

POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

DIRECTORATE: STRATEGIC PLANNING, MONITORING AND EVALUATION

Business Unit : Project Management Unit
Position : Manager PMU
Salary : R1 621 526,15
(Total Package per annum)
Duration : 5 Year-Fixed Term Contract
Reference : EXT/23/24/90

Requirements: Bachelor's Degree /B-Tech in Civil Engineering or Post Graduate Diploma in Project Management or equivalent qualification. Must have a valid driving license. 5- 8 years' relevant experience of which 3 (three) years should be at middle management. Computer Literacy. Financial Management. Leadership Skills. Project Management. Strategic Planning. Communication, Oral and written skills.

Duties: Manage the PMU team and respective outputs. Co-ordinate Project identification process in terms of the IDP.

Co-ordinate the feasibility process with the involvement of other municipal SBU's. Co-ordinate project identification. Review project performance cash flow. Liaise with Provincial and senior MIG managers as well as other line function departments through formal, regular evaluation/progress meeting and on ad-hoc basis. Submitting monthly, quarterly, bi-annual and adhoc reports to DPLG as determined in the applicable legislation by the MIG management unit. Certify work done by service providers and prepare monthly certificates for approvals and payments to ensure that projects are implemented within deliverables, time frames, budget constraints, applicable legislations, requirements, compliance, approval etc. Provide technical advice and guidance to projects on behalf of the employer. Monitoring Engineering Consultants and contractor's performance against agreed terms and conditions through on-going interaction with site personnel, on-site inspections etc. and alerting the contractors and consultants to any acts of non-performance.

DIRECTORATE: COMMUNITY SERVICES

Business Unit: Waste Management
Position: Manager: Waste Management
Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01
Reference: EXT/23/24/91

Requirements: Bachelor's Degree/B Tech in Environmental Health, Environmental Management Science with Waste management as a Major subject. 5- 8 years' relevant experience of which 3 (three) years should be at middle management. Computer Literacy. Ability to produce reports and presentations of exceptional high standards. Knowledge of the Local Government Sector and applicable legislation. Planning and Organizing skills. Administrative skills, communication skills. Willingness and readiness to work long hours and under pressure. Excellent leadership and management skills. Valid Driver's License.

Duties: Implementation of the integrated waste management plan as required by Waste Act. Implementation of policies and By-laws. Financial planning and management of the unit including budgeting. Project conception, implementation, and management. Liaise with internal and external stakeholders. Implementation and coordinate performance management system in the SBU.

Business Unit: Environmental Management
Position: Manager: Environmental Management
Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01
Reference: EXT/23/24/92

Requirements: Bachelor's Degree/B Tech in Horticulture/ Open Spaces and Recreation Management or equivalent qualification. 5- 8 years' relevant experience of which 3 (three) years should be at middle management. Registered with The South African Council for the Landscape Architectural Profession (SACLAP) will add as an advantage. Valid driver's license. Ability to work under pressure, report writing, inter personal, Leadership, Presentation, communication and computer Literacy. Travelling and willing to work extra hours.

Duties: Ensure compliance to environmental legislation: manage compliance to environmental assessment. Manage the planning, maintenance to the environmental assessment. Maintain the balance of allocation of resources in line with biodiversity regulation. Manage the planning, maintenance and design of the burial site. Manage the planning and implementation of environmental education and awareness. Manage the propaganda of plant and maintenance of nursery. Financial control, forward planning and personnel management.

Business Unit: Stadia Management
Position: Manager Stadia
Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01
Reference: EXT/23/24/93

Requirements: Bachelor's Degree/B Tech in in Sports Management, Business management, Event Management, Property Management or equivalent qualification. 5- 8 years' relevant experience of which 3 (three) years should be at middle management. Valid driver's license. Ability to work under pressure, report writing, inter personal, Leadership, Presentation, Solid knowledge in communication and marketing, Computer Literacy. Financial management, stadium operations, facilities management, knowledge of SASREA Act of 2010, OHS compliance and event safety.

Duties: Management of stadium infrastructure and equipment. Planning and organizing events: games, ceremonies, festivals and others. Ensure the safety of spectators and users of sports facilities. Co-ordinate safe, secure, and legal work environment, Communication operations around the events. Manage all operational and maintenance of sport and recreational facilities. Implementation of the occupational safety and health act. Human resource and financial management. Solid knowledge in communication and marketing.

Business Unit: Waste Management
Position: Assistant Manager: Education & Awareness
Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03
Reference: EXT/23/24/94

Requirements: Bachelor's Degree, National Diploma in Environmental Health, Environmental Management Science with Waste management as a Major subject. 3-5 years' relevant experience of which 2 (two) years should be at supervisory management. Computer Literacy. Good communicator. General management. Be able to manage people of different cultural diversity. Report writing. Valid Driver's License.

Duties: Implement waste management By-law. Plan and manage implementation of awareness campaigns. Develop relevant education materials. Support the recycling initiatives across the spectrum. Manage relations with stakeholders and NGOs. Implementation of waste minimization strategy. Manage coordination and control work schedule.

Business Unit: Cultural Services
Position: Assistant Manager: Libraries
Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03
Reference: EXT/23/24/95

Requirements: Bachelor of Information Studies (Honors)/Bachelor of Information Science (Honors) or Bachelor's Degree Plus Postgraduate Diploma in Library Science, Computer Literacy and Analytical skills, Communication skills, Valid Driver's License, 5-8 years in Library Management experience. Working knowledge of the functioning of all equipment used in the library environment, theoretical and practical knowledge of Public Service Librarianship, Library automation, knowledge of job Evaluation and understanding of Public Service, knowledge of policies, regulations, prescripts, and legislations, Knowledge of Papyrus Library Administration system.

Duties: Daily management of library services. Determine community/user needs regarding library services through consultation with stakeholders, evaluation of existing facilities, evaluation of current services, library advocacy. Give inputs on the development of annual operational and capital budget of libraries, exert control over library expenditure and oversee rental activities with accompanying revenue created and expenditure. Determine attainable goals and objectives for libraries, budget for libraries and exert control over library expenditure, the IDP framework, and Legislations. Plan and transform library services by implementing professional/managerial expertise to ensure efficiency and productivity. Responsible for the library infrastructure, submit inputs i.e., layout and furnishing of new libraries to consultants / other provincial Library services / NGO's when required. Responsible for current research and legislation within the library environment. Determine staff requirements and responsible for the development of human potential. Administrative duties include correspondence, writing of memoranda and reports, approval of leave, recommendation of overtime, and implementation of procedures and systems. Advice Manager: Cultural Services regarding community needs, library goals, and objectives regarding library matters. Facilitate Occupational Health and safety matters relating to libraries.

