



AGANANG LOCAL MUNICIPALITY

Cnr. Gilead & Knobel Road, Ceres Village

P.O Box 990, Juno, 0748



External Advertisement of Posts

The municipality invites suitable candidates for the following advertised positions:

DEPARTMENT: COMMUNITY SERVICES

1. Licensing Officer: Permanent (Re-advert)

Salary: R185 639.76 per annum (Excluding benefits)
Requirements: Matric/ Grade 12 plus eNatis Supervisory Certificate, Certificate in Finance or Accounting, Minimum of 2 years' relevant work experience, Valid Driver's license Code B, and No criminal records.
Competencies: Knowledge of Batho Pele principles, good communication skills, and Computer literacy.

Key Performance Areas: Perform all administrative duties to sustain the functional operation of registering authority as determined by the National Road Traffic Act. Allocate work reporting to staff, Performing transactions, Control and audit registers, Receiving and recording of face value documents, Processing payment of fees, compiling monthly reports reflecting the status of all duties performed by cashiers, To ensure that monies collected are safe.

2. Pitman: Permanent

Salary: R 94 447.92 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12, Valid Driver's license Code B, No criminal record, Minimum of 1 year driving experience.

Key Performance Areas: Cleaning of municipal testing pit. Assist examiners during testing. Perform other duties assigned by the Supervisor.

3. Environmental Officer: Permanent (Re-advert) Salary: R 185 639.76 per annum (Excluding Benefits)

Requirements: Matric/ Grade 12 plus National Diploma in Environmental Management, Minimum of 2 years relevant work experience, and Code C1 valid driver's license.

Competencies: Good communication skills, Knowledge and understanding of Environmental legislations, Computer literacy, Good interpersonal relations, and presentation skills.

Key Performance Areas: Perform proper control and implementation of environmental management regulations. Advise communities on issues pertaining to environment. Assist in Environmental Impact Assessment (EIA) to ensure compliance with related Acts and Policies. Implement the Environmental Management Plan (EMP) and other environmental related plans and strategies.

4. Sport Arts & Recreation Officer: Permanent (Re-advert) Salary: R 185 639.76 per annum (Excluding Benefits)

Requirements: Matric/ Grade 12 plus National Diploma in Sports Management, Public Administration or equivalent and relevant Qualification, code C1 valid driver's license, Minimum of 2 years relevant experience.

Competencies: Knowledge of Batho Pele principles, good written and communication skills, and Computer literacy.

Key Performance Areas: Establishment and coordination of Sport Council, Establishment of Arts & Culture Council, Coordination of sporting codes, Coordinate programmes from the Province and District, Recreation Activities, Sports Development Activities and Federation activities, Coordinate Sport Forums, Provide administrative support to the relevant Sport, Arts, Culture Heritage & Recreation, Coordinate the delivery of Sports, Arts, Culture, Heritage & Recreation awareness.

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

5. IDP/ PMS Officer: Permanent

Salary: R 185 639.76 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus National Diploma in Public Admin/ Development studies, A minimum of 2 years relevant work experience, Code B driver's license.
Competencies: Good interpersonal skill, Knowledge and understanding of Batho- Pele principles, Mobilization skills, Computer skills, and Good communication skills.

Key Performance Area: Development of IDP Process plan. Development and review of Municipal IDP. Stakeholder consultation on IDP. Development of the SDBIP. Compilation of quarterly SDBIP reports. Compilation of annual performance reports. Compilation mid-term performance reports. Generate reports and presentations.

6. Senior Accountant Assets: Permanent.

Salary: R 258 737.28 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus National Diploma in Accounting/ BCom Accounting) degree. Minimum of 3 years relevant work experience. Code B driver's license.
Competencies: Good interpersonal skill, Knowledge and understanding of Batho Pele principles, Good communication skills, Knowledge of assets software, Knowledge of Venus system will be an added advantage.

Performance Area: Develops and oversee the implementation of the asset management system. Development of relevant policies and procedures. Develop and maintain asset registers. Management of transfers and valuations. Develop and maintain the lease register. Develop asset needs assessment. Management of asset disposal. Plan and execute the asset verification. Investigate and report on asset variances and make the necessary recommendations to resolve discrepancies. Perform asset reconciliations, and compile monthly reports.

DEPARTMENT: BUDGET & TREASURY

7. Procurement Officer: Acquisitions: Permanent

Salary: R185 639.76 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus National Diploma/ Degree in Logistics or Supply Chain Management, or in Public Finance and Accounting. Minimum of 2 years relevant work experience.
Competencies: Good interpersonal skill, Knowledge and understanding of Batho-Pele principles, Problem solving skills, Good communication skills, Knowledge of Microsoft office systems (word, excel and powerpoint), and Knowledge of Venus financial system will be an added advantage.

