

# MATJHABENG



Municipality  
Umasipala



Mmasepala  
Munisipaliteit

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## HUMAN RESOURCES DEPARTMENT

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To : See Distribution List  
From : Acting Senior Manager: Human Resources  
Date : 19 February 2009  
Ref : 5/3

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### EXTERNAL ADVERTISEMENT

The above-mentioned advertisement will appear in The Weekly on Friday, 20 February 2009.  
The closing date for applications is 13 March 2009.

  
MP Matsie 19/02/2009  
Acting Senior Manager: Human Resources



““BREAKING DOWN BARRIERS AGAINST HIV/AIDS BY RESTORING THE DIGNITY OF THE AFFECTED AND INFECTED”

# MATJHABENG MUNICIPALITY



## INFRASTRUCTURE

### 1. BUILDING CONTROL OFFICER (1 Post)

**SALARY: R186 168 – R241 500 pa**

**POST LEVEL: 5/4**

#### **MINIMUM REQUIREMENTS:**

Grade 12 plus three years National Diploma or Degree in one of the following disciplines: Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science or Building Surveying. Code EB driver's license and 5 years experience in Building Control

#### **KEY PERFORMANCE AREAS**

- ❑ Make recommendations to the Local Authority regarding any plans, specifications, documents and information submitted to the Local Authority in accordance with Section 4 (3) of National Building Regulations and Standards Act 103 of 1977, as amended
- ❑ Ensure that any instruction given in terms of the National Building Regulations and Standard Act 103 by the Local Authority is carried out
- ❑ Inspect the erection of buildings and any activities or matters connected therewith in respect of which approval referred to in Section 4 (1) of the National Building Regulations and Standard Act 103 was granted
- ❑ Report to the Local Authority, regarding non- compliance with any condition on which approval referred to in Section 4 (1), of the National Building Regulations and Standard Act 103 was granted
- ❑ Controls and supervises the outdoor advertising in the jurisdiction of Matjhabeng Municipality
- ❑ Controls and supervises the usage of public open spaces in the jurisdiction of Matjhabeng Municipality

- Perform administration duties relevant to the section
- Represent the Building Control section at various relevant meetings and committees
- Controls and supervises the Building Control section of the Municipality.

***Enquiries regarding the positions can be forwarded to: Mr. MS Mosia  
@ (057) 916 4041***

## **OFFICE OF THE MUNICIPAL MANAGER**

### **BRANCH: INTERNAL AUDITING**

#### **2. SENIOR INTERNAL AUDITOR: FINANCE AND COMPLIANCE AUDIT (1 POST)**

**SALARY: R186 168 – R241 500 pa**

**POST LEVEL: 5/4**

#### **MINIMUM REQUIREMENTS:**

BCom Degree/BTech(Internal Auditind). 2-3 years experience in Auditing will be an added advantage.

#### **KEY PERFORMANCE AREAS:**

- Reporting to the Manager Internal Audit, the successful candidates will primarily be required to ensure that the system of control implemented by management is adequate to contain risks and maintain effective financial control.
- Provide input with regard to the compilation of the Branch's operation plan and annual financial budget.
- Monitor the operations of clients and identify, evaluate and report on emerging risks.
- Monitor and ensure compliance with MFMA, the annual Division of Revenue Act and any other applicable legislation.
- Review financial and compliance audits to ensure that they are conducted according to audits standards, sufficient evidence is obtained and that procedures are properly documented to support audit findings

- Plan and prepare formal written reports addressed to audited department
- Assist the Manager in developing and implementing new and revised departmental policies and procedures necessary for providing internal auditing services to all departments within the Municipality.
- Assist the Manager with budget planning
- Provide guidance and assistance to junior staff with regard to execution of financial compliance audits
- Perform other related duties incidental to the work described herein.

### **3. SENIOR INTERNAL AUDITOR: PERFORMANCE AUDIT (1 POST)**

**SALARY: R186 168 – R241 500 pa**

**POST LEVEL: 5/4**

**MINIMUM REQUIREMENTS:**

BCom Degree/ BTech (Internal Auditing). 2-3 years experience in Auditing will be an added advantage.