Business Unit: Cultural Services
Position: Senior Librarian: Children: City Library
(Children's section)

Salary: R398 253-R439 796
(basic salary per annum excluding benefits)

Post Level: 07
Reference: EXT/23/24/96

Requirements: Bachelor of Information Studies / Bachelor of Information Science Plus Postgraduate Diploma in Library Science, Computer Literacy, physically fit, 3-5 years' experience as a librarian. Management / Supervision, handling of books, photocopiers, computers, 3M gates, desensitizing apparatus, printers, cash register, money handling, good communication skills, work independently, good administration skills, good customer relations or handling of confrontational situations, time management, policy application. Good administration skills, good customer relations/handling of confrontational situations, time management, policy application, 6-day worker, extended library hours till 17h00 on a roster basis, Valid Driver's License (own transport).

Duties: Management/supervision of the children's section of City Library. Responsible for short-term planning of library activities and execution in accordance with library policy and procedures. Determine user needs by attending to inquiries through special requests and other interactions. Perform professional duties e.g., stock evaluation, selection of library material, weeding of books, reader guidance, user orientation, cataloging, Classification, etc. Perform routine tasks e.g. shelving of books, shelf reading, circulation, promote teamwork, and verify work done by subordinates. Co-ordinate programs (holidays/ Children's programs, book displays, Outreach) and others. Responsible for administrative tasks and management of the library; stock control, financial procedures, membership, block loans, stock taking, statistics, etc. responsible for customer care, solve problems, recommend substitute reading materials, when necessary, etc. Supervise subordinates and deal with staff matters within the section, identify training needs, render in-service training, allocate tasks, conflict resolution, staff performance, etc. verification of all data captured books. Coaching and mentoring of library staff and volunteers. Report maintenance problems regarding buildings and equipment.

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.)

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre-screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to: **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstein Streets, POLOKWANE on the 08th Floor office no 802/ 9th Floor office no 907 OR BY POST TO: P O BOX 111, POLOKWANE, 0700. Att: HR Manager.**

Closing Date: 08 February 2024
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2031

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

Business Unit: Cultural Services
Position: Senior Librarian: City Library
(Reference section)

Salary: R398 253-R439 796
(basic salary per annum excluding benefits)

Post Level: 07

Reference: EXT/23/24/97

Requirements: Bachelor of Bibliography/ Bachelor of Information Studies or B degree plus Postgraduate Diploma in Library Science, Computer Literacy, physically fit, 3-5 years' experience as a Librarian. Management / Supervision, handling of books, photocopiers, computers, 3M gates, desensitizing apparatus, printers, cash register, money handling, good communication skills, work independently, good administration skills, good customer relations or handling of confrontational situations, time management, policy application Advanced internet usage: DDC; LCSH; AACR2; Papyrus Library Software, online databases; Comprehensive general knowledge, Knowledge of authors and genres. 6-day worker, extended library hours till 17h00 on a roster basis, Valid Driver's License (own transport).

Duties: Management/supervision of the reference section of City Library. Determine user needs by attending to inquiries through special requests and other interaction. Perform professional duties e.g., stock evaluation, selection of library material, weeding of books, reader guidance, user orientation, cataloguing, Classification, etc. perform routine tasks e.g. shelving of books, shelf reading, circulation, promote team work and verify work done by subordinates. Responsible for administrative tasks and management of the library, stock control, financial procedures, stock taking, statistics, etc. responsible for customer care, solve problems, recommend substitute reading material when necessary, monthly bulletin, etc. supervise subordinates and deal with staff matters within the section, identify training needs, render service training, allocate tasks, conflict resolution, staff performance, etc. supervise internet facilities and allocated staff. Verification of all data capturing for books and info files. Coaching and mentoring of library staff and volunteers. Report maintenance problems regarding buildings and equipment.

Business Unit: Sport and Recreation
Position: Sport and Recreation Officer

Salary: R398 253-R439 796
(basic salary per annum excluding benefits)

Post Level: 07

Reference: EXT/23/24/98

Requirement: National Diploma in Sport Management. 3 years' relevant working experience. Be in possession of a valid driver's licence. Driving and Operating a grader.

Duties: Ensure proper administration and maintenance of sports facilities. Development and implementation of sport and recreation programmes.

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Business Unit: Property Management
Position: Manager: Property Management

Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01

Reference: EXT/23/24/99

Requirements: National Diploma/ Degree in Real Estate, Property studies, Development Planning and/ or Property Law. 5-8 years' relevant experience with 3 years at middle management level (exposure to Local Government environment will be an added advantage) Valid driver's licence code B (08). Computer Literacy, Problem solving and map reading.

Duties: Identify and define the immediate, short and long term objectives/ plans associated with property management to ensure that the key responsibilities areas are identified, objectives aligned, appropriate procedures developed and implemented on approval to guide and direct property management functions. Ensure effective transactions of immovable municipal assets. Interaction with the public, developers, consultants, colleagues and councillors through proper public relations ensure that an accessible and responsive information and advice service is rendered. Manage the implementation of financial controls/procedures and provide information to support financial planning sequences to ensure accurate estimates are prepared in relation to requirements enabling the SBU to contribute positively towards the quality and standards of service delivery. Directs and controls outcomes associated with utilization, productivity, and performance of personnel within the unit to ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the municipality to meet its service delivery objectives.

Business Unit: Property Management
Position: Property Officer x2

Salary: R439 796 –R485 694
(basic salary per annum excluding benefits)

Post Level: 06

Reference: EXT/23/24/100

Requirements: National Diploma/ Degree in Real Estate, Property studies, Development Planning and/ or Property Law. Two (2) years relevant experience. Valid driver's licence. Computer Literacy, Intermediate MS Word, Excel and PowerPoint, Problem solving and map reading.

Duties: Research on suitable properties as per municipal property requirements and report to the supervisor. Conduct site inspection. Prepare reports for council consideration. Comply with policies and procedures relating to acquisition of property. Attend to public enquiries and attend to general office administration. Record keeping of all relevant documentations.

Business Unit: City Planning and Property Management
Position: Town Planner Planning Control and Outdoor Advertising, City Planning and Property Management

Salary: R485 694 – R536 206
(basic salary per annum excluding benefits)

Post Level: 05

Reference: EXT/23/24/101

Requirements: National Diploma/Degree in Town & Regional Planning. Should be legible to registered as a Professional Planner/Technical Planner in terms of Planning Profession Act (Act 36 of 2002) with SACPLAN. Must have knowledge of SAMOAC. Must be eligible for registration as a peace officer and must have a valid drivers' license. A minimum of 3 years' experience in Outdoor Advertising and Planning Control. In-depth and working knowledge of areas of responsibility in town planning and building control. Knowledge and understanding of applicable legislation. Regulation, and policies. Computer literacy in MS Office packages, internet and outlook. May be required to visit informal settlements and potential unsafe buildings.

