



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

1. HUMAN SETTLEMENTS AND HOUSING
LAND DEVELOPMENT AND PROPERTY MANAGEMENT SUB-DIRECTORATE
1.1 FACTOTUM GR III (PLUMBER)

Qualifications:

N1-N2 certificate in plumbing or two years experience

Experience:

Extensive knowledge of plumbing tools, machinery and materials

Core description:

The successful candidate will be responsible for the following functions:

- Ensure that routine daily maintenance is carried out
- Perform day to day duties in terms of emergency and normal maintenance as prescribed
- Adhere to safety practice
- Supervision of subordinates and work overtime when needed

Additional Requirements:

- Code EB drivers license
- Ability to read sewer plans

Salary Grade: 015-013

LAND DEVELOPMENT AND PROPERTY MANAGEMENT SUB-DIRECTORATE
1.2 FACTOTUM GR III (CAPENTER)

Qualifications:

N1-N2 certificate in carpentry

Experience:

Extensive experience in carpentry tools, machinery and materials

Core description:

The successful candidate will be responsible for the following functions:

- The installation of different types of ceilings, doors, locks and partitioning
- Extensive knowledge of roofing trusses and sealing of roofs
- The installation of floor tiles
- Glazing
- Supervision of subordinates
- Willingness to work overtime when needed

Additional Requirements:

- Driver's license (Code EB)

Salary Grade: 015-013

LAND DEVELOPMENT AND PROPERTY MANAGEMENT SUB-DIRECTORATE
1.3 FACTOTUM GR III(PAINTER)

Qualifications:

N1-N2 certificate in painting or appropriate experience

Experience:

Extensive knowledge of painting.

Core description:

The successful candidate will be responsible for the following functions:

- Maintenance including new work to building and related engineering works
- Maintain tools
- Compile material quantities per project
- Supervise assistants

Additional Requirements:

- Code EB drivers license
- Knowledge of Health and Safety

Salary Grade: : 015-013

2. SOCIAL SERVICES

EDUCATION, LIBRARY, ARTS AND CULTURE

2.1. PERFORMING AND CREATIVE ARTS COORDINATOR

Qualifications:

B.Bibl / B. Tech in Library and Information Science / Degree in Library and Information science and experience in the performing and creative arts field.

An additional Bachelor's Degree in Drama will be an added advantage.

Experience:

A least 2 years experience in a management position in the Library, Arts or related field.

Core description:

The successful candidate will be responsible for the following functions:

- Implement the development of performing and creative arts programmes so that community cohesion and cultural diversity is achieved
- Implement the marketing of performing and creative arts material to the community so that awareness is created about the services provided
- Implement partnerships
- Dissemination of information

Additional Requirements:

- Driver's license
- Computer literacy
- It will be expected of the incumbents to work at least on Saturday out of a four week cycle

Salary Grade: Salary Grade: 107(Half day position)

TRAFFIC AND LAW ENFORCEMENT SUB-DIRECTORATE

2.2. TRAFFIC OFFICER(10 POSTS)

Qualifications:

Grade 12 or equivalent qualifications and Code EB drivers license

Experience:

A Diploma in Traffic will serve as a recommendation

Core description:

The successful candidate will be responsible for the following functions:

- The incumbent is responsible for the issuing of Section 341 notices for non moveable offences in regard to the National Road Traffic Act 93/1996 for the following offences:
 - Parking on a loading zone with a vehicle
 - Parking on a parking bay that is only reserved for SAPS vehicles, busses or people with disability
 - Unlicensed vehicles
- The incumbent is responsible to attend to complaints relating to parking in front of businesses to ensure the free flow of traffic within the CBD area.
- The incumbent is responsible to assist with traffic control (point duty) when traffic lights are out of order or when a VIP escort took place.
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- The incumbent is responsible to attend accidents in the CBD area to ensure the free flow of traffic by assisting traffic officers and to report accidents.
- The incumbent is responsible for the enforcing of municipal by-laws relating to the display of advertisements in the CBD area.