Key performance area: Establish and manage an effective acquisition management system. Monitor the procurement of goods and services to ensure they are done in accordance with authorized processes only. Ensure that expenditure on goods and services is incurred in terms of approved budget. Ensure that the threshold values for different procurement processes are complied with. Assist in maintaining and keeping relevant registers. Ensure that bid documentation, evaluation and adjudication criteria and general conditions of contract are in accordance with any applicable legislature. Ensure that treasury guidelines on acquisitions are managed properly. Ensure compliance with all relevant regulations, acts and policies. Compile monthly reports.

8. Assets Clerk: Permanent

Salary: R 94 447.92 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus Certificate in Accounting or Finance Management /Matric with Accounting as passed subjects, Computer literacy, Minimum of 1 year relevant work experience.

Key Performance Area: Update the asset register with acquisition, disposals etc. Maintain and update asset inventory sheets at all asset locations. Bar-code the municipal assets. Perform physical asset and inventory verification. Perform monthly asset reconciliations. Perform secretarial work for asset disposal committee. Ensure that municipal assets are insured.

9. General Assistant : Permanent

Salary: R 94 447.92 per annum (Excluding Benefits)
Requirements: Standard 8/ Grade 10. Code C1 drivers licence. Minimum of 1 year experience in cleaning of light and heavy duty vehicles.

Key Performance Areas: Cleaning of Municipal vehicles, especially heavy duty vehicles. Cleaning of municipal surroundings where vehicles are kept. Perform any other general work that will be assigned by the Supervisor.

24. Intern Finance (2 years' contract)

Total Salary: R120 000 (all inclusive)
Requirements: Matric/ Grade 12 plus B Com (Accounting) degree or National Diploma in Accounting. Computer literacy.

Key Performance Areas: Preparation of Annual Financial Statement. Budget preparation. Financial reporting. Supply chain management. Income and Expenditure management. Assets and liability management.

10. Accountant Budget & Reporting: Permanent

Salary: R 185 639.76 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus National Diploma in Accounting/ BCom (Accounting) degree, Minimum of 2 years relevant work experience. Code B driver's license.

Competencies: Good interpersonal skills. Knowledge and understanding of Batho-Pele principles. Good communication and problem solving skills. Knowledge of the International Financial Reporting Standards (IFRS), Generally Recognized Accounting Practice (GRAP), Treasury Budget Regulations. Knowledge of the MFMA, MSA, DORA and MPRA.

Key Performance Area: Responsible for preparing and submitting the monthly budget statements and also the section 72 statements. Responsible for compilation of the bank reconciliation on a monthly basis. Assist with the compilation of the Municipality's financial statements. Responsible for the consolidation of the annual budget and adjusted budget inputs. Maintain a control system to ensure that accurate and credible information about the municipality's financial position is available to internal and external role players to ensure informed decision making. Assist during the process of internal and external auditing. Financial record keeping and financial reporting to various stakeholders as per legislative requirement. Assisting and advising managers and personnel regarding related functions. Compiling the variance analysis report summary. Ensure compliance to legislation applicable to all functions within the section.

DEPARTMENT: CORPORATE SERVICES

11. Manager: Human Resource Management: Permanent

Salary: R 294 456.12 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus National Diploma/ Degree in HRM. Minimum of 4 years relevant work experience. Valid driver's licence (code C1).

Competencies: Good interpersonal skills, Knowledge and understanding of Batho-Pele principles, Problem solving skills, Good communication skills, Knowledge of Labour Relations Act, BCEA, EEA, SDA and Extensive knowledge and application of Local Government practices.

Key Performance Area: Develop and monitor the implementation HR policies and procedures. Implement and monitor individual's performance management system in the municipality. Manage staff provisioning, personnel administration, personnel utilization and retention. Manage labour relations. Facilitation of skills development and organizational development. Develop and maintain the HR plan. Interact with Internal and external auditors on HR issues.

12. Skills Development Facilitator (SDF): Permanent

Salary: R 185 639.76 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus National Diploma in HRM/HRD. Valid driver's license (code C1), ETD will be added advantage, Minimum of 2 years relevant work experience, and Computer literacy.

Competencies: Sound knowledge of Education Training & Development, Skills Development Act, Skills Development Levies Act, Employment Equity Act, National Skills Development Strategy III and Provincial Skills Development Strategy.