Experience: Process outdoor advertising applications. Identify all unauthorized bill boards on the existing projects. Provide comments to the advertisement applications. Processing of street names and applications. Evaluate applications for outdoor advertisement and forward to supervisor recommendations. Process residential building plans. Ensure that inputs are provided from a town planning perspective. Recommend building plan in so far as it relates to town planning issues. Process applications for relaxation of building lines and coverage. Processing of occupation certificate. Conduct site inspection. Confirm illegal land use activities and zoning. Inspection of occupation certificate. Inspection of authorized outdoor advertising boards for compliance to by-laws. Inspection of bill boards sites applications. Stakeholder engagement. Circulation of applications to other SBU's, ward councillors and sector departments for comments. Attend technical meeting in relation to the Site Development Plan. Executes law enforcement with regards to planning control and outdoor advertisement activities. Implementation of outdoor By-laws & Council resolutions. Coordinate the prosecution of illegal land use and outdoor advertisement. Testify in court where necessary. Processing and monitoring all legal correspondence relating to illegal outdoor advertising transgression.

Business Unit: City and Regional Planning
Position: Junior Town Planner (Spatial Planning)

Salary: R398 253 - R485 694
(basic salary per annum excluding benefits)

Post Level: 7/6

Reference: EXT/23/24/102

Requirement: National Diploma /Bachelor's Degree in Town and Regional Planning. 0-2 years of working experience in Spatial Planning related field. Experience in a Municipal environment will be an added advantage. Valid driver's licence. Good communication and report writing skills. Computer literate.

Duties: Responsible for all general administration within the unit, Receive and register applications from land use, circulate the files to relevant personnel, develop a proper filing system and maintain it. Channel the queries to the relevant personnel, Respond to public queries on spatial planning matter. Stakeholder engagement. Assistant the unit in coordination meetings of affected and interested parties. Handle administration in connection with notices and general correspondence with regards to spatial planning. Conduct research as required for policy formulation.

Business Unit: Corporate Geo-Informatics
Position: GIS Technician X2

Salary: R398 253-R439 796
(basic salary per annum excluding benefits)

Post Level: 7

Reference: EXT/23/24/103

Requirement: National Diploma in GIS, Bachelors' Degree will be an added advantage. 1-2 years' relevant experience required. Registration with SAGC as a GISc Techni-

cian. Computer literate, familiar with GIS Software. Code B Driver's License

Duties: Provide up to date information in electronic format by using GIS software to provide an efficient service. Provide technical input regarding data capturing and liaise with supervisor and external consultants to ensure smooth operation of the strategic Business Unit. Assist with distribution of data by means of hard copies and electronic format of maps, plans, GIS policies and reports. Update and improve electronic data base by means of data base applications to ensure effective functioning of the data base. Capture spatial planning information on the GIS and provide mapping services and statistical reports to the Strategic Business Unit. Provide geographic information to both internal and external clients. Implement/enforce database standards and data frameworks for the population of the datasets to ensure standardization and streamlining of operations. Assist GIS Specialists with data analysis by means of GIS applications to show trends etc.

Business Unit: Economic Development and Tourism
Position: Tourism Business Development officer

Salary: R485 694 – R536 206
(basic salary per annum excluding benefits)

Post Level: 5

Reference: EXT/23/24/104

Requirement: National Diploma in Tourism or equivalent. 2-5 years' relevant experience in Tourism Development. Computer literate. Code B Driver's License

Duties: Supporting the local tourism industry through provision of promotional opportunities. Developing and update municipal tourism database. Setting up and attending local and national exhibitions and holiday shows. Organizing special and seasonal events and festivals. Providing business advice support and sending e- newsletters to local businesses. Provide input in the development of e-tourism platforms, including website and constructing business databases. Compilation and distribution of marketing brochure for tourism promotion. Implement the developmental support programs for the tourism industry. Liaising with local operators for tourism industry on the developmental support programmes, projects. Attend to day- to day enquiries. Organise programmes for training and access to funding SMME within tourism.

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.)

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre- screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to: **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstein Streets, POLOKWANE on the 08th Floor office no 802/ 9th Floor office no 907 OR BY POST TO: P O BOX 111, POLOKWANE, 0700. Att: HR Manager.**

Closing Date: 08 February 2024
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2031

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

Business Unit: Building Inspections
Position: Chief Inspector: Building & Drainage Law Enforcement
Salary: R439 796 –R485 694
(basic salary per annum excluding benefits)

Post Level: 6
Reference: EXT/23/24/105

Requirements: Degree/B-Tech in the Built Environment (Civil Engineering, Architecture, Building Science, Construction Management, Quantity Surveying). 4 years' relevant experience in Building Control Environment in a local Government with 2 years in supervisory level. National Building Regulations (SANS10400), Building Standards Act 103 of 1977 as amended. The Housing Code, Town Planning Scheme and other Municipal by-Laws and policies and guidelines and NHBRC requirements. Must have exceptional inter-personal and excellent communication skills (verbal and written), Advanced computer Literacy. Analytical and Technical skills. Valid driver's License. Sound knowledge of building legislation and techniques. The incumbent must be physical fit. Must maintain confidentiality.

Duties: Coordinates' sequences associated with monitoring compliance with standards, procedures, regulations and specifications in terms of National Building Regulations and SABS Codes of practice, with regards to the submission of plans for approval and construction of building, ensure that all Building Plans Application are evaluated and recommended for approval within the prescribed timeframe. Liaise and advise the Architects and other professionals in the Building Plan Application evaluation process, Preparing and presenting investigational reports, processing/ recommend for approval and issuing of contravention notices, compliance notices and/ or fines to offenders of the National Building Regulations and refer the matter to Legal Unit.

Business Unit: Building Inspections
Position: Senior Inspector: Building & Drainage Law Enforcement
Salary: R398 253-R439 796
(basic salary per annum excluding benefits)

Post Level: 7
Reference: EXT/23/24/106

Requirements: National Diploma/ N6 in building environment. Trade test certificate will be an added advantage. 3-5 years' relevant experience. Must have exceptional inter-personal and excellent communication skills (verbal and written), Advanced computer Literacy. Analytical and Technical skills. Valid driver's License. Sound knowledge of building legislation and techniques. The incumbent must be physical fit. Must maintain confidentiality.

Duties: Execution of building inspection of law enforcement with regard to the National Building Regulations Act, 103 of 1977. Recommend approval of building plans, hoarding, demolition and other applications. Authenticate compulsory inspections in respect of building plans submitted and approved. Verify general routine inspections. Authenticate inspections relating to demolition application. Liaise with Architects, Engineers, draftsmen and other professionals in the Building

And public on a daily basis. Facilitate issuing of contravention notices and the succession thereof. Facilitate issuing of fines to offenders of the National Building Regulations.