Additional requirements:

- Completion of traffic wardens course
- Completion of Pease officers course
- Appointment as a Pease officers by SAPS

Salary Grade: 012//009

**TRAFFIC AND LAW ENFORCEMENT SUB-DIRECTORATE
2.3. TRAFFIC WARDEN (4 POSTS)**

Qualifications:

Grade 12 or equivalent qualification and Code EB drivers' license.

Experience:

A minimum experience of fived (5) years in Traffic environment will serves as a recommendation. Need to interpret the Road traffic act correctly and applicable experience is required.

Core description:

The successful candidate will be responsible for the following functions:

- The incumbent is responsible for the issuing of Section 341 notices for non moveable offences in regard to the National Road Traffic Act 93/1996 for the following offences:
 - Parking on a loading zone with a vehicle
 - Parking on a parking bay that is only reserved for SAPS vehicles, busses or people with disability
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- The incumbent is responsible to attend accidents in the CBD area to ensure the free flow of traffic by assisting traffic officers and to report accidents.
- The incumbent is responsible for the enforcing of municipal by-laws relating to the display of advertisements in the CBD area.

Additional requirements:

- Completion of traffic wardens course
- Completion of Pease officers course
- Appointment as a Pease officers by SAPS

**TRAFFIC AND LAW ENFORCEMENT SUB-DIRECTORATE
2.4. TRAFFIC GUARD(3 POSTS)**

Qualifications:

Grade 8 and code EB driver's licence.

Experience:

Experience as a Traffic Guard or working in a Traffic environment will serve as a recommendation.

Core description:

The successful candidate will be responsible for the following functions:

- Deliverance of traffic services to the community through traffic control within the jurisdiction of the Mangaung Municipality.
- Concentration of work especially on the eastern side of Bloemfontein and the new development situation in the suburbs, when manpower is not sufficient, to effectively deal with all the road closures.
- Assisting with the handling of complaints from the public.

3. ECONOMIC DEVELOPMENT & PLANNING
LAND USE CONTROL
3.1. BUILDING INSPECTOR

Qualifications:

N3 and completed apprenticeship in one of the building trades.

Experience:

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

Core description:

The successful candidate will be responsible for the following:

- To conduct inspections on building activities, conduct sewer tests and recommend building plans for approval.

Additional requirements:

- A code EB driver's license.
- Computer literacy
- Knowledge of National Building Regulations

Salary Grade: 008

4. ENGINEERING SERVICES
WATER AND SANITATION SUB-DIRECTORATE
4.1 CHEMICAL ANALYST

Qualifications:

Chemistry as major or National Diploma in Analytical Chemistry or equivalent

Experience:

At least one (1) year applicable experience in water and wastewater laboratory setup.

Core description:

The successful candidate will be responsible for the following functions:

- Analyse wastewater samples from 9 wastewater treatment plants according to the License conditions of each plant
- Analyse drinking water samples at Maselspoort and reticulation network as according to SANS 241 requirements
- Analyse industrial effluent discharge for the determination of industrial effluent charges
- Laboratory quality control management as per ISO 17025
- Reform the required analyses on the applicable catchments to ensure that the catchment is pollution free
- Stock control and housekeeping

Other requirements:

- Very strong analytical relations
- Bilingualism
- Code EB Drivers license
- Computer literate
- Communication skills
- Public relations
- Knowledge and insight of applicable Legislation and the functional areas of the work
- Knowledge of financial procedures
- Physical fitness

Salary Grade: 008

SOLID WASTE MANAGEMENT SUB-DIRECTORATE
4.2. COMPLIANCE OFFICER
(THREE (3) POSTS - THABA NCHU
THREE(3) - BOTSHABELO
FOUR(4)POSTS - BLOEMFONTEIN

Qualifications:

National Diploma or B-Tech degree in Environmental / Public Health Management or any relevant three year post matric qualification.