**KEY PERFORMANCE AREAS:**

- Review performance audits to ensure that they are conducted according to audits standards, sufficient evidence is obtained and that procedures are properly documented to support audit findings
- Plan and prepare formal written reports addressed to audited department
- Ensuring performance audits are on schedule, weekly time reports are submitted and assignment forms are issued
- Assist the Manager in developing and implementing new and revised department policies and procedures necessary for providing internal auditing services to all departments within the Municipality.
- Assist the Manager with budget planning
- Assist the Manager in developing an audit plan that provides for effective audit coverage of the Municipality computer systems based on an assessment of potential risk exposure to the Council
- Survey functions and activities of departments to evaluate nature of operations and existence and adequacy of internal controls
- Provide guidance and assistance to auditors with regard to execution of performance audits
- Maintain knowledge of current accounting and auditing practices through continuing professional education
- Perform other related duties incidental to the work described herein

## **4. INTERNAL AUDITORS (2 POSTS)**

**SALARY: R143 568 – R180 252**

**POST LEVEL: 7/6**

### **MINIMUM REQUIREMENTS:**

BCom degree/ BTech (Internal Auditing). Relevant experience in Auditing will be an added advantage.

### **KEY PERFORMANCE AREAS:**

- Ensure that the system of control implemented by management is adequate to contain risks and maintain effective financial control.
- Provide input with regard to the compilation of Branch's operation plan and annual financial budget.
- Provide internal audit services relating to governance, risk and control matters.
- Monitor the operations of clients and identify, evaluate and report on emerging risks.
- Monitor and ensure compliance with MFMA, the annual Division of Revenue Act and any other applicable legislation.
- Perform specific audit procedures and prepare work papers documenting the audit procedures performed.
- Prepare audit working papers in accordance with audit standards, documents performance through narratives, flowcharts, manual and / or computer generated spreadsheets.
- Identify factors causing deficient conditions and provides constructive, economical and practical recommendations for findings included in audit reports.
- Monitor compliance with applicable laws, policies and procedures
- Perform post-audit reviews to determine the extent to which audit recommendations have been implemented
- Perform other related duties incidental to the work of described herein.

## **5. AUDIT CLERK (1 Post)**

**SALARY: R92 472 – R122 028 pa**

**Post level (10/9)**

### **MINIMUM REQUIREMENTS:**

Grade 12 with extensive experience in Auditing / Financial Management.

### **KEY PERFORMANCE AREAS**

- Type draft and final audit reports
- Print revised draft copies of the reports for Manager's approval
- Print and proofread final report copy for auditors and Manager's signature
- Handle office correspondence
- Maintain filing within the department
- Maintain and update feedback spreadsheet for all audit queries
- Circulating feedback questionnaires to appropriate departments
- Perform other related duties incidental to the work of described herein

***Enquiries regarding the above positions can be forwarded to Mr R Senyane  
@ 057 391 3438***

# **PUBLIC SAFETY AND TRANSPORT**

## **BRANCH: TRAFFIC**

**❖ *All posts are subject to security vetting.***

### **6. ASSISTANT CHIEF TRAFFIC TRAINING (1 Post)**

**SALARY: R186 168 – R241 500 pa**

**POST LEVEL: 5/4**

#### **MINIMUM REQUIREMENTS:**

An applicable National Diploma in Traffic Management or equivalent qualification. Facilitator course or EDTP plus 4 years Traffic experience.

#### **KEY PERFORMANCE AREAS**

- ❑ Compile reports and make recommendations on Traffic Training policies and procedures.
- ❑ Attend meetings and serve as a delegate at training
- ❑ Manage usage of the resources (Personnel, Vehicles & Equipments)
- ❑ Responsible for the plan and Budget of training
- ❑ Responsible for performance measurement (Learners and Facilitators)
- ❑ Responsible for safe keeping of records for the College
- ❑ Responsible and accountable for the whole college (Court attendance, litigations, appeals, etc)
- ❑ Responsible for internal moderation
- ❑ Liaise with other institutions and stakeholders
- ❑ Responsible for sustainability of the college
- ❑ Responsible for the establishment and functioning of Traffic Training (body) committee
- ❑ Make sure that the college comply with the requirements set by SAQA, LGSETA, SASSITA & RTMC
- ❑ Make sure that there is a separate system for training.
- ❑ Responsible for adequate law enforcement.

## **7. TRAFFIC OFFICERS (6 Posts)**

**SALARY: R73 860 – 122 028 pa**

**POST LEVEL: 12/9**

**MINIMUM REQUIREMENTS:**

Grade 12, Valid Driver's License, Traffic Diploma. No previous convictions.