Business Unit: Building Inspections
Position: Building & Drainage Inspectors x2
Salary: R351 769 –R388 595
(basic salary per annum excluding benefits)

Post Level: 8
Reference: EXT/23/24/107

Requirements: National Diploma/ N6 in building environment. Trade test certificate will be an added advantage. 1-2 years' relevant experience. Must have exceptional inter-personal and excellent communication skills (verbal and written), Advanced computer Literacy. Analytical and Technical skills. Valid driver's License. Sound knowledge of building legislation and techniques. The incumbent must be physical fit. Must maintain confidentiality.

Duties: Execution of building inspection of law enforcement with regard to the National Building Regulations Act, 103 of 1977. Carry out compulsory inspections in respect of building plans submitted and approved. Conduct general routine inspections. Carry out inspections relating to demolition application. Liaise with Architects, Engineers, draftsmen and other professionals in the Building and public on a daily basis. Issuing of contravention notices and the succession thereof. Issuing of fines to offenders of the National Building Regulations

DIRECTORATE: BUDGET AND TREASURY

Business Unit: Supply Chain Management
Position: Manager Supply Chain Management
Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01
Reference: EXT/23/24/108

Requirement: B-Com Degree or B –Tech in Accounting,

Supply Chain Management. 5-8 years' experience or more covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in finance discipline. No criminal record. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Be in possession of MFMP or CPMD. Knowledge of financial management and applicable legislation pertaining to Supply Chain Management processes.

Duties: Lead in the strategic planning process to ensure SCM integration. Formulate consolidated annual procurement plan and monitor the implementation thereof. Advise SCM section on non-adherence to demand plan. Manage the alignment of need analysis outcome to budgetary provisions to establish and advice on costs versus allocations. Create awareness on SCM policy and procedures to maintain compliance in the procurement of goods and service. Manage the Implementation of effective and efficient system relating to the management of SCM governance structure, inclusive of risk management, contract management, performance and compliance. Manage the procurement of goods and services in accordance with the SCM Policy and procedures. Approve requisition and authorize purchase order on the system as per delegation of authority.

Liaise with Legal Management in the concluding of supplier contract to establish conformance with specification, terms and conditions and related legal aspects. Analyse and update Unauthorized, Irregular, fruitless and wasteful Expenditure (UIF) and submission of relevant registers. Manage the inventory of Supplies in accordance with the SCM Policy and procedures. Identify and analyse reasons/ clause for deviations against the allocated budget, justify any significant deviations from allocated budgets and implement corrective measures to address deviation. Providing inputs into the organizational structure. Administer and implement the council's Procurement Policy in terms of the Preferential Procurement Regulations 2001, of the Procurement Policy framework act, 2000 and other supply Chain Management legislative requirements.

Business Unit: Supply Chain Management
Position: Assistant Manager: Acquisition
Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03
Reference: EXT/23/24/109

Requirement: National Diploma/B-Com Degree in Procurement/Supply Chain Management. No criminal record. Five (5) years of working experience in which three (3) years will be at supervisory level. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Be in possession of MFMP or CPMD. Knowledge of financial management and applicable legislation pertaining to Supply Chain Management processes.

Duties: Coordinate the establishment of the committee. Monitor the invitation of the committee. Manage the coordination of acquisition committee. Provide advisory to the committee to ensure that compliance with National Treasury. Manage rotation of supplier on the database. Manage the acquisition of goods and services process. Manage supplier data base. Manage the selection of service providers and verify compliance thereof. Manage the process of submission of quotations. Manage the administration of Tender application. Monitor the utilisation of the budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes. Monitor bid awarding process and reporting to external stakeholder (departmental of treasury, cogesta) Identify with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan. Map out initiatives and interventions necessary for the delivery of a professional and quality service with due consideration given to the needs of the targeted beneficiaries and priorities requiring attention.

Business Unit: Revenue and Customer Care
Position: Assistant Manager: Cash Management
Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03
Reference: EXT/23/24/110

Requirement: National Diploma/B- Degree in Procurement/Supply Chain Management. No criminal record. Five (5) years' experience which 3 years must be at supervisory (Two years Municipal Revenue Experience) Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Be in possession of MFMP or CPMD. Knowledge of financial management and applicable legislation pertaining to Supply Chain Management processes.

Duties: Ensuring that money collected is banked and properly accounted for. Implement deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of Cash Management. Control the unit budget in respect of the planned budget and produce report on budget spending in relation to expenditure, deviations from the operational implementation of the division's budget, and

submissions for payment of service providers. Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements and conduct appraisals counsel and consult with personnel on development goals, career paths and short-term targets and standards. Manage the collection and administration of income, develop monthly bank reconciliation, monitor revenue collection and receipting and processes referring to information detailed in supporting transactional documentation and resolving deviations from procedures, Manage the vending of prepaid electricity and oversee the payments of municipal services by third parties. Authorizing journal before they can be captured on the financial system and Authorizing requisition for stationery and goods both stores and external. Perform monthly reconciliation, monthly report, and provide information for the AFS and for Audit.

Business Unit: Revenue Management and Customer Care
Position: Chief Accountant: Cash Management
Salary: R549 670 –R577 670 (basic salary per annum excluding benefits)

Post Level: 04
Reference: EXT/23/24/111

Requirement: National Diploma/B- Degree in Procurement/Supply Chain Management. No criminal record. Four (4) years' Municipal revenue experience two (2) year at supervisory level. Planning and Organizing skills, computer literacy, Report writing skills, and strong verbal and written communication skills. Must have a valid driving license. Be in possession of MFMP or CPMD. Knowledge of financial management and applicable legislation pertaining to Supply Chain Management processes.

Duties: Manage the collection and administration of income, develop monthly bank reconciliation, Monitor revenue collection and receipting and processes referring to information detailed in supporting transactional documentation and resolving deviations from procedures, Manage the vending of prepaid electricity and Oversee the payments of municipal services by third parties. In charge of unallocated register and ensuring that it balances monthly. Ensuring that money collected is banked and sign the deposit slip. Closing all cashiers for month end before billing is done. Opening for cashiers after month end is done. Authorizing requisition for stationery and goods both stores and external. Authorizing journals before they can be captured on the financial system.

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.)

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre-screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to: **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstein Streets, POLOKWANE on the 08th Floor office no 802/ 9th Floor office no 907 OR BY POST TO: P O BOX 111, POLOKWANE, 0700. Att: HR Manager.**

Closing Date: 08 February 2024
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.
Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2031

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

Business Unit: Supply Chain Management
Position: Senior Accountant- Compliance and Verification

Salary: R485 694 – R536 206
(basic salary per annum excluding benefits)

Post Level: 05

Reference: EXT/23/24/112

Requirement: National Diploma Supply Chain Management or B-Com in Accounting. 2-5 years of experience in Supply Chain Management. Be in possession of a valid driver's licence.

Duties: Monitor and verify rotation of supplier on the database. Monitor that normal acquisition process are followed. Establish and maintain supplier rotation and performance. Advise end use department on the compliance during acquisition process. Monitor that committee schedule is distributed or circulate to committee members. Monitor that committee schedule is distributed or circulate to committee members. Monitor coordinate the preparation of bid document for evaluation. Analyse and verify the tender documents application received. Check the pricing of tender recorded. Determine training needs and recommend to HR for intervention.

