



The Mangaung Metropolitan Municipality is an employer of choice committed to the principles of Employment Equity Act NO. 55/98 as amended and in this vain Suitably qualified persons are invited to apply for appointment to the following positions:

1. DIRECTORATE: WASTE AND FLEET MANAGEMENT SERVICES
SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: ADMINISTRATION
Post No. 1.1 GENERAL WORKER

Qualifications: Grade 6.

Experience: A minimum of at least one (01) year experience with a letter of recommendation.

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

- Responsible for collection, removing and disposal of general waste in Mangaung Metro Municipality area;
- Clean up public open spaces, sidewalks and streets; by emptying pole bins, picking up litter and sweeping to ensure a clean environment;
- Provide refuse removal service to households, businesses and industries;
- Interacting with the specific client's needs during the (Special) events; and
- Inspection of facilities against damages.

Additional Requirements:

- Neat and punctual;
- Proficiency in at least two (02) official languages of Mangaung;
- People skills and communication skills; and
- Acceptable state of health.

Salary Grade: 018 – 017

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: TRADE WASTE
Post No. 1.2 GENERAL WORKERS – (Forty – One (41) Posts)
RETAINED

Qualifications: Grade 6.

Experience: A minimum of at least one (01) year experience.

Core description: The successful candidate(s) will be responsible for the following functions:

- Responsible for collection, removing and disposal of general waste in Mangaung Metro Municipality area;

- Clean up public open spaces, sidewalks and streets by emptying pole bins, picking up litter and sweeping to ensure a clean environment;
- Provide refuse removal service to households, businesses and industries;
- Interacting with the specific clients needs during the (Special) events; and
- Inspection of facilities against damages.

Additional Requirements:

- Neat and punctual;
- Proficiency in at least two (02) official languages of Mangaung;
- People skills and communication skills; and
- Acceptable state of health.

Salary Grade: 018 – 017

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT

Division: DISPOSAL SITE

Post No. 1.3 GENERAL WORKERS –

[Eighteen (18) Posts = Seven (7) Botshabelo; Seven (7) Bfn North & South;

Four (4) Thaba N’chu]

CORRECTION OF NR. OF POSTS

Qualifications: Grade 6.

Experience: A minimum of at least one (01) year experience.

Core description: The successful candidate(s) will be responsible for the following functions:

- Responsible for collection, removing and disposal of general waste in Mangaung Metro Municipality area;
- Clean up public open spaces, sidewalks and streets by emptying pole bins, picking up litter and sweeping to ensure a clean environment;
- Provide refuse removal service to households, businesses and industries;
- Interacting with the specific clients needs during the (Special) events; and
- Inspection of facilities against damages.

Additional Requirements:

- Neat and punctual;
- Proficiency in at least two (02) official languages of Mangaung;
- People skills and communication skills; and
- Acceptable state of health.

Salary Grade: 018 – 017

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT

Division: PUBLIC CLEANSING

Post No. 1. 4 GENERAL WORKERS – (Fifty Three (53) Posts)

RETAINED

Qualifications: Grade 6.

Experience: A minimum of at least one (01) year experience.

Core description: The successful candidate(s) will be responsible for the following functions:

- Responsible for collection, removing and disposal of general waste in Mangaung Metro Municipality area;
- Clean up public open spaces, sidewalks and streets by emptying pole bins, picking up litter and sweeping to ensure a clean environment;
- Provide refuse removal service to households, businesses and industries;
- Interacting with the specific clients needs during the (Special) events; and
- Inspection of facilities against damages.

Additional Requirements:

- Neat and punctual;
- Proficiency in at least two (02) official languages of Mangaung;
- People skills and communication skills; and
- Acceptable state of health.

Salary Grade: 018 – 017

SUB – DIRECTORATE : SOLID WASTE MANAGEMENT

Division: BOTSHABELO

Post No. 1.5 GENERAL WORKERS – (Twenty-eight (28) Posts)

CORRECTION OF NR OF POSTS

Qualifications: Grade 6.

Experience: A minimum of at least one (01) year experience will serve as a recommendation.

Core description: The successful candidate(s) will be responsible for the following functions:

- Responsible for collection, removing and disposal of general waste in Mangaung Metro Municipality area;
- Clean up public open spaces, sidewalks and streets by emptying pole bins, picking up litter and sweeping to ensure a clean environment;
- Provide refuse removal service to households, businesses and industries;
- Interacting with the specific clients needs during the (Special) events; and
- Inspection of facilities against damages.

Additional Requirements:

- Neat and punctual;
- Proficiency in at least two (02) official languages of Mangaung;
- People skills and communication skills; and
- Acceptable state of health.

Salary Grade: 018 – 017

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: THABA NCHU
Post No. 1.6 GENERAL WORKERS – (Thirty-nine (39) Posts)
CORRECTION OF NR OF POSTS

Qualifications: Grade 06.

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 functions:

- Responsible for collection, removing and disposal of general waste in Mangaung Metro Municipality area;
- Clean up public open spaces, sidewalks and streets by emptying pole bins, picking up litter and sweeping to ensure a clean environment;
- Provide refuse removal service to households, businesses and industries;
- Interacting with the specific clients needs during the (Special) events; and
- Inspection of facilities against damages.

Additional Requirements:

- Neat and punctual;
- Proficiency in at least two (02) official languages of Mangaung;
- People skills and communication skills; and
- Acceptable state of health.