Experience:

Minimum of at least 2 (two) year experience in a Solid Waste or similar environment.

Core description:

The successful candidate will be responsible for the following functions:

- Ensuring compliance with waste related legislation, investigation of transgressions and complaints as well as prosecution of transgressors of the law.
- Issuing of fines and summons and testifying in a court of law.
- Supervision, control and planning the daily task of his sub-ordinates.
- Compiling and keeping of records to ensure a proper administration control. Will be in charge of vehicles and equipment.
- Take disciplinary action/s against subordinates when necessary.
- Any other legal function assigned by his/her superiors.

Other requirements:

- Code EB drivers license
- Bilingual
- Computer Literacy
- Good Leadership skills
- Good Negotiation Skills
- Good Communication skills
- Good Driving Skills
- Sufficient Technical Skills
- Good sense of responsibility
- Good Human Relations and Supervisory Skills
- Thorough knowledge of environmental legislation

Salary Grade: 008

SOLID WASTE MANAGEMENT SUB-DIRECTORATE
4.3 EDUCATIONAL AND AWARENESS OFFICER
ONE(1) POST – THABA NCHU
ONE (1)POST- BOTSHABELO
THREE(3) POSTS - BLOEMFONTEIN

Qualifications:

National Diploma or B-Tech degree in Environmental/Public Health Management or any relevant three year post matric qualification

Experience:

Minimum of at least 2 (two) year experience in a Solid Waste or similar environment.

Core description:

The successful candidate will be responsible for the following functions:

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- Good Leadership skills
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- Good Driving Skills
- Sufficient Technical Skills
- Good sense of responsibility
- Good Human Relations and Supervisory Skills
- Thorough knowledge of environmental legislation

Salary Grade: 008

5. DIRECTORATE: CORPORATE SERVICES HEAD: CORPORATE SERVICES

REQUIREMENTS:

A Bachelor's Degree and/or Post Graduate Degree in an HR related field, Law or an appropriate qualification.

EXPERIENCE:

Minimum 4 years of experience in a variety of relevant senior management positions and/or demonstrate competence in a similar environment but where the context is at a higher level

- * Experience in a local authority environment
- * Excellent interpersonal skills and managerial skills
- * Ability to make high-level business presentations
- * Strategic focus and the ability to review concepts holistically.

JOB SUMMARY:

Reporting to the City Manager, the successful candidate should be a multi skilled manager with a passion for ensuring delivery, to lead and direct the Corporate Services Directorate so that the Council is provided with efficient and effective support services in relation to HR Management, Corporate Secretariat, Human Resource Development, Legal Services, Information Communications & Technology and Facilities Management.

KEY PERFORMANCE AREAS:

The successful candidate will be required to:

- Lead staff within the Corporate Services Directorate so that they are able to achieve the objectives set for them;
- To plan, monitor and control the Directorate's budget;
- Report to the City Manager so that Council is kept informed;
- Build relationships with Senior Management
- Lead and direct each of the separate functions within Corporate Services so that appropriate policies and strategies are formulated for approval and implementation;
- Oversee and maintain accountability for HR Management, Corporate Secretariat, Human Resource Development, Legal Services, Facilities Management and Information Communication & Technology so that an effective and efficient best practice service is provided to the City Manager and to all Directorates.

SKILLS:

- Finance and Business Planning
- Computer Literacy
- Planning and Organizing
- Local Government
- Relevant Legislation
- Personality Profile: Strategic leader with Business Acumen;
- Negotiation Skills
- Cognitive Capacity
- Leadership
- Excellent Communication, both verbal and written
- High Ethical Standards
- Pro-active
- Results-driven
- A Team Player

CONTRACTUAL POSITION

Mangaung Metropolitan Municipality is an equal opportunity employer. A competitive total cost to employer remuneration package, commensurate with competence will be offered to the successful candidate on a fixed term contract.

The closing date in respect of these positions will be **07 March 2014**. 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: valerie.lecoko@mangaung.co.za

We thank all applicants for their interest