Business Unit: Supply Chain Management
Position: Administrators SCM Compliance and Reporting

Salary: R439 796 – R536 206
(basic salary per annum excluding benefits)

Post Level: 06/05

Reference: EXT/23/24/113

Requirement: National Diploma Supply Chain Management and MFMP. 2-5 years of experience in Supply Chain Management environment. Be in possession of a valid driver's license.

Duties: Receive evaluation reports and verify compliance. Update all awarded bid on the contract register. Create filling number for bid on the contract register. Create filling number for bid awarded documents. Receive deviation documents. Scrutinize and check for compliance. Update on the deviation register. Liaise with expenditure to verify payments of deviations.

Business Unit: Supply Chain Management
Position: Senior Bid Officer x2

Salary: R439 796 – R485 694
(basic salary per annum excluding benefits)

Post Level: 06

Reference: EXT/23/24/114

Requirement: National Diploma Supply Chain Management or B-com Accounting. 2-5 years of experience in Supply Chain Management environment. Be in possession of a valid driver's licence.

Duties: Develop Committee Schedule. Provide advisory and secretariat support to be committee. Monitor tender documents application documents. Analyse and verify tender application documents. Compile evaluation report and send to compliance for further verification. Monitor and administer proper record keeping. Verify and control attendance register for all subordinates. Allocate resources duties to subordinates.

DIRECTORATE: CORPORATE AND SHARED SERVICES

Business Unit: Human Resource Management
Position: Assistant Manager: Occupational Health and Safety

Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/23/24/115

Requirement: Bachelor's Degree in Health and safety. Registered with SAQA as an Occupational Health and Safety Profession. Registered with SACPCMP. Possess a valid Driver's license. 3-5 years' experience of which 2 years should be in supervisory level. Health and safety on construction site. Rail safety. Industrial Health and Safety.

Duties: Develop project specific Occupational Health and safety Specifications for each project. Conduct baseline risk assessments to be include in the Occupational Health and safety Specifications. Ensure that an applicable bill of quantities for Occupational Health and safety are included in tender documents. Manage the implementation of all appointments as stipulated in the Occupational Health Safety Act, Act 85 of 1993, by issuing a letter of appointment to the appointees as required by legislation. Approve all Principal Contractors Health and safety plans and files. Approve all fall Protection Plans of principal Contractors.

Coordinate and conduct monthly inspections and audit on all construction sites. Ensure that all relevant SBU's form and have monthly Health and safety meetings. Ensure the legal inspections of equipment, example ladders, fire equipment, electrical portable equipment etc. Reporting of serious incidents to Department of labour. Investigation of all injuries on duty.

Business Unit: Fleet Management Services
Position: Fleet Maintenance and Compliance Officer

Salary: R485 694 – R536 206
(basic salary per annum excluding benefits)

Post Level: 05

Reference: EXT/23/24/116

Requirement: N4 in Motor Mechanic (Diesel/Petrol Engine) Trade test certificate. 3-5 years related experience. Code EC Driver's license with PDP (Public Drivers Permit). Have problem solving skills, Communication, Planning and organising skills.

Duties: Render effective repairs and maintenance function to the technical workshop. Developing and implementing repair and service schedule. Supervision of staff. Ability to work in a team and safely, mentally and be physically fit.

Business Unit: Fleet Management Services
Position: Fleet Management Officer

Salary: R485 694 – R536 206
(basic salary per annum excluding benefits)

Post Level: 05

Reference: EXT/23/24/117

Requirement: National Diploma in Transport Management, Logistics and Fleet Management. Valid code B Driver's license. 2-5 related experience. Have problem solving skills, Communication, Planning and organising skills.

Duties: Coordinate fleet related operations. Staff supervision. Monitor fleet availability and utilization. General vehicle expenditure and consumption. Ability to work in a team in a safe manner. Expenditure and consumption. Ability to work in a team in a safe manner.

Business Unit: Information Services
Position: Manager: Information and Communication Technology

Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01

Reference: EXT/23/24/118

Requirements: Bachelor's Degree in Computer Science/ Information Technology. 5-8 years' or more relevant post qualifying experience covering all aspects of the Information and technology function of which 3 years should be at management level. Technical expert within the IT discipline or functional area. Understanding of the municipal environment and local government issues and legislation. Demonstrated leadership and personnel/project management skills. Good understanding of organisation's goals and objectives. Strong interpersonal, written, and oral communication skills. Able to conduct research into issues and products as required. Ability to prioritise and execute task in a high-pressure environment and make sound decisions in emergency situations. Highly self-motivated and directed. Keen attention to detail. Strong customer care. Excellent financial management skills in terms of the requirement of the MFMA. Good services delivery information skills.

Duties: Assume management responsibility for assigned services and activities of the Information Technology division including designing, implementing, and administering city wide information technology activities, manage, upgrade and direct the installation, operation and maintenance of information technology hardware and software, manage and maintain data and equipment security, administer and provide ongoing technical support and training for City staff. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programmes, recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, recommend within departmental policy appropriate services and staffing levels. Plan, direct, coordinate and review the work plan for information technology staff, assign work activities, projects and programmes, review and evaluate work products, methods and procedures, meet with staff to identify and resolve problems. Select, train, motivate, and evaluate assigned personnel, provide or coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures. Oversee and participate in the development and administration of the Division's annual budget, participate in the

forecast of funds needed for staffing, equipment, materials and suppliers, monitor and approve expenditure, implement adjustments. Coordinate information technology capital improvement purchases for city departments. Plan the programmes and operations of the divisions to meet the short and long-range goals of the information technology division, oversee the operation of the division in order to implement goals and programmes. Manage and provide the deployment, monitoring, maintenance, development, upgrade and support of all information technology systems, including services, Pc's, operating systems, hardware.

Business Unit: Human Resources Development
Position: Manager: Human Resources Development

Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01

Reference: EXT/23/24/119

Requirements: Bachelor's Degree, Degree in Human Resource Management/ Human Resource Development/ Industrial Psychology/ Social Sciences or equivalent relevant qualification. 5-8 years or more relevant experience covering a broad range of human resources functions; At least 3 years' supervisory level. Have knowledge of Laws and Standards. Valid driver's license. Knowledge of MFMA and PFMA, management skills, leadership, training skills, report writing, and presentation skills. Good human relations skills. Computer literate. Must be fit to work under normal and abnormal conditions.

Duties: Plan, lead and directs the Training and Development functionality. Manage the implementation of the organisational development interventions. Manage the implementation of Employee/individual performance management system. Sign performance agreement and performance plan. Develop and review Performance Management System (PMS) Manage employee Wellness. Manage Performance Management. Integrated Development Planning (IDP).