**KEY PERFORMANCE AREAS:**

- Adequate Traffic Law-enforcement
- By-Laws enforcement
- Crime prevention
- To promote and ensure that all Batho Pele principles are adhered to.

## **8. TRAFFIC WARDENS (10 Posts)**

**SALARY: R59 940 – R72 444 pa**

**POST LEVEL: 14/13**

**MINIMUM REQUIREMENTS:**

Grade 12. Valid driver's license. No previous convictions.

**KEY PERFORMANCE AREAS**

- Responsible for Law Enforcement
- Testify in court with regard to Road Traffic Offences
- Reply representations with regard to Road Traffic Offences
- Regulate pedestrian volumes and offer training to pedestrians in crossing the streets and scholar patrols
- Do point duties during escorting, congestions and public gatherings
- Serve Section 54 summons to the offenders
- Report damaged areas on our roads, pot holes, obstructions, damaged road signs and markings

***Enquiries regarding the above positions can be forwarded to: Mr S Mokoena @ (057) 391 3295***

## **BRANCH: SECURITY**

### **9. SECURITY OFFICERS (6 Posts)**

**SALARY: R73 860 – 122 028**

**POST LEVEL: 12/9**

#### **MINIMUM REQUIREMENTS:**

Grade 10 registered with SIRA and must have a Grade D Security and other relevant Security Guard Qualification. SAPS, Military and private Security experience will be added advantage. Valid code C1 driver's license. No previous convictions.

#### **KEY PERFORMANCE AREAS:**

- ❖ Maintain security at Council premises and major public events
- ❖ Uphold and enforce the law in collaboration with SAPS
- ❖ Prevent, combat and investigate crime working hand in hand with SAPS
- ❖ Maintain public order
- ❖ Enforcement of by-laws

***Enquiries regarding the positions can be forwarded to: Mr J Suping  
@ (057) 391 3122***

## **BRANCH: FLEET MANAGEMENT**

### **10. MECHANICS (4 Posts) (2 – Diesel & 2 – Petrol)**

**SALARY: R107 400 – R122 028 pa**

**POST LEVEL: 9**

#### **MINIMUM REQUIREMENTS:**

Grade 12 and a Trade Test Certificate plus 5 years relevant experience. Valid EC Drivers License.

#### **KEY PERFORMANCE AREAS**

- Responsible for mechanical workshop functions.

- ❑ Responsible for effective use of machinery and material.
- ❑ Responsible for effective repairs and control on fleet & equipment.
- ❑ Obtain quotations and write out requisitions.
- ❑ Perform all the administration duties in the section.

## **11. FITTER & TURNER (2 Posts)**

**SALARY: R107 400 – R122 028 pa**

**POST LEVEL: 9**

### **MINIMUM REQUIREMENTS:**

Grade 12 and a Trade Test Certificate plus 5 years relevant experience. Valid EC Drivers License.

### **KEY PERFORMANCE AREAS**

- ❑ Responsible for electro-mechanical workshop functions.
- ❑ Responsible for effective use of machinery and material.
- ❑ Responsible for effective repairs and control at pump stations, swimming pools, water tower, clock tower, etc.
- ❑ Control and discipline personnel.
- ❑ Perform all the administration duties in the section.

## **12. AUTO ELECTRICIAN (1 Post)**

**SALARY: R107 400 – R122 028 pa**

**POST LEVEL: 9**

### **MINIMUM REQUIREMENTS:**

Grade 12 and a Trade Test Certificate plus 5 years relevant experience. Valid EC Drivers License.

### **KEY PERFORMANCE AREAS**

- ❑ Responsible for auto electrical workshop functions
- ❑ Responsible for effective use of machinery and material
- ❑ Responsible for effective repairs and control on fleet & equipment.
- ❑ Control and discipline personnel
- ❑ Obtain quotations and write out requisitions
- ❑ Perform all the administration duties in the section

***Enquiries regarding the positions can be forwarded to: Mr L Lezar  
@ 057 352 4676***

## **BRANCH: FIRE SERVICES**

### **13. FIRE FIGHTERS (12 Posts)**

**SALARY: R73 860 – R122 028**

**POST LEVEL: 12/9**

#### **MINIMUM REQUIREMENTS:**

Grade 12, valid code C1 drivers license, Fire Fighter 1 & 2, Hazmat Awareness and Operational Courses. Medical fitness evaluation.

