



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

1. DIRECTORATE: SOCIAL SERVICES  
SUB – DIRECTORATE: SOCIAL DEVELOPMENT  
1.1 LIBRARIAN

**Qualifications:** B. Bibl / National Diploma in LIS or a NQF level 5 qualifications in a library field is required.

**Experience:** A minimum of at least one (01) year experience in community library and information field.

**Core description:** The successful candidate will be responsible for the following functions:

- Manage the main library (lending and juvenile section) to ensure that different categories of users get access to information;
- Make material available and accessible to the community;
- Market education, library and information services to the community so that awareness is created about the services provided;
- Implement education programmes so that the standard of education is improved;
- Manage the human resources in the section effectively and efficiently so that performance targets and indicators are achieved;
- Manage the financial income in line with council policy; and
- Manage administrative tasks to ensure all time adherence to acceptable levels of service delivery.

**Additional Requirements:**

- Code EB driver license;
- Computer Literate;
- Ability to work under pressure;
- Ability and willingness to work the evening and Saturday shifts as and when needed; and
- Readiness for Parallel Transfer to other sections according to service needs.

**Salary Grade:** 007

SUB – DIRECTORATE: SOCIAL DEVELOPMENT  
1.2 CATALOGUER – Two (02) Posts

**Qualifications:** B. Bibl / National Diploma in Library and Information Science or a Degree in Library and Information science.

**Experience:** A minimum of at least one (01) year experience in the cataloguing and classification of library material.

**Core description:** The successful candidate will be responsible for the following functions:

- Assist in ensuring that the Legal Deposit Act of 1997 is adhered to in order to enable Mangaung Library Services to fulfill its role as a place of Legal Deposit;

- Ensure availability and accessibility of Legal Deposit serials;
- Assist in the management of the human resources in the section so that performance targets and indicators are achieved; and
- Do reliefs (Relief work).

**Additional Requirements:**

- Computer literacy;
- Attention to detail;
- Accuracy; and
- Analytical thinking.

**Salary Grade: 009 – 008**

**NB:** It will be expected of the incumbents to work at least one Saturday out of a four week cycle.

SUB – DIRECTORATE: SOCIAL DEVELOPMENT  
1.3 ASSISTANT LIBRARIAN – Three (03) Posts

**Qualifications:** B. Bibl / National Diploma in LIS or a NQF level 5 qualifications in a library field is required.

**Experience:** A minimum of at least one (01) year experience in community library or related field.

**Core description:** The successful candidate will be responsible for the following functions:

- Ensure that different categories of users get access to information;
- Make material available and accessible to the community;
- Assist in the marketing of education, library and information services to the community so that awareness is created about the services provided;
- Assists with the implementation of educational programmes so that the standard of education is improved;
- Assist with the management of human resources in the section so that performance targets and indicators are achieved;
- Monitor and review income in line with Council policy; and
- Assist with the administrative tasks to support efforts aimed at ensuring all time adherence to acceptable levels of service delivery.

**Additional Requirements:**

- Code EB drivers' license;
- Computer literate; and
- Work under pressure.

**Salary Grade: 009 – 008**

**NB:** It will be expected of the incumbents to work at least one Saturday out of a four week cycle.

SUB – DIRECTORATE: SOCIAL DEVELOPMENT  
1.4 LIBRARY ASSISTANT – Three (03) Posts

**Qualifications:** Grade 12

**Experience:** A minimum of at least two (02) years of relevant experience will serve as a recommendation.

**Core description:** The successful candidate will be responsible for the following functions:

- Organise and maintain Library material to ensure access to the collection;
- Provide access to information;
- Assist with outreach and marketing programmes;
- Assist with circulation activities;
- Assist with securing library building and equipment;
- Assist with administrative tasks to support efforts aimed at ensuring all time adherence to acceptable levels of service delivery; and
- Execute financial activities in line with Council policy.