Salary Grade: 018 – 017

SUB – DIRECTORATE : LANDFILL SITE MANAGEMENT
Division: DISPOSAL SITE
Post No. 1.7 HEAVY VEHICLE DRIVER – (Five (05) Posts)
CORRECTION OF NR OF POSTS

Qualifications: Grade 8 with a Code C1 drivers' license and a Valid PDP.

Experience: A minimum of at least one (01) year experience driving a heavy vehicle.

Core description: The successful candidate(s) will be expected to perform :

- Both heavy vehicle driving duties, as well as supervision over a cleansing service and under supervision of a cleansing inspector;
- Driving of heavy vehicle in order to perform duties in the Sub – Urban area;
- All admin functions of his sub-ordinates like time sheets, log sheet, vehicle inspection register etc;
- Supervision of sub –ordinates in order to ensure the effective and efficient rendering of cleaning duties by sub –ordinates;
- Maintenance of allocated vehicle;
- Report all problems to supervisor; and
- Log sheet of allocated vehicle.

Additional requirements:

- Bilingual;
- Good negotiation skills;
- Good communication skills;
- Good driving skills;
- Sufficient technical skills;
- Good sense of responsibility;
- Good human relations and supervisory skills.

Salary Grade: 015 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: PUBLIC CLEANSING
Post No. 1.8 HEAVY VEHICLE DRIVER – (Twelve (12) Posts)

Qualifications: Grade 8 with a Code C1 drivers' license and a Valid PDP

Experience: A minimum of at least one (01) year experience driving a heavy vehicle.

Core description: The successful candidate(s) will be expected to perform :

- Both heavy vehicle driving duties, as well as supervision over subordinates and under supervision of a cleansing inspector;
- Driving of heavy vehicle in order to perform duties in the sub-ordinate area;
- All admin functions of his sub-ordinates like time sheet, vehicle inspection register etc;
- Supervision of sub – ordinates in order to ensure effective and efficient rendering of cleaning duties by sub – ordinates;
- Maintenance of allocated vehicles;
- Report all problems to supervisor;
- Log sheet of allocated vehicles.

Additional requirements:

- Bilingual;
- Good negotiation skills;
- Good communication skills;
- Good driving skills;
- Sufficient technical skills;
- Good sense of responsibility; and
- Good human relations and supervisory skills.

Salary Grade: 015 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: DOMESTIC WASTE
Post No. 1.9 HEAVY VEHICLE DRIVER – (Three (03) Posts)

Qualifications: Grade 8 with a Code C1 drivers' license and a Valid PDP.

Experience: A minimum of at least one (01) year experience driving a heavy vehicle.

Core description: The successful candidate will be expected to perform :

- Both heavy vehicle driving duties as well as supervision over a cleansing service and under supervision of a cleansing inspector;
- Driving of heavy vehicle in order to perform duties in the Sub – Urban area;
- All admin functions of his sub-ordinates like time sheets, log sheet, vehicle inspection register etc;
- Supervision of sub – ordinates in order to ensure the effective and efficient rendering of cleaning duties by sub – ordinates;
- Maintenance of allocated vehicle;
- Report all problems to supervisor; and
- Log sheet of allocated vehicle.

Additional requirements:

- Bilingual;
- Good negotiation skills;
- Good communication skills;
- Good driving skills;
- Sufficient technical skills;
- Good sense of responsibility; and
- Good human relations and supervisory skills.

Salary Grade: 015 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: BOTSHABELO
Post No. 1.10 HEAVY VEHICLE DRIVER Nine (09) Posts

RETAINED

Qualifications: Grade 8 with a Code C1 drivers' license and a Valid PDP.

Experience: A minimum of at least one (01) year experience driving a heavy vehicle.

Core description: The successful candidate will be expected to perform :

- Both heavy vehicle driving duties, as well as supervision over a cleansing service and under supervision of a cleansing inspector;
- Driving of heavy vehicle in order to perform duties in the Sub – Urban area;
- All admin functions of his sub-ordinates like time sheets, log sheet, vehicle inspection register etc;
- Supervision of sub – ordinates in order to ensure the effective and efficient rendering of cleaning duties by sub –

ordinates;

- Maintenance of allocated vehicle;
- Report all problems to supervisor; and
- Log sheet of allocated vehicle.

Additional requirements:

- Bilingual;
- Good negotiation skills;
- Good communication skills;
- Good driving skills;
- Sufficient technical skills;
- Good sense of responsibility; and
- Good human relations and supervisory skills.

Salary Grade: 015 – 013

SUB-DIRECTORATE: SOLID WASTE MANAGEMENT

Division: THABA NCHU

Post No. 1.11 HEAVY VEHICLE DRIVER - (Four (04) Posts)

RETAINED

Qualifications: Grade 8 with a Code C1 drivers' license and a Valid PDP.

Experience: A minimum of at least one (01) year experience driving a heavy vehicle.

Core description: The successful candidate will be expected to perform :

- Both heavy vehicle driving duties, as well as supervision over a cleansing service and under supervision of a cleansing inspector;
- Driving of heavy vehicle in order to perform duties in the Sub – Urban area;
- All admin functions of his sub- ordinates like time sheets, log sheet, vehicle inspection register etc;
- Supervision of sub – ordinates in order to ensure the effective and efficient rendering of cleaning duties by sub – ordinates;
- Maintenance of allocated vehicle;
- Report all problems to supervisor; and
- Log sheet of allocated vehicle.

Additional requirements:

- Bilingual;
- Good negotiation skills;
- Good communication skills;
- Good driving skills;
- Sufficient technical skills;