



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate and dominated by coal mines. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 13 JULY 2018

The following Senior Management Position-will be dealt with in terms of the Municipal Systems Act (Act no. 32 of 2000), Regulations on appointment and conditions of employment of Senior Managers (Regulation no. 37245).

DIRECTORATE: INFRASTRUCTURE SERVICES

EXECUTIVE DIRECTOR: TECHNICAL AND INFRASTRUCTURE SERVICES

TERM OF APPOINTMENT: This is a 5 year fixed term performance based contract in terms of Section 56 of the Municipal Systems Act of 2000 as amended. The incumbent reports directly to the Municipal Manager.

PLACE TO BE STATIONED: Middelburg Mpumalanga (MP313)

ANNUAL TOTAL REMUNERATION PACKAGE: MIN: R973 759 / MID: R1 145, 598 / MAX: R 1 317,437 p.a. (Including benefits) plus performance bonus. Payment is in terms of Local Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers – Notice 1092 of 2017.

COMPETENCY AND GENERAL REQUIREMENTS: As prescribed in Sections 8 and 9 of the Local Government : Regulations on Appointment and Conditions of Employment of Senior Managers promulgated in Government Gazette No 37245 on 17 January 2014

REQUIREMENTS: Bachelor of Science Degree in Engineering/ BTech Engineering. 10 years relevant experience of which should include experience in middle management level or as Programme/ Project Manager and 5 years must be at a professional/Management level in engineering management experience. Valid code B driver's license.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation. Good Knowledge and understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment. Must be able to formulate engineering master plan, project management and implementation.

CORE FUNCTIONS:

- Maximize infrastructure development and service delivery to all communities
- Provisioning, Management and maintenance of municipal Infrastructure (Civil Engineering, Electrical Engineering, Parks, Cemetery and Recreation Facilities, Municipal Buildings and Facilities, Fleet Management and workshops).
- Municipal IDP Performance Management plan, Service Delivery Budget Implementation Plan (SDBIP) for the Infrastructure Directorate.

OTHER REQUIREMENTS: The successful candidate will be required:

- (a) To sign an employment contract, a performance agreement

and to disclose any financial interest;
(b) To undergo security vetting and competency assessment.

REF: 8001

Please note: The **compulsory application form** for employment of Senior Managers as prescribed in Section 11 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers promulgated in Government Gazette No 37245 on 17 January 2014, is obtainable from the municipal website: www.stlm.gov.za

ENQUIRIES REGARDING SENIOR MANAGERS POSITIONS CAN BE DIRECTED TO THE CONTACT PERSON:

B Khenisa (Acting Municipal Manager)
013-249 7263
mmoffice@stlm.gov.za

DIRECTORATE: COMMUNITY SERVICES

DIRECTOR: PUBLIC SAFETY

DEPARTMENT: PUBLIC SAFETY

POST LEVEL: 01

SALARY SCALE: R562 404 p.a. (Basic excl. benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel allowance

REQUIREMENTS: A relevant B-Degree PLUS (8) Years relevant experience of which 4 years should be in a supervisory/management capacity. Computer literacy. E-Natis experience will serve as an added advantage. A valid code B driver's license.

KEY PERFORMANCE AREAS: To ensure traffic law enforcement and security services. Oversee the provision of licensing and testing services. Oversee the monitoring and compliance of Vehicle Testing Stations and Driver's License Testing Centers. Ensure traffic law enforcement and administration. Oversee and Provide Emergency services. Developing and implementing security protocols. Management of security operations. Asset protection management. Pro-active risk assessment, investigation and resolution. Security breach identification, investigation and resolution. Emergency management and contingency planning. Supervisor and management of staff. Financial Planning and Departmental Budgeting.

REF: 3002

DEPUTY DIRECTOR: TRAFFIC SERVICES

DEPARTMENT: PUBLIC SAFETY: TRAFFIC SERVICES

POST LEVEL: 02

SALARY SCALE: R482 997 p.a. (Basic excl. benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance and 850 km/pm Travel allowance

REQUIREMENTS: A relevant B-Degree in Traffic Management or equivalent relevant Qualification. (5) Years relevant experience of which 2 years should be in a supervisory/management capacity. Computer literacy. A valid code B driver's license. Good understanding of the Traffic and Transport Systems.

KEY PERFORMANCE AREAS: Implement traffic, law enforcement and administration services. Render by-law enforcement operations services. Render traffic court services. Oversee the effectiveness and efficiency of traffic services. To ensure efficient work planning for department. Ensure the correct implementation of the Road Traffic Act. Supervision of staff and Financial Planning and Departmental Budgeting.
REF: 3000

DIRECTORATE: CORPORATE SERVICES

ADMINISTRATIVE OFFICER GRADE 2

DEPARTMENT: LEGAL AND ADMINISTRATION

POST LEVEL: 8/7

SALARY SCALE: R253 887/ R266 790/ R280 374/ R287 436/ R302 076/ R317 400 p.a. (Basic excl. benefits)

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund, and Housing allowance.

REQUIREMENTS: National Diploma in Administration or a relevant National Diploma (NQF 6). 3 years relevant work experience. Computer literacy. A valid code B driver's license. MunAdmin experience will serve as an advantage.

KEY PERFORMANCE AREAS: Rendering of Secretariat Services to Bid Committees and Council Committees. Minute taking. Typing of documents. Compile agenda items for Council and other related Committees. Keep and update Performance Plan for the Administration Section. Perform other related administration functions.

REF: 1022

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. **Applications must be submitted on the prescribed form** (Official Application form for Senior Managers or Steve Tshwete Local Municipality application for employment). The official forms are available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za" and must be accompanied by a detailed Curriculum Vitae, together with certified copies of qualifications or certificates and identity document to:
Human Capital Management, P O Box 14, Middelburg, 1050.
Further Enquiries: Tel: (013) 249 7000
6. **Applicants applying for a Senior Manager positions must comply with Regulation 37245, LOCAL GOVERNMENT: REGULATIONS ON APPOINTMENT AND CONDITIONS OF EMPLOYMENT OF SENIOR MANAGERS published in the Government Gazette, 17 January 2014.**
7. Incomplete or incorrect information on an application form or CV will disqualify an applicant
8. Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date – No late applications will be accepted.