Key Performance Areas: Conduct Skills Audit, Develop and Implement Workplace Skills Plan. Co-ordinate training sessions. Administer Bursaries. Coordinate Learnerships and Internships. Compile and Submit Monthly, Quarterly Monitoring Reports and Annual Training Report & WSP to the relevant stakeholders. Advise the Municipality on training & Development opportunities. Implement the training & Development Policy and assist with its review.

13. Registry Officer: Permanent (Re-advert)

Salary: R 185 639.76 per annum (Excluding benefits)
Requirements: Matric/ Grade 12 plus National Diploma in Records/ Information Management. Minimum of 2 years relevant work experience. Knowledge of Promotion of Access to Information Act. Knowledge of electronic records management system will be an added advantage.

Performance Area: Ensure the implementation of the approved file reference plan and retention schedule. Administration of faxes and mails received, and sent. Capturing and managing electronic records and vital information according to its value to the organization. Manage the disaster recovery programme for electronic records management and business continuity planning. Liaise with National Archives for information storage and disposal. Manage usage of the photocopier/ printer machines. Develop and review the registry policy and procedures.

14. Chief Clerk: Auxiliary Services & Fleet Management: Permanent

Salary: R122 228.38 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus Certificate in Public Administration/Management. Minimum of 1 year relevant work experience. Computer literacy. Code C1 driver's license.

Key Performance Area: Coordinate all transport issues on daily basis. Supervise Municipal drivers/messengers. Responsible for safekeeping of vehicles at all times. Management of logbooks and deal with vehicles inspections daily. Responsible for vehicles maintenance and expenditure. Monitor vehicle tracking systems. Reconcile kilometre data and compile monthly reports of the usage.

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING

15. Secretary to Senior Manager EDP: Permanent

Basic Salary: R 94 447.92 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus Secretarial Diploma. Minimum of 1 year relevant work experience. Knowledge of municipal legislations.

Key Performance Areas: Performing complex and diverse secretarial and clerical duties. Manage the diary. Screen telephone calls. Make telephone calls and take messages on behalf of the Senior Manager EDP. Distribute documents to relevant departments. Do typing work for the Senior Manager EDP. Arrange refreshment in the Office. Perform filing in the office of the Senior Manager EDP.

16. Town Planner: Permanent

Salary: R 185 639.76 per annum (Excluding benefits)
Requirements: Matric/ Grade 12 plus National Diploma/ Degree in Town Planning. Registration with a Professional planning body-SACPLAN will be an added advantage. Minimum of 2 years' relevant work experience in municipal land use management. Knowledge and understanding of land use legislative requirements and processes. Valid code B driver's license.

Key Performance Areas: Implementation of spatial development framework and land use management scheme. Assist with land release processes. Assist with processing of land applications. Ensuring compliance by applicants and developers to the SDF and LUMS. Liaise with land development stakeholders on land use related matters. Attend public enquiries relating to town planning.

DEPARTMENT: TECHNICAL SERVICES

17. Manager PMU: Permanent (Re-advert)

Salary: R294.456.12 per annum (Excluding benefits)
Requirements: Matric/ Grade 12 plus National Diploma/ B Tech degree in Civil Engineering/Project Management. Minimum of 4 years relevant work experience, and at least 2 years in Supervisory level. Code B driver's license.

Competencies: Good interpersonal skills. Knowledge and understanding of Batho-Pele principles. Report writing skills. Good communication skills Knowledge and understanding of MIG funding.

Performance Area: Primarily responsible to integrate, co-ordinate, project manage and administering of the MIG programme. Ensure project compliance will all applicable legislation, policies and conditions applicable to MIG. Project performance and cash flow reviews. Liaison with Provincial and the Senior MIG Manager as well as other sector departments through formal regular evaluation / progress meetings and ad hoc basis. Submission of monthly, quarterly, annual, bi annual and ad hoc reports to COGTA as determined in applicable legislation or required by the MIG Management unit. Responsible for the management of the PMU team and their respective outputs.

18. Senior PMU Technician: Permanent (Re-advert) Salary

:R 258 737.28 per annum (Excluding benefits)
Requirements: Matric/ Grade 12 plus National Diploma or B Tech degree in Civil Engineering. Minimum of 3 years relevant work experience. Code B driver's license.

Competencies: Good interpersonal skills. Knowledge and understanding of Batho-Pele principles. Report writing skills. Good communication skills. Knowledge and understanding of MIG funding.

Key Performance Area: Technical support and evaluation of proposed projects in alignment with the respective municipal's IDP, regional and provincial growth and development plans. Manage the labour-intensive projects in line with EPWP framework and related reporting requirements. Arrange regular project progress meetings. Ensure compliance of all legal aspects and conditions, required from different spheres of government. Conduct site visit / meetings to ensure compliance to contract conditions and quality control. Manage cash flows and committed project expenditure. Verify payment certificates and preparation of monthly payment schedule documentation. Maintain project performance data on national database. Assist with other related Municipal infrastructure programmes.