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.)

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre- screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to: **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstein Streets, POLOKWANE on the 08th Floor office no 802/ 9th Floor office no 907 OR BY POST TO: P O BOX 111, POLOKWANE, 0700. Att: HR Manager.**

Closing Date: 08 February 2024
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2031

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT

Business Unit: Human Resources Development
Position: Assistant Manager: Performance Management (Employees)

Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03
Reference: EXT/23/24/121

Requirement: Bachelor's Degree in Human Resource Management or Public Admin/Industrial Psychology. 3-5 years' relevant experience of which 2 years should be in supervisory level. Valid driver's license. Knowledge of the municipal employee/individual performance, legislation governing performance in local government, municipal planning, budgeting, monitoring, evaluation, and reporting. computer literacy, listening, observing, counselling, problem-solving, communication, interpersonal, and presentation skills.

Duties: Manage the design, implementation and monitoring of individual/ employee performance management systems. oversee the implementation of E/IPMS activities. design and facilitate the monitoring and evaluation system. To ensure alignment between organizational and employee performance. Design and manage monitoring system and evaluation system. Statutory compliance to the constitution, Local Government prescript, and Local Government Employee performance regulation. ensure alignment and integration between IDP, budget, and SDBIP. Employee scorecards, performance measurement, and management into one monitoring and reporting system. ensure that management implements the result of the individual performance. ensure that employee/individual performance is implemented at all levels in all SBUs in the municipality.

Business Unit: Facility Maintenance
Position: Assistant Manager: Facility Maintenance
Salary: R622 110

(basic salary per annum excluding benefits)

Post Level: 03
Reference: EXT/23/24/122

Requirement: National Diploma in Civil Engineering or Electrical qualification. 3-5 years' relevant experience. Knowledge of building maintenance projects, general building maintenance and related legislations. Valid driver's license.

Duties: Manage the development and maintenance of Municipal facilities. Plan and manage cleaning process of the Municipal Facilities. Make sure that the Municipal policies are effectively implemented and subordinates understand and comply with the policies. Develop, manage and monitor implementation of facility maintenance plan and schedules. Ensure that health and safety procedures are adhered to. Develop and manage monthly monitoring and performance assessment reports of service providers. Prepare specifications for bid documents. Prepare monthly reports.

Business Unit: Human Resources Development
Position: PMS Coordinator- Employees x4
Salary: R398 253-R485 694

(basic salary per annum excluding benefits)

Post Level: 7/6
Reference: EXT/23/24/123

Requirement: National Diploma/B Degree in Human Resource Management or Public Management/Industrial Psychology. 3 years' relevant experience. Valid driver's license.

Duties: Coordinate the implementation of the individual/employee performance management system. Monitoring and evaluating the individual/employee PMS system. Design, monitor, and evaluation of individual performance systems. Provide support to employees with completing performance plans. And prepare all relevant documentation in preparation for individual performance. Gather and compile performance information for the development of SDBIP.

DIRECTORATE: TRANSPORT SERVICES

Business Unit: Public Transport Regulation and Monitoring

Position: Assistant Manager: Regulations & Compliance
Salary: R622 110

(basic salary per annum excluding benefits)

Post Level: 03
Reference: EXT/23/24/124

Requirement: Bachelor's Degree in Transportation planning, Transport Economics, Administration in Management, Law or Stakeholder Management. 3-5 years' experience of which 2 years should be in contact management. Be in possession of a valid driver's license. Interpersonal skills, Negotiating skills and conflict resolution.

Duties: Manage Public Transport Operating Contracts. Manage operating and regulate operating licences and rankings facilities within the jurisdiction of Polokwane Municipality. Monitor the report Public Transport contractual breaches timeously. Provide Public Transport Operations quality assurance services. Ensure the implementation and management of the Vehicle operating Licence Agreement (VOCA). Provide secretarial services for the Polokwane Public Transport licence Committee (PTOLC). Liaise with the relevant regulatory authorities and public transport

operators regarding the issuance of Public Transport Licenses.

Business Unit: Public Transport Regulations and Monitoring

Position: Industry Transition Officer
Salary: R439 796 – R485 694

(basic salary per annum excluding benefits)

Post Level: 06
Reference: EXT/23/24/125

Requirement: National Diploma in Transport related field/ Public Relations/Social Science/ Public Administration/ Economic and Management science. 2-5 years' experience in Land Transport. Be in possession of a valid driver's license. Interpersonal skills, Negotiating skills and conflict resolution.

Duties: Coordinate logistic arrangement with the stakeholders. Prepare and conduct change management workshops to the stakeholders. Liaison with affected operators by the Polokwane Integrated Rapid Transport System and any other transport related project. Implement the industry transition change management strategies. Ensure the implementation and management of the Vehicle operating Licence Agreement (VOCA). Participate monitor and evaluate integration of the affected operators in the PIRPTS. Coordinate the workshops on IRPTS related information or the industry. To provide and coordinate industry transition processes to the transport operators (industry) affected by the PIRPTS.

Business Unit: Public Transport Regulation and Monitoring

Position: Manager: Public Transport Regulations & Compliance

Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01
Reference: EXT/23/24/126

Requirement: Bachelor's Degree/Advanced Diploma in Public Administration/Public Affairs, B com Transport Economics/ Operations Management/Logistics Management or any other related qualifications. 5-8 years' experience of which 3 years should be in supervisory level. Be in possession of a valid driver's license. Analytic, Communication, facilitation, change management and organising are inherent skills required to facilitate accomplishment of transportation objectives.

Duties: Manage and develop industry transition change management strategies and monitor implementation to ensure proper integration of affected operators in the Polokwane Integration of affected operators in the Polokwane Integrated Public Transport Network (PIPTN). Conduct research on the impact of PIPTN on the affected operators to ensure that the Municipality is at par with the emerging legislative and strategies trends in transforming the taxi industry. Manage regulation of public transport operations to ensure contractual compliance by public transport operators. Human Resource Management to ensure management and supervision of staff. Stake holder engagement to disseminate information and get involvement of stakeholders in the Municipality's decision – making. Integrated Development Planning (IDP) to ensure implementation of the IDP towards sustaining quality and standards of service delivery. Financial Management to ensure that the business objectives within the unit are provided for in the budget and that expenditure is in line with the allocated budget.

DIRECTORATE: PUBLIC SAFETY

Business Unit: Disaster Management

Position: Snr Disaster Management Officer
Salary: R485 694 - R536 206

(basic salary per annum excluding benefits)

Post Level: 05
Reference: EXT/23/24/127

Requirements: Diploma in Disaster Management or equivalent NQF 6 Dmisa Registration: Associate. Good research background. Minimum of 5-8 years' experience in Disaster Management Fraternity. General event management and risk planning. Must understand, read and write English. Knowledge of required administrative duties (handing work to subordinates and monitoring tasks completed). Incident management skills. Code C 1 or EC driver's license. No physical disabilities. Must be computer literate. Must understand, read and write English. The position requires the use of heavy tools and specialized equipment. Knowledge of required administrative duties (handing work to subordinates and monitoring tasks completed). 100% vision. No criminal record, No fear of height. Not claustrophobic. Not dependent heavily on any chronic medications. Not overweight. Not epileptic. No Mental illness. Must be physically fit. Computer literacy: MS Office.

