



Suitably qualified persons are invited to apply for appointment to the following positions:

## 1. ENGINEERING SERVICES

### 1.1 GM: STRATEGIC SUPPORT

#### Qualifications:

B degree in Public Administration or equivalent qualification

#### Experience:

At least five (5) years managerial experience at a senior level in a large organisation. Applicable senior management experience in a municipal environment will serve as a recommendation.

#### Core description:

The successful candidate will be responsible for the following:

- Oversee the operations in the relevant office, such as document management, administration and policy support
- Liaise with internal and external stakeholders on issues pertaining to policy, strategy, high-level coordination of systems/processes and other content issues involved with the relevant office
- Advise the HOD on a wide range of issues
- Undertake research and compiling reports for the HOD
- Coordinate the implementation of high-level decisions within the Office of the HOD
- Participate in the development of the strategy, policies and planning for the relevant office
- Manage various strategic events, projects and programmes identified to meet the short-, medium- and long term objectives of the relevant office
- Ensure the alignment of the organisational and individual performance of the General Managers, reporting to the relevant office head
- Ensure the effective and efficient coordination of the business of the relevant office with that of all internal/external stakeholders
- Execute specific project work in support of the relevant office head
- Ensure the effective and efficient execution of all supporting administrative functions such as:
  - Preparation of papers for meetings including briefings from other senior management positions
  - Quality assurance of documentation before sending them through to the relevant office head so as to highlight any irregularities/concerns
  - Intelligent review of e-mails, distributing, delegating and raising attention as necessary
  - Arrange and support meetings, including preparation of agendas, briefings, presentations and other supporting documents
  - Carry out background research and produce documents, briefing papers reports and presentation as required
  - Building networks to improve and streamline communications on behalf of the office head
  - Provide an effective and professional first point of contact for enquiries, advice and information to internal and external senior stakeholders

#### **Additional requirements**

- Responsibility
- Communication Skills
- Bilingual. Proficiency in at least two (2) official languages of Municipality

Remuneration: Salary level 003 (TOTAL COST TO EMPLOYER)

## 1.2 OPERATOR (FIVE (5) POSTS)

**Qualifications:**

Grade 8 or NQF level 1 or Water or Waste Water Treatment practice.

**Experience:**

At least one (1) year operational experience

**Core description:**

The successful candidate will be responsible for the following functions:

- Operate and maintain process works
- Open and close valves
- Chlorination of effluent water
- Assistance to maintenance personnel

**Remuneration:** Salary level 016

## 1.3 OPERATOR (THREE (3) POSTS) - MASELSPOORT

**Qualifications:**

Grade 8 or NQF level 1 or Water or Waste Water Treatment practice

**Experience:**

At least one (1) year appropriate experience will serve as recommendation

**Core description:**

The successful candidate will be responsible for the following functions:

- Operate an after hour customer care service to ensure effective service delivery
- Cleaning of the pumps, motors and dosing of chemicals
- Assist technical personnel when needed
- Perform any other related duties as instructed by Supervisor

**Additional requirements:**

- Physical fitness
- Bilingual
- Exposure to chemicals
- The incumbent should be willing to stay at Maselspoort for a period of four days per week, willing to work shifts and to work on weekends

**Remuneration:** Salary level 016

## 2. CORPORATE SERVICES

### 2.1 LABOUR RELATIONS ASST//ASST LABOUR RELATIONS OFFICER//SENIOR( Three(3) Posts)

**Qualifications:**

An appropriate B. Degree or equivalent qualification. A post graduate Diploma/Certificate in Labour Relations Management will be an added advantage.

**Experience:**

At least four (4) years experience as a Labour Relations Officer dealing with Labour Relations Processes in a medium to large organization will be required. Extensive knowledge and understanding of Human Resource and the applicable Labour Laws applicable on Local Government Level and Conditions of Service will also be required. At least five (5) years experience in dealing with labour disputes at the CCMA or South African Local Government Bargaining Council (SALGBC) will serve as an added advantage.

**Core description:**

The successful candidate will be responsible for the following functions:

- To promote and maintain sound employer and employee relations through field work
- To attend to labour related issues both personally or telephonically
- To facilitate disciplinary hearing proceedings
- To advice line management on grievance proceedings
- Liaise with recognized Labour Unions via the LLF structures
- To prepare and represent the Municipality in cases referred for conciliation/arbitration at the CCMA or the South African Local Government Bargaining Council (SALGBC) by

- Analysing evidence
- Evaluating the strength of the facts/evidence
- Preparing witnesses
- Preparing the case and calling of witnesses/questioning witnesses and presenting of closing arguments
- Administrative functions, such as reports and correspondence regarding personnel and Union matters and ad hoc investigations/surveys  
To advise top management and line management in the event of Industrial Action (legal or illegal strikes)

Remuneration: 011-010//009-008//007-006//005

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The closing date in respect of these positions will be **22 February 2013**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below.  
**Short-listed candidates will be required to produce original copies of academic qualifications on the day of the interview.**

The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful. The Municipality reserves the right not to make any appointment.

**GM: Human Resource Management**

**P.O. Box 3704**

**BLOEMFONTEIN**

**9300**

**Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@mangaung.co.za](mailto:employ@mangaung.co.za)**

**We thank all applicants for their interest**