#### **KEY PERFORMANCE AREAS:**

- Perform physical fire fighting operations during fires of any nature:
- Perform physical rescue operations
- Perform control room duties (when required)
- Receive training
- Compile reports, registers and records.

### **14. CLERICAL ASSISTANTS (2 Posts)**

**SALARY: R59 940 – R72 444**

**POST LEVEL: 14/13**

#### **MINIMUM REQUIREMENTS:**

Grade 12 with typing and computer skills & telephone etiquette.

#### **KEY PERFORMANCE AREAS:**

- General administration and filling of correspondence
- Typing of correspondence, notices, memorandums and letters
- Organise diary and appointments for the Disaster Management Organiser and Assistant Chief Fire Officer
- Handling of incoming and outgoing post
- Channel queries, complaints and request to relevant people
- Control assets of the Disaster Management and Admin sections

***Enquiries regarding the positions can be forwarded to: Mr J Mkwanazi  
@ 057 352 1840/ 352 2222***

## **COMMUNITY SERVICES**

### **LIBRARY**

#### **15. LIBRARIANS (2 Posts) UNITS: VIRGINIA/ ODENDAALSRUS**

**SALARY: R143 568 – R180 252**

**POST LEVEL: 7/6**

#### **MINIMUM REQUIREMENTS:**

B.BIBL Degree or 3 year relevant qualification. Valid drivers` license. Good communication, organising and interpersonal relation skills.

#### **KEY PERFORMANCE AREAS:**

- Develop library programmes
- Compile monthly reports to the Province and Municipality.
- Organize outreach programmes.
- Continuous contact with other libraries for the purposes of service co-ordination.
- Responsible for marketing of library and information services with regard to the public.
- Responsible for revising and fixing penalties in respect of lost books.

#### **16. SENIOR LIBRARY ASSISTANT (1 Post)**

**SALARY: R92 472 – R122 028**

**POST LEVEL: 10/9**

#### **MINIMUM REQUIREMENTS:**

Grade 12, literate and computer knowledge, 3 years experience.

#### **KEY PERFORMANCE AREAS:**

- Responsible for the job execution of all immediate subordinates.
- Supervise stock and equipment
- Handle queries and enquiries.

- Issue out receipts and see that balance sheets are correct account and all summaries in the cash book.
- Organise book displays and exhibitions.
- Organise children activities.
- Do the monthly and daily roster.
- Keep statistics of circulations at the counter (records, periodicals)
- Close monthly statistics for manager library and information services and Province.
- Answer all enquiries from members / students regarding books and lectures and scholars regarding projects and assignments, personal or telephonic.
- Act in the absence of the Assistant Librarian.

## **17. SENIOR CLERK (1 Post)**

**SALARY: R92 472 – R122 028**

**POST LEVEL: 10/9**

### **MINIMUM REQUIREMENTS:**

Grade 12 and must be computer literate. Must be able to work under pressure. Must have good interpersonal relations.

### **KEY PERFORMANCE AREAS:**

- Provide administrative support services.
- Keeping of records.
- Work closely with MLIS and perform all the tasks assigned
- Order stationery and cleaning material.
- Design the promotional material.
- Keep records of inventories.
- Assist with library activities where necessary.

## **18. LIBRARY ASSISTANTS (8 POSTS)**

**SALARY: R73 860 – R89 808**

**POST LEVEL: 12/11**

### **MINIMUM REQUIREMENTS:**

Senior Certificate or equivalent qualification

## **KEY PERFORMANCE AREAS:**

- Issuing of books, stock taking, weeding, shelf-reading, opening and closing of the library.

***Enquiries regarding the positions can be forwarded to: Mr. Ms B Linoko @ (057) 391 3130***

Candidates are requested to forward comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications and drivers license) to The Acting Senior Manager: Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building 1<sup>st</sup> Floor, Room 17 &18, Main Building, Odendaalsrus.

Fraudulent qualifications or documentation will immediately disqualify any applicant. A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.

Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

## **CLOSING DATE: 13 March 2009**

**Please note:** If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

**NB:** An application form can be downloaded from [www.matjhabeng.co.za](http://www.matjhabeng.co.za). Or can be obtained from Human Resources Department Room 17 or 18 Odendaalsrus.