Duties: Establishment and coordination state of readiness of sector departments, private sector and Operational forces involved in Disaster Management. Supervises and continuously integrate multi- disciplinary and multi –sector process of planning and implementation of measures of lessening or preventing potential disasters. Supervision of Disaster operations from a central control facility and implementation of disaster information management and communication. Per-

form a continuous and integrated multidisciplinary and multi-sector process of planning and implementation of disaster risk education, training, public awareness and research. Supervising and integrating the development of knowledge and capabilities among government department, professional response and recovery from the impacts of likely, imminent or current hazard events or conditions.

DIRECTORATE: WATER AND SANITATION

Business Unit: Reticulation, Distribution and Maintenance,

Water Demand and Conservation
Position: Manager: Reticulation, Distribution and Maintenance, Water Demand and Conservation (Re-Advertisement)

Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01
Reference: EXT/22/23/128

Requirements: B ENG/ BSC ENG/ B TECH in Civil Engineering (Water Engineering) or equivalent qualification. Registration with a recognised engineering professional body. 5-8 years' experience as a Civil Engineering practitioner in the field of water and sanitation of which 3 years should be in a supervisory level. Code B Driver's License.

Knowledge and Skills: Extensive knowledge and understanding of the legislative and regulatory framework and environment applicable to the provision of Water and Sanitation services. Extensive knowledge and understanding of the Municipal structures, Municipal systems, Municipal Finance Management, Water services National water and National Environmental Management Acts. Problem-solving, assertiveness, and good verbal and written communication skills.

Duties: Prepare effective operational, refurbishment, major maintenance and capital upgrading budget. Coordinate and oversee the planning of capital projects and operation and maintenance activities. Ensure sustainable supply of water to all residents. Prepare, update and ensure proper implementation of by-laws and policies of water services. Monitor and control reservoir levels within the municipality. Monitor and control the collection and analyse water readings. Control the monitoring of the water hydrant recommended for the release of water pressure from the pipes. Control the monitoring of water valves and recommend for closer and opening where necessary.

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.)

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre- screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to: **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstien Streets, POLOKWANE on the 08th Floor office no 802/ 9th Floor office no 907 OR BY POST TO: P O BOX 111, POLOKWANE, 0700. Att: HR Manager.**

Closing Date: 08 February 2024
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2031

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY EXTERNAL/INTERNAL VACANCIES

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

Business Unit: Operations, Water and Waste Water, Quality Management and Laboratory Services

Position: Manager: Operations, Water and Waste Water, Quality Management and Laboratory Services (Re-Advertisement)

Salary: R799 583
(basic salary per annum excluding benefits)

Post Level: 01

Reference: EXT/22/23/129

Requirements: Bachelor's Degree/ B-Tech in Civil Engineering/ Chemical Engineering/ Water and Sanitation Studies. Registration with a recognised engineering professional body. 5-8 years' experience in the field of Water and Sanitation of which 3 years should be in supervisory level. Valid driver's license.

Knowledge and Skills: Extensive knowledge and understanding of the legislative and regulatory framework and environment applicable to the provision of Water and Sanitation services. Extensive knowledge and understanding of Municipal structures, Municipal systems, Municipal Finance Management, Water services National water and National Environmental Management Acts. Problem-solving, assertiveness, and good verbal and written communication skills.

Duties: Prepare effective operational, refurbishment, major maintenance and capital upgrading budget. Day to day running of the water and waste water treatment plants. Prepare, update and ensure proper implementation of bylaws and policies of water services. Co-ordinate and inter-governmental sanitation liaison with national and provincial structures. Developing the drinking water quality monitoring programmes for the Municipality. Monitoring quality of potable water supplied to consumers is monitored by collecting water samples on continuous basis and report on water quality status. Oversee the capturing of drinking water quality data into the Blue Drop system for compliance on annual Blue Drop Assessment.

Advising operations and maintenance on types of intervention required in all reported drinking water quality failures to ensure compliance to SANS 241. Developing the Water Safety Plans followed by annual review and implementation thereof. Developing the wastewater monitoring programmes for all wastewater treatment works. Monitoring of wastewater treatment works effluent by taking samples on a continuous basis. Overseeing the capturing of wastewater effluent data into the Green Drop System for compliance on annual Green Drop assessment. Monitoring that water & wastewater operations adhere to all ensure quality management standards of the sewer effluent discharge in the water bodies. Ensure the quality of all portable water supplied to all areas of supply. Manage the operations of the Municipal Laboratory in line with SANS 241.

Business Unit: Infrastructure Development

Position: Assistant Manager: Infrastructure Development

Salary: R622 110 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/22/23/130

Requirements: BSc ENG/ B-TECH in Civil Engineering or equivalent qualification. Registration with (ECSA) as Candidate Engineering Technologist will be an added advantage. 3-5 years' experience as a Civil Engineering practitioner in the field of water and sanitation of which 2 years should be in a supervisory level. Computer Literate (Ms word, Excel, Powerpoint, GIS, Munsoft, PMS, and Design Software for Water & Sanitation). Code B Driver's License.

Duties: Assist the Manager by planning, development and implementation of infrastructure projects, identify scope of work for new projects, identify scope of work for new projects both urban and rural. Assist in coordinating planning for private developments. Facilitate the preparations of feasibility studies, technical reports, business plans and implementation readiness studies for funding requests. Overseeing of technicians and project managers. Compile weekly, monthly, quarterly, and annual project reports.

Business Unit: Operations, Water & Wastewater, Quality Management & Laboratory Services

Position: Assistant Manager: Water & Wastewater Operations & Maintenance

Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/22/23/131

Requirements: Bsc. Degree in Community Water and Sanitation/ Chemistry / B Tech in Water Care. 3 -5 years' experience working at water and wastewater plant with sound knowledge of Green & Blue Drop Compliance and compliance with SANS 241 on drinking water standards). Computer literate (Word, Excel, Power Point, Munsoft, IRIS System for Blue & Green Drop Monitoring. (SACNAP) Candidate – added advantage. Code B Driver's License.

Duties: Assist the Manager by ensuring sound operation of water and wastewater treatment. Overseeing of Supervisor, Process Controllers, and Operators. Ensure compliance with Green Drop and Blue Drop. Compile weekly, monthly, quarterly, and annual reports. Development of scheduled/planned, reactive and preventative maintenance plan.

Business Unit: Operations, Water & Wastewater, Quality Management & Laboratory Services

Position: Assistant Manager: Quality Monitoring and Laboratory Services

Salary: R622 110
(basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/22/23/132

Requirements: Bsc. Degree in Chemistry/Microbiology/B Tech in Chemistry/Quality. 3-5 years' experience in an accredited laboratory and working with water quality, sound knowledge of Green & Blue Drop Compliance, and compliance with SANS 241 on drinking water standards. Code B – Driver's License. Computer literate (Word, Excel, PowerPoint, Munsoft, IRIS System for Blue & Green Drop Monitoring). (SACNAP) Candidate – added advantage.

Duties: Assist the Manager by ensuring sound operation of Laboratory Services (sampling, testing, and providing credible results for water monitoring). Manage implementation and maintenance of ISO 17025 quality standard in the laboratory. Ensure participation in NLA and SABS proficiency testing.

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE

Business Unit: Legislative Support

Position: Secretary to the speaker of council

Salary: R529 824-36 (Total package)

Duration: Fixed Term Contract Linked to the Term of Office of the Speaker

Reference: EXT/23/24/133

Requirements: National Diploma in Office Management/ Public Administration/Office Technology. 1-3 years' minimum experience in administration Computer literate. Attention to detail, Planning and Organizing, communication skills, Time management, Knowledge of office management procedures. Knowledge of Batho Pele Principles. Valid driver's license.

Duties: Provide secretarial services to the speaker, maintain the reception of the office and maintain customer services in the office of the speaker. Coordinate the procurement service requests for the office of the speaker, record and distribute all incoming and outgoing mail. Update the diary of the speaker. Acknowledge letters and invitations received. Maintain proper record keeping for the office. Arrange travel and accommodation for the speaker. Attend to the visitors of the speaker in line with Batho Pele principles.

Business Unit: Executive Support

Position: Secretary Executive Council (Executive Mayor)

Salary: R529 824-36 (Total package)

Duration: Fixed Term Contract Linked to the Term of Office of the Executive Mayor

Reference: EXT/23/24/134

Requirements: National Diploma in Office Management/ Public Administration/Office Technology. 1-3 years' minimum experience in administration Computer literate. Attention to detail, Planning and Organizing, communication skills, Time management, Knowledge of office management procedures. Knowledge of Batho Pele Principles. Valid driver's license.

Duties: Provide secretarial services to the office of the Executive Mayor, maintain the reception of the office and maintain customer services in the office of the Executive Mayor. Coordinate the procurement service requests for the office of the speaker, record and distribute all incoming and outgoing mail. Update the diary of the Executive Mayor. Acknowledge letters and invitations received. Maintain proper record keeping for the office. Arrange travel and accommodation for the Executive Mayor. Attend to the visitors of the Executive Mayor in line with Batho Pele principles.

Business Unit: Executive Support

Position: VIP Protection Officer (Executive Mayor)

Salary: R776 937-44 (Total package)

Duration: Fixed Term Contract Linked to the Term of Office of the Executive Mayor

Reference: EXT/23/24/135

Requirements: A relevant tertiary qualification (NQF level 4) in security management or equivalent. Minimum 4 years' experience in the tactical environment of Law Enforcement and VIP protection. Must have a valid Code EB driver's license. Advanced driving courses with an accredited institute. Firearms competency certification. Willingness to travel regularly and work long hours.

Duties: Provide a professional, effective and accountable close VIP protection (in transit –and /or static security) services to the Executive Mayor including other dignitaries assessed to be at risk. To liaise with the local police, traffic, defense force, Heads of security and organizers of the during the planning phase of the operational plan to ensure the involvement of all role players. Compile comprehensive advanced planning to render efficient operational protection. Evaluate VIP programme and identify possible high risk situations and request back up protection where possible. Conduct VIP access control and identification of explosives to safeguard the Executive Mayors and the venue/areas. Reconnaissance of routes and locations to be used for safe VIP security activities when international visitors and dignitaries are participating. Render venue protection at places visited by the Executive Mayor and other dignitaries as per operational plans.

Business Unit : Legislative Management

Position: Assistant Manager Councilor/Council Secretariat

Salary: R622 110 (basic salary per annum excluding benefits)

Post Level: 03

Reference: EXT/23/24/136

Requirements: Bachelor's Degree or National Diploma in Public Administration, and/or Law. 3-5 years' relevant experience of which 2 (two) years should be at supervisory management. Must be Computer Literate. Must have knowledge of office administration, relevant policy regulations and relevant legislation. Knowledge of POPI Act, PAIA, etc. Must have the following skills: Good communication, planning, and organising, listening and interpreting, customer relations, task structuring, logical thinking, analytical thinking creative and resourceful. A high level of reliability, self-management and motivation. Financial and performance reporting

Duties: Coordinating and rendering of Administrative functions. Coordinating and issuing instructions to the division to ensure the well-being of the workforce. Planning, organizing, and directing teams for efficient, effective operation within the Unit. Promoting a good working relationship between councillor, officials, and the community at large. Controlling and monitoring the reports, agendas and any other council documents to be delivered on time. Monitoring expenditure on the financial system and prioritizing work per council resolution.

Business Unit: Risk Management

Position: Risk Management Officer

Salary: R 398 253-R 485 694

(basic salary per annum excluding benefits)

Post Level: 07/06

Reference: EXT/22/23/137

Requirements: National Diploma/Bachelor's degree or equivalent in Risk Management/ Internal Auditing/Accounting. 1-2 years' risk management experience. Valid driver's license. Knowledge and Skills: Must be computer literate, have Ethical behaviour, Integrity, Confidentiality, Work under pressure, Flexibility, Ability to prioritize tasks, Patience, and a High level of professionalism. Critical and logical thinker.

Duties: Capture all risk registers in the systems. Consolidated and updated operational risk registers of all business units and functions on a regular basis. Assist in the administration of the Risk Management Committee. Participating in the development of the combined assurance plan for the Municipality. Coordinate and provide support for risk champion management meetings. Update the activities in the risk management implementation plan. Ensure proper administration and record keeping of the unit. Update and keep a register of fraud cases reported in the municipality. Assist management when conducting Anti-fraud and corruption training and awareness. Update and consolidate activities in the Fraud prevention plan. Conduct preliminary investigations as and when required. Perform Adhoc fraud detective reviews as and when required.

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.)

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to compulsory Pre- screening in the form of determining the validity of qualifications, current and previous employment reference checks, Criminal checks, Citizenship, credit record verification. Where applicable candidates will be subjected to a skills/ knowledge test.

The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to: **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstien Streets, POLOKWANE on the 08th Floor office no 802/ 9th Floor office no 907 OR BY POST TO: P O BOX 111, POLOKWANE, 0700. Att: HR Manager.**

Closing Date: 08 February 2024

Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2031

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

THUSO NEMUGUMONI
MUNICIPAL MANAGER