19. Plant Operators: (x5) Permanent

Salary: R 94 447.92 per annum (Excluding Benefits)
Requirements: Standard 8/ Grade 10. Minimum of 1 year experience in driving. Grader operation experience will be an added advantage. Valid code C1 driver's license plus PDP.

Key Performance Areas: Operating earth moving vehicles for all municipal road maintenance according to schedule plan. Clean the earth moving vehicle. Liaise with community representatives during road maintenance and operation.

20. Diesel Mechanic: Permanent

Salary: R 185 639.76 per annum (Excluding benefits)
Requirements: Matric/ Grade 12 plus N6 in Mechanical Engineering with trade test certificate. Technical qualification will be an added advantage. 2 year experience in repairs and maintenance automotive, Valid code C1 driver's license.

Competencies: Knowledge of risk assessment as per work process, lock out procedure, lifting equipment, must have tool handling, basic rigging, problem solving.

Key Performance Areas: Attend to breakdowns on site. Inform Supervisor of material required. To provide technical and diagnostic services within the services department. To service and repair vehicles according to prescribed standards and basic electrical skills. Assist in changing wheels and blades for plants and vehicles. To utilize modern diagnostic equipment to maximum in effecting vehicles services and to interpret findings. Ensure plant/machines are always in working conditions.

21. Diesel Mechanic Assistant: Permanent

Salary: R 94 447.92 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus N3/N4 in Mechanical Engineering with trade test certificate. Technical qualification will be an added advantage. 1 year experience in repairs and maintenance automotive field. Valid code C1 driver's license.

Key Performance Areas: Attend to breakdowns on site. Inform Supervisor of material required. To provide technical and diagnostic services within the services department. To service and repair vehicles according to prescribed standards and basic electrical skills. Assist in changing wheels and blades for plants and vehicles. To utilize modern diagnostic equipment to maximum in effecting vehicles services and to interpret findings. Ensure plant/machines are always in working conditions.

22. Information Technology (IT) Technician: Permanent

Salary: R 185 639.76 per annum (Excluding benefits)
Requirements: Matric/ Grade 12 plus National Diploma in Information Technology/ Computer studies. Minimum of 2 years' experience as IT Technician. Code B driver's license.

Competencies: Good Communication skills, Good interpersonal skill, Knowledge of Local Government Legislation and Knowledge of Batho Pele principles.

Key Performance Area: Perform maintenance of IT hardware and software. Support and maintain workstations and notebooks on the network and stand alone. Oversee network infrastructure. Maintain network security and disaster recovery process. Provide assistance to all users with regard to daily network challenges. Maintain IT equipments and Inventory. Apply IT policies and write technical reports on system utilization.

23. Building Inspector: Permanent

Salary: R 185 639.76 per annum (Excluding Benefits)
Requirements: Matric/ Grade 12 plus National Diploma in Building Science/ Architecture/ Civil engineering. Building and Electrical trade test will be an added advantage. Minimum of 2 years relevant work experience. Valid Driver's license code B.

Key Performance Areas: Co-ordinate compliance with standards, procedures, regulations and specifications in terms of National Building Regulation and SABS. i.r.o. submission of plans for approval and construction of buildings. Prepare and present investigational reports. Process, approve and issue compliance notice to align practices. Building plan approvals and record keeping. Monitor compliance, quality and performance. Complete forms and notices, verify and approve content and submit for verification prior to circulation. Collate information from field reports, inspections and contractual documentation for inclusion in management reports. Monitor compliance with administrative and reporting requirements.

Applications must be submitted on the official application form for Municipal Employees that can be downloaded from the website: www.aganang.gov.za and is also available at the Municipal Offices (Registry section) as well as Ward Offices. That must be accompanied by a detailed curriculum vitae with certified copies of qualifications and ID (of not older than 3 months) to: The Municipal Manager, Aganang Local municipality, P.O Box 990, Juno, 0748 or hand-deliver application at Aganang Municipal Offices (Gilead road & Cnr Knobel Road), Strictly at Registry Office. Faxed, emailed and late applications will NOT be accepted.

Closing Date: 26 March 2015. Enquiry: Mphara KE. Contact details: 015-295 1446.

NB: Aganang Local Municipality reserves the right not to appoint the advertised posts. It is an equal opportunity affirmative action employer with clear employment equity targets. Women and People with Disability are encouraged to apply. Anti-Fraud & Corruption hotline: 0800 205-053

"Mmogo re tla kgona"