**Additional Requirements:**

- Computer literate;
- Language proficiency in more than one (01) of MMM's languages of service; and
- Accuracy and attention to detail.

**Salary Grade:** 013 – 011

**NB:** It will be expected of the incumbents to work at least one Saturday out of a four week cycle.

**SUB – DIRECTORATE: EMERGENCY SERVICES  
1.5 FIRE FIGHTERS (OPERATIONS) – Twenty three (23) Posts**

**(EMPLOYEES TO BE DEPLOYED IN ALL REGIONS IN THE MANGAUNG  
MUNICIPAL AREA)**

**Qualifications:** Grade 12 or equivalent recognised qualification; IFSAC accredited Fire Fighter 1 and Hazmat Awareness.

**Experience:** Previous fire fighting experience will serve as a recommendation.

**Core description:** The successful candidate will be responsible for the following functions:

- To undergo a well defined and demanding (physical) training and undertake fire fighting, rescue, emergency medical functions and dangerous substance operations to ensure effective, efficient and sustainable fire fighting, rescue, salvage, emergency medical services and dangerous substance operations as well as performing a variety of tasks associated with responding to and dealing with fires, rescues, emergency situations and dangerous substances;
- Rendering basic medical care to sick and injured persons and participating in fire safety work;
- Do station and equipment inspection and reporting of defects as well as performing all the related routine tasks to ensure the delivery of effective and efficient emergency services in order to protect lives and property as far as possible and to the benefit of all concerned including the public at large.

**Additional requirements**

- Must be an able bodied person that meets the inherent physical requirements related to the post,
- Code EC drivers' license will serve as a recommendation.

**Salary Grade:** 012 – 009

SUB – DIRECTORATE: EMERGENCY SERVICES  
1.6 TRADE WORKER GR I//II//III//IV//SPEC GRADE 1 – WEST

**Qualifications:** Grade 12. A mechanical trade test qualification will be an added advantage.

**Experience:** A minimum of at least three (03) years experience in a mechanical workshop environment.

**Core description:** The successful candidate will be responsible for the following functions:

- To assist with the maintenance and repairs on emergency and utility vehicles, equipment, and tools (etc) of the Fire and Rescue Division to ensure that they are kept in a state of operational readiness and maintained to enable the Division to perform effectively and optimally.

**Additional requirements**

- EC1 drivers' license.

**Salary Grade:** 015-013//012/1- 012/2//011/1-011/2// 010/1-010/2//009/9-009/3.

2. DIRECTORATE: HUMAN SETTLEMENTS  
SUB DIRECTORATE: LAND DEVELOPMENT AND PROPERTY  
MANAGEMENT

2.1. GENERAL WORKER – Four (04) Posts

**Qualifications:** ABET or at least Grade 6.

**Experience:** A minimum of at least one (01) year experience in the workshop environment or working with artisans in the built environment.

**Core description:** The successful candidate will be responsible for the following functions:

- Cleaning all places where artisans worked;
- Assist artisan and artisan assistant in their daily duties; and
- Perform any additional duties as assigned by the Supervisor or Superintendents.

**Additional Requirements:**

- Code EB drivers' license;
- Computer literate; and
- Ability to work under pressure.

**Salary Grade:** 018 – 017

3. DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT  
SUB DIRECTORATE: LAND USE CONTROL  
3.1. MANAGER BUILDING CONTROL

**Qualifications:** B Degree or National Diploma in Built Environment.

**Experience:** A minimum of at least five (05) years experience as Building Inspector / Advertising Control Officer.

**Core description:** The successful candidate will be responsible for following functions:

- To grant recommendations and approve provisional plans as a legal obligation in terms of National Building Regulations, Building Standards Acts and relevant applicable regulation;
- Evaluate and approve / disapprove demolition and hoardings applications to ensure compliance with Council By – laws;
- Planning, strategizing, integrating and coordinating the activities to enhance the building control functions in the Municipality;
- Planning, strategizing, integrating and coordinating the activities to enhance the Out – Door Advertising functions of MMM;
- Coordinates task/activities associated with the implementation of procedures and monitors compliance with standards and specifications with regards to new building additions and renovations laws and policies;

**Additional requirements**

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

**Salary Grade:** 004

SUB DIRECTORATE: LAND USE CONTROL  
3.2. SENIOR BUILDING INSPECTOR

**Qualifications:** B. Degree or National diploma in Build Environment.

**Experience:** A minimum of at least five (05) years 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 drivers' license;
- Computer literacy; and
- Knowledge of National Building Regulations.

**Salary Grade:** 006

SUB DIRECTORATE: LAND USE CONTROL  
3.3. BUILDING INSPECTOR – Six (06) Posts

**Qualifications:** N3 and completed apprenticeship in one of the building trades.

**Experience:** A minimum of at least one (01) year 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 drivers' license;
- Computer literacy; and
- Knowledge of National Building Regulations.

**Salary Grade:** 008

## SUB DIRECTORATE: LAND USE CONTROL

### 3.4. SENIOR ENVIRONMENTAL OFFICER: STRATEGIC PLANNING

**Qualifications:** Appropriate B Degree or National Diploma in Environmental. Management Planning.

**Experience:** A minimum of at least five (05) years experience in Environmental Management Planning.

**Core description:** The successful candidate will be responsible for the following functions:

- Compile Environmental Strategic Plan (ESP);
- Compile the relevant regulations and municipal by – laws for the ESP;
- Annually review the ESP;
- Provide expert advice and support to other business entities of Mangaung Metropolitan Municipality (MMM) in respect of the ESP;
- Develop and maintain the Environmental Management Framework (EMF);
- Develop the sector plans including environmental standards and guidelines;
- Develop and maintain the Metropolitan Open Space System (MOSS); and
- Participate in relevant forums and meetings.

### **Additional requirements**

- A code EB driver's license;
- Computer literacy;
- Interpersonal Skills;
- Stress Management; and
- Analytic, sound logic and/or reasoning.

**Salary Grade:** 006 / 005

## SUB DIRECTORATE: LAND USE CONTROL

### 3.5. SENIOR ENVIRONMENTAL OFFICER: ENVIRONMENTAL ASSESSMENT

**Qualifications:** Appropriate B Degree or National Diploma in Environmental. Management Planning.

**Experience:** A minimum of at least five (05) years experience in Environmental Management Planning.

**Core description:** The successful candidate will be responsible for the following functions:

- Assess the development applications in line with statutory and regulatory requirements;
- Ensure a healthy environment through integrated and environmental management;
- Ensure compliance to all environmental legislation and municipal by – laws and policies;
- Provide expert advice and support to other business entities of MMM in respect of EIA processes;
- Develop IEM guidelines for the relevant development sectors;
- Conduct environmental Risk Assessment;
- Promote co – regulation in industry;

- Review of the Environmental Management Programme;
- Review / Develop the rehabilitation and closure plans;
- Monitor the EIA compliance of MMM projects;
- Manage, co-ordinate and participate in strategic planning of the environmental assessment unit;
- Develop and maintain the Metropolitan Open Space System MOSS); and
- Participate in relevant forums and meetings.

**Additional requirements**

- A code EB driver's license;
- Computer literacy;
- Interpersonal Skills;
- Stress Management; and
- Analytic, sound logic and/or reasoning.

**Salary Grade: 006 / 005**

**SUB DIRECTORATE: LAND USE CONTROL**

**3.6. ENVIRONMENTAL OFFICER: ENVIRONMENTAL ASSESSMENT – Two  
(02) Posts**

**Qualifications:** Appropriate B Degree or National Diploma in Environmental. Management Planning.

**Experience:** A minimum of at least five (05) years experience in Environmental Management Planning.

**Core description:** The successful candidate will be responsible for the following functions:

- Assess the development applications in line with statutory and regulatory requirements;
- Ensure a healthy environment through integrated and environmental management;
- Ensure compliance to all environmental legislation and municipal by – laws and policies;
- Provide expert advice and support to other business entities of MMM in respect of EIA processes;
- Develop IEM guidelines for the relevant development sectors;
- Conduct environmental Risk Assessment;
- Promote co – regulation in industry;
- Review of the Environmental Management Programme;
- Review / Develop the rehabilitation and closure plans;
- Monitor the EIA compliance of MMM projects;
- Manage, co-ordinate and participate in strategic planning of the environmental assessment unit;
- Develop and maintain the Metropolitan Open Space System MOSS); and
- Participate in relevant forums and meetings.

**Additional requirements**

- A code EB drivers' license;
- Computer literacy;
- Interpersonal Skills;
- Stress Management; and
- Analytic, sound logic and/or reasoning.

**Salary Grade: 006 / 005**

SUB DIRECTORATE: LAND USE CONTROL  
3.7. SENIOR ENVIRONMENTAL OFFICER: : INTERGRATED  
ENVIRONMENTAL MANAGEMENT PLAN

**Qualifications:** Appropriate B Degree or National Diploma in Environmental. Management Planning.

**Experience:** A minimum of at least five (05) years experience in Environmental Management Planning.

**Core description:** The successful candidate will be responsible for the following functions:

- Compilation / Review of the IEMP;
- Compile relevant regulations and municipal by – laws for the IEMP;
- Annually review the IEMP;
- Develop, monitor and review of the environmental management policy of MMM;
- Ensure integration of environmental issues;
- Development of the environmental management plans for various media including but not limited to air, water, noise, climate change and biodiversity;
- Develop and review the State of Environmental Report for MMM;
- Development, Implementation and Auditing of an Environmental Management System for MMM;
- Develop environmental economic instruments; and
- Develop co - operative agreements with industry and other sectors.

**Additional requirements**

- A code EB drivers' license;
- Computer literacy;
- Interpersonal Skills;
- Stress Management; and
- Analytic, sound logic and/or reasoning.

**Salary Grade:** 006 / 005

SUB DIRECTORATE: LAND USE CONTROL  
3.8. ENVIRONMENTAL OFFICER: : INTERGRATED ENVIRONMENTAL  
MANAGEMENT PLAN

**Qualifications:** Appropriate B Degree or National Diploma in Environmental. Management Planning.

**Experience:** A minimum of at least five (05) years experience in Environmental Management Planning.

**Core description:** The successful candidate will be responsible for the following functions:

- Compilation / Review of the IEMP;
- Compile relevant regulations and municipal by – laws for the IEMP;
- Annually review the IEMP;
- Develop, monitor and review of the environmental management policy of MMM;
- Ensure integration of environmental issues;
- Development of the environmental management plans for various media including but not limited to air, water, noise, climate change and biodiversity;
- Develop and review the State of Environmental Report for MMM;
- Development, Implementation and Auditing of an Environmental Management System for MMM;
- Develop environmental economic instruments; and
- Develop co - operative agreements with industry and other sectors.



### Additional requirements

- A code EB drivers' license;
- Computer literacy;
- Interpersonal Skills;
- Stress Management; and
- Analytic, sound logic and/or reasoning.

Salary Grade: 006 / 005

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The closing date in respect of these positions will be **31 July 2014**. Applicants who wish to be considered for a post must post / e-mail / submit their applications with complete details (Certified copies of their SA Identity Document / Card and certificates) as well as comprehensive CV's directly to the address indicated below.

**Applicants may also call on the relevant telephone number as provided 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.

**THE GENERAL MANAGER: HUMAN RESOURCE MANAGEMENT  
P.O. BOX 3704  
BLOEMFONTEIN  
9300**

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**We thank all applicants for their interest.**