained, Provide information relative to the incident, such as hazardous chemical data or building / occupancy details.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

## **DEPARTMENT OF CORPORATE SERVICES**

### **LEGAL MANAGER X 1**

**SALARY: R586 980.00 PER ANNUM**

**REQUIREMENTS:**

- Bachelors Degree in Law / LLB / or equivalent qualifications and completed article
- Business writing skills
- Knowledge of relevant legislation
- At least 5 years' experience in Legal Profession and or Local Government Management
- Computer Literacy
- Driver's license

**RESPONSIBILITIES:**

Provide professional legal guidance, advice and opinions and supports processes to monitor compliance and control procedural applications including but not limited to:-

Guiding and providing advice to structures and functions on the interpretation and/ or processes necessary to effect implementation of contractual agreement. 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. Assessing the nature of arbitration / legal costs incurred and supporting the financial function with cost recovery processes. Conducts case law and legal research. Prepares and disseminates opinion and interpretation of legal conditions and terminology contained in policy directives, by-laws, agreements and / or resolutions. Disseminates information and advice on the application and / or impact of proposed courses of action, intention and decisions and/ or defends Council's actions in legal or conciliatory proceedings.

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

## HUMAN RESOURCES OFFICER - RECRUITMENT X 1

**SALARY: R424 680.00 – R474 936.00 PER ANNUM**

**REQUIREMENTS** : Grade 12 or NQF level 4; A relevant tertiary qualification NQF Level 6, National Diploma in Human Resources  
Computer Literacy – MS Office certificate  
2-3 years experience in Human Resources

**RESPONSIBILITIES:** Includes inter alia :-

Capturing and updating Employee records (obtaining outstanding information required from employees), Electronic Job Descriptions. Capturing all job applications received onto a spreadsheet to simplify short listing process. Checking all information required when necessary and prepare report monthly. Preparing notifications associated with the confirmation of employment, contracts, regret letters, termination of services. Compiling reports on specific personnel related items (labour turnover, etc.) Preparing memorandums to communicate specific human resources procedures and seeking approval prior to circulate. Receiving and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criterions/ standards. Scheduling and confirming the date of the interview and informing representatives and applicants accordingly. Preparing notifications using pro-forma types associated with the confirmation of employment, contracts, regret letters, termination of services. Preparation of payroll documents and submitted on time for implementation to the system.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc

## MUNICIPAL FACILITIES & MAINTENANCE X 2

**SALARY: R305 664.00 – R352 080.00 PER ANNUM**

**REQUIREMENTS** : Occupational Health and /Safety Management/ /Equivalent Qualifications.  
2-3 years experience  
Computer literacy

**RESPONSIBILITIES:** Includes inter alia :-

Responsible for supervision of cleaners, maintenance of municipal facilities and asset venues. Conduct regular safety audits of departments including the inspection of facilities, worksites, equipment and safety devices. Investigate serious accidents and or incidents or property damage at worksites to ascertain cause and need for corrective action. Meet regularly with Risk Management staff to ensure appropriate action is taken in compliance with safety policies to correct hazardous conditions. Do regular checks of the building of any danger areas and report accordingly. Check the surveillance cameras and report any malfunctions. Retrieve surveillance camera footage when required. Work hand in hand with the security company in regards to security matters. Open criminal cases at SAPS on behalf of UTDM in respect of security. Write monthly reports for monitoring purpose.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc

## **MECHANIC X 2**

**SALARY: R305 664.00 – R352 080.00 PER ANNUM**

**REQUIREMENTS:** Certificate in Automotive Motor Mechanics, Trade Tested Diesel/Petrol Mechanic / Technician Must have Heavy Duty Drivers License with PDP, Good communication and report writing skills are recommended  
2-3 years experience

**RESPONSIBILITIES:** Includes inter alia :-

Repair vehicle and machinery according to manufacturer's specification. Checking the status of hydraulic driven mechanisms. Checking oil levels, electronic components and breaking devices. Flushing water systems and replacing anti-coolants. Removing and replacing gaskets, seals, v-belts and bearings and, setting/ adjusting brakes, carburettor, etc turning engine and aligning / balancing tyres to manufacturers specifications. Cleaning and/or replacing air, oil and dust filters and/or replacing hose clamps, screws and protective covers. Diagnosing of faults through the application of visual and other related mechanical inspection and investigation procedures. Removing and replacing defective parts with reconditioned or new spears. Cleaning and removing blockages or other forms of debris from inlets / outlets restricting flow of fluid/ lubricants to movable parts and/or replacing broken/ defective pipes. Checking the functionality of replacement parts and executing the necessary adjustment and setting sequences. Compile technical report for the vehicle.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

## **ASSISTANT MECHANIC X 2**

**SALARY: R218 436.00 – R255 636.00 PER ANNUM**

**REQUIREMENTS:** Grade 12 and studying towards Artisan / Mechanical Engineering ,Certificate in Mechanics/ Relevant 2 years experience in Motor Mechanic, Drivers License with PDP,

**RESPONSIBILITIES:** Includes inter alia :-

Assist in Repair vehicle and machinery according to manufacturer's specification. Accountable for the safe-keeping of the tools, parts and spanners that are used. Compile technical report for the vehicle.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

## **GENERAL ASSISTANTS (CLEANERS) X11**

**SALARY: R111 984.00 – R131 736.00 PER ANNUM**

**REQUIREMENTS :** Basic literacy, reading and writing, To be able to clean, and read labels and instructions and reports, 1-2 years' experience in cleaning

**RESPONSIBILITIES:** Includes inter alia :-

Commence with cleaning sequence, using detergent to remove stains /dirt from painted /polished, tiled or carpeted surfaces. Vacuuming Rugs, carpeted furniture and floors using vacuum machine. Polish desks, office furniture, shelves and telephones. Dust window ledges and floor edges. Empty and clean waste receptacles and change refuse bags. Sweep floors using brooms. Cleaning ablution facilities, disinfect bowls, basins &urinals.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

## **DEPARTMENT OF FINANCIAL SERVICES**

### **SENIOR CREDIT CONTROLL OFFICER X 1**

**SALARY : R 424 860.00 – R474 936.00 PER ANNUM**

**REQUIREMENTS:** National Diploma in Local Government Accounting or equivalent diploma in Accounting (NQF Level 5) qualification, 2-3 years experience

**RESPONSIBILITIES:** Includes inter alia :-

Ensuring that all customers get their monthly bills for water and sanitation services accurately and timeously. Ensuring that credit control policy is applied effectively for non payers. Compilation of periodic reports on the number of billable customers; history of people responding to bills .Perform specific tasks related to the monitoring of customer accounts and the recovery of outstanding amounts. Prepare reminder notifications indicating amounts standing and circulate to the accounts holders. Prepare documentations and records for handover to activate legal proceedings and collections. Documents payments term arrangements as agreed to with the customer and/or execute write-off sequences for unrecoverable debts upon approval. Attend to disconnection and reconnection of customer cuts off due to arrear debts. Supervision of Credit Controllers, Indigent officers and Collections Officers to ensure that collection are maintained properly.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy.

## **DEPARTMENT OF WATER AND SANITATION SERVICES**

### **TECHNICIAN X1**

**SALARY: R 352 416.00 – R385 344.00 PER ANNUM**

**REQUIREMENTS:** NQF Level 6/National Diploma in Civil Engineering/Equivalent Qualifications  
1 – 2 Years' relevant experience in Local Government  
Driver's License  
Computer Literacy

**RESPONSIBILITIES:** Includes 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.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy.

## ELECTRICIAN X 1

**SALARY R264 972.00 – R305 664.00 PER ANNUM**

**REQUIREMENTS:** National Diploma /NQF 5/ Equivalent Qualification in Electrical Engineering  
At least 3 -4 years' experience in High Voltage Electrical  
Trade Tested Artisan  
Driver's License

**RESPONSIBILITIES:** Includes inter alia :-

Co-ordinates the set-up, work in progress and completion of specialized activities associated with medium/ low voltage electrical installation, maintenance and including but not limited to :- the construction and installations of medium/ low voltage electrical networks. Reading and interpreting drawings/ works orders detailing layout and specifications. Ensure scheduled planned and predictive maintenance cycle and work procedures are complied enabling uninterrupted and optimum functionality of the electrical/ power supply system. Maintaining the functionality of medium/ low voltage electrical reticulation systems. Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.) Terminating cables, wires etc to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires. Inspecting works prior to commissioning and communicating with the control room/ immediate superior with regards to tests and functionality of the installation. Ensure installation and safety procedures and guidelines are complied with and tasks executed in accordance with standards associated with quality workmanship. Ensure faults are detected and repaired and functionality restored with minimal disruption to services. Setting PLC drives

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

## SUPERINTENDANT RETICULATION

**SALARY : R385 344.00 - R424 860.00 PA**

**REQUIREMENTS :** NQF 7 / B Degree / Equivalent Qualification in Civil Engineering /Plumbing  
4-5 years' Experience in Local Government Management

**RESPONSIBILITIES:** The incumbent will be responsible for the day to day maintenance of all water and sewer systems in a designated area including inter alia:-administration of staff attendance, Time sheets, Overtime management, Ensuring the smooth running of all sections of the section on daily basis, Compile items and reports for the department, Co-ordinate all job requirements from the call center and bulk section so as to set tasks for foremen plumbers, Supervise, guide and direct subordinates in execution of maintenance work activities and in the establishment of norms and standards, Responsibility for planned and unplanned maintenance is carried out correctly, Ensuring cost effective and efficient service delivery, Control, Perform all other tasks as mandated by the Water Services Manager.

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

## TRUCK DRIVER X 3

**SALARY: R218 436.00 – R255 636.00 PER ANNUM**

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

**RESPONSIBILITIES:** Includes inter alia :-

Pumping water into the water truck from the reservoirs. Delivering water to the communities using the water trucks /tankers. 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 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

#### **LEARNER OPERATOR X 10**

**SALARY: R138 600.00 – R167 124.00 PER ANNUM**

**REQUIREMENTS** : NQF2 /National Certificate /Equivalent qualifications in water treatment practice 1-2 years' in Operations Drivers' license

**RESPONSIBILITIES:** Includes inter alia :-

Responsible for chlorine cylinders. Washing filters and clean clarifier outlet ports. Responsible for the cleaning of flocculating cones. Checking and adjust chemical dosage. Compliance with prescribed safety measures. Conduct water tests. Responsible for pumps and reservoirs. Timely reporting of major defects.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc

#### **TLB DRIVER X 4**

**SALARY: R218 436.00 – R255 636.00 PER ANNUM**

**REQUIREMENTS:** Senior Certificate with TLB Operator Training One year practical experience of driving and correct handling and maintenance of heavy duty vehicles. Code 10 Drivers license

**RESPONSIBILITIES:** Includes inter alia :-

Operate heavy plant such as front loader, TLB's trucks and LDV's Driving. Implement safety mechanism to comply with the road traffic ordinance. To carry out regular inspection of the vehicle

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

#### **SPECIAL WORKMAN X 2**

**SALARY: R218 436.00 – R255 636.00 PER ANNUM**

**REQUIREMENTS:** NQF3 /Senior Certificate with Basic electricity qualification  
1-2 year electrical experience  
Code B Driver's License

**RESPONSIBILITIES:** Includes inter alia :-

Make regular scheduled check on machinery and plants. Perform routine maintenance procedures, such as oiling, cleaning and identifying parts that require minor refurbishment. Carry out scheduled replacement of parts that have reached their limit of their working life. Check with the help of Electrician on previously identified problems. Visit substations and other areas where maintenance is expected or needed to be carried out. Conduct general inspections to identify problem such as damaged cables and meter boxes. Wire meter boxes. Join and connect cables of HV and LV strength, Provide support to the electrician in installation of electrical connections, maintain and repair existing networks, distribution systems and attending to consumer complaints



**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

### **GENERAL WORKERS X 36**

**SALARY: R111 984.00 – R131 736.00 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/plumber with moving and lifting of equipment and materials .To assist artisans/plumber 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 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy.

### **PLUMBER X 2**

**SALARY: R264 972.00 – R305 664.00 PER ANNUM**

**REQUIREMENTS** :

- . Recognized qualification as a Plumber.
- . Five (5) years experience as a plumber
- . Two (2) years experience in municipal plumbing
- . 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.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy.

### **WATER TANKER MONITOR X 1**

**SALARY: R173 652.00 – R202 356.00 PER ANNUM**

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

**RESPONSIBILITIES:** Includes inter alia :-

Monitoring Water Tankers Drivers. 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.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy

## **FOREMAN / TEAM LEADER X 1**

**SALARY: R305 664.00 –R352 080.00 PER ANNUM**

**REQUIREMENTS:** Basic literacy  
1-2 years' experience as a truck driver

**RESPONSIBILITIES:** Includes inter alia :-

Coordinate activities/sequences associated with plumbing installations, maintenance, repairs and fault finding/repairs in the water and sanitation reticulation system:

Receiving instruction from immediate superior on the layout and specific work sequences and communicating with support personnel on materials, equipment requirements and preparatory activities. Take inventory of tools and equipment the team use in their daily duties, ensure cleaned and properly stored. Carry out repair work and comply with safety regulations: operating hand held equipment (Jack-Hammer, Power Drills etc) to cut through concrete/tarred surfaces and/or monitoring/participating in the preparation of trenches against marked out routes. Laying pipes and preparing sections (filling, threading) for the installation of valves, flow meters etc. Holding and aligning sections and/or tightening couplings and elbows; Checking seals and joints and reporting defects to the immediate superior. Removing defective flow metering units and connections to domestic household/industrial premises; Clearing blocked drainage and waste water systems using high pressure cleaning systems to remove debris/trapped waste. Inspecting identified leaks in the system, isolating defective area and commencing with repair sequence. Cutting/removing and replacing defective sections using welding techniques and/or couplings to secure joins. Removing and replacing defective flow metering units and connections to domestic household/industrial premises. Repairing leaks and flushing units in municipal buildings, replacing washers, gaskets and or components and testing functionality and/or reporting defects to the immediate superior for attention. Participate in the workplace safety inspections to ensure compliance to safety requirements Arrange the storerooms, clean and pack it in a way that hazards are eliminated or reduced. Load and offload material and tools to and from the truck to stores Ensure the team have required materials to undertake functions through completion of relevant proformas for consideration by Superintendent

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy

## **MUNICIPAL MANAGER'S DEPARTMENT**

### **MANAGER SPECIAL PROGRAMMS X 1**

**SALARY: R586 980.00 PER ANNUM**

**REQUIREMENTS:** Relevant Tertiary Qualification in Public Administration / Community Development at NQF 64/Equivalent qualifications.  
2-3 years in one or all special programs management  
Computer literacy  
Drivers' license

**RESPONSIBILITIES:** Includes inter alia :-

Provide technical assistance to special groups by development and implementation of special programs and projects. Raising awareness; lobbying and advocating special projects. Developing, review and implementation of socio economic policies. Establishment of special programs to focus on the

specialized groups. To ensure special program mainstreaming. Management and coordination of the special programs unit by development of a unit plan that coordinates the activities of the whole section. Guiding and supporting the staff in the execution of their duties to ensure effective running of the section. Council representation in various stakeholder forums by attending various stakeholders' meetings on behalf of the Council to ensure that the council resolutions and mandate are communicated accordingly

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

#### **YOUTH MANAGER**

**SALARY: R586 980.00 PER ANNUM**

**REQUIREMENTS:** NQF 6/ B Degree in Social Studies/ Public Administration.  
Valid Code EB driver's licence.  
1-2 years' experience.

**RESPONSIBILITIES:** Includes inter alia :-

Coordinates the administrative dimension associated with the implementation of youth development programs by tracking the progress of the programmes/ initiatives/ events and consolidating information and/ or extracting specific reports for submission to the GM Operations for forward planning.

- Providing relevant basic information on programme issues to the relevant stakeholders at the appropriate time.
- Coordinating with relevant departments in implementation of the Youth Development Programmes.
- Facilitating surveys through the distribution of questionnaires amongst Youth & organizations dealing with the youth sector and conduct assessments on returns for management reporting and planning of relevant programmes.
- Promoting Youth Development.
- Diarizing and arranging meetings with external stakeholders and recording minutes and resolutions of meetings for management reporting and actioning.
- Attending internal meetings, participating in discussions and, preparing reports to management personnel outlining agreed steps and actions.
- Compiling monthly youth reports and quarterly work plans in line with the IDP and other strategic plans.
- Interacting with relevant forums, service providers, and other municipal personnel with a view to consolidating, referring and responding to specific problems or clarifying procedural interpretation and understanding pertaining to the programmes.
- Facilitating the formulation and implementation of policies, procedures, systems and controls related to the designated sector group through receiving, updating and recording of information and activities associated with the functionality.
- Attending to the effectiveness of policies and procedures through the interaction and involvement of relevant role players, including the facilitation of policies for designated groups for implementation and its objectives.
- Monitoring the integration of Youth Projects and Programmes objectives for compliance with National Policy framework through the establishment of relevant committees, making available policies (including Provincial and National policy framework) to stakeholders, and compiling progress reports for submission to GM Operations.
- Encouraging for prioritization of sector interests through the identification of critical areas requiring lobbying and advocacy work, verifying that all community-based programmes meet the required quotas in terms of sector involvement.

- Participating in public hearings for Government Policies and Bills, and networking with other relevant organizations to enhance development.
- Analyzing reports on expenditure and cash flow predictions on programmes in conjunction with the approved budget and taking the necessary corrective measures on deviations identified.
- Coordinating the implementation of projects for youth development

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

#### **MANAGER VIP SECURITY**

**SALARY: R586 980.00 PER ANNUM**

**REQUIREMENTS:** Relevant Tertiary Qualification or equivalent – B degree or National Higher Diploma (NQF Level 6)  
Computer Literacy  
Must attain Security Clearance  
Drivers' license  
5 years experience

**RESPONSIBILITIES:** Includes inter alia :-

Identifies with the VIP Protection Services strategy with respect to service delivery and, defines, implements and monitors the short term plans/ objectives, by

Communicating with the Head Mayoralty on specific Key Performance Areas (VIP Protection and transportation of VIP Protection) with a view to aligning functions and service delivery objectives against the capacity and capability of the Section. Analyzing service delivery trends and capacity against requirements and submits reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives. Monitoring expenditure against budgetary provisions and preparing motivations with reasons to seek approval for additional funding for specific programs or activities. Mapping and/ or preparing VIP safety and security programs and plans aimed at coordinating the implementation, prioritization and allocation of responsibilities. Evaluating current levels of performance with respect to the guarding, investigations and public order and addresses deviations or adjustment to plans and/ or coordinating joint efforts (South African Police Service) to eliminate/ minimize security and safety risks.

**BENEFITS :** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc

#### **YOUTH OFFICER**

**SALARY: R305 664.00 –R352 080.00 PER ANNUM**

**REQUIREMENTS:** NQF5/ National Diploma: Social Studies/ Public Administration  
Valid Driving license. 1-2 years experience  
Computer Literacy – Office Applications

**RESPONSIBILITIES:**

Attends to the administrative and procedural requirements associated with youth development activities by:

- Facilitates the establishment of the youth desk and involving all role players and stakeholders in order to have a centralized point for youth development initiatives.
- Attending and coordinating meetings and activities of the Municipality Youth Structure to ensure

upliftment and continuity/ participation of youth.

- Facilitates the preparation of the Youth Summit, and facilitate capacity building workshops for NGO's, CBO and forums, and facilitate youth forum meetings with Councillors from each ward.
- Coordinating and drawing up a youth newsletter to give feedback on youth activities, and conduct talk shows that will encourage youth to participate in community services for onward submission to Communications Office.
- Represents the Municipality in national & Provincial conference and workshops on Youth Development Programmes through arranging of suitable venue, sending out notices/ invitations to various stakeholders, requesting input for presentations, arranging accommodation, décor, equipment, sound system, catering for the event, processing the necessary faxing e-mailing, photo copying and telephoning, arranging, for the presence of the Traffic police, SAP, ambulance and dignitaries, meeting with Youth Committee to select a representative at National events and to transport same.
- Monitoring of youth initiatives to ensure maximum involvement and enhancement of programmes and reporting on deficiencies to the Manager Office of the Mayor.
- Attending to the administrative dimension associated with the facilitation/ implementation of youth development programmes by:
  - Monitoring the progress of youth programmes/ initiatives/ events and consolidating information and/ or extracting specific reports for submission to the Manager Special Programs for forward planning.
  - Facilitates the creation of networking opportunities with private and public sector partnerships through a consultative process, involving government departments, private companies and nongovernmental organizations.
  - Facilitates the promotion and establishment of entrepreneurship programs for the youth with relevant employers and learnership programmes to reduce high unemployment levels.
  - Conducting surveys through the distribution of questionnaires amongst youth organizations and conducting assessments on returns for management reporting and planning.
  - Attending meetings, participating in discussions and, preparing reports to management personnel outlining agreed steps and actions.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, housing etc.

#### **DEVELOPMENT FACILITATOR X 1**

**SALARY: R305 664.00 – R352 080.00 PER ANNUM**

**REQUIREMENTS:** NQF Level 3/ Relevant Qualification in Development Studies  
1-2 years experience in Development Facilitation  
Driver's license

**RESPONSIBILITIES:** Includes inter alia :-

To facilitate the development projects in communities by establishing maintaining sounds and permanent relationship with communities, NGO's, community based organisations and all role players involved in developments within the district. Identifying and ensuring that relevant key stakeholders are involved during different phases of the project. Facilitate and monitoring for externally funded programmes. Involvement in preparing and organizing for project hand over, by preparing and distributing invitations, liaising withal stakeholders about the project hand over dates etc. Monitoring and evaluation of project to ensure sustainability.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy.

**HEALTH PROMOTER X 1**

**SALARY: R111 984.00 – R125 604.00 PER ANNUM**

**REQUIREMENTS:** NQF Level 3/ Relevant Qualification in Development Studies  
1-2 years experience in Development Facilitation  
Driver's license

**RESPONSIBILITIES:** Includes inter alia :-

Planning and implementation of HIV & AIDS, GBV, Medical Circumcision, TB and STI outreach programs within Uthukela District Municipality in partnership with the Department of Health, Local and District Municipalities. Managing and supervising daily activities of the organization. Community mobilization, condom distribution and addressing social ills. Behavioral change mentor for adolescent and Youth.

**BENEFITS:** Inter alia the 13<sup>th</sup> cheque, subsidized pension, medical aid scheme, and housing subsidy.

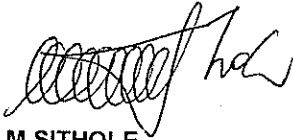
**CLOSING DATE** : 14 OCTOBER 2021

**ENQUIRIES** : HUMAN RESOURCES: 036 - 6385100

All applications must be on a prescribed Application Forms available on our website ([www.uthukeladm.gov.za](http://www.uthukeladm.gov.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.

The Municipality reserves the right not to appoint.



**M SITHOLE**  
**MUNICIPAL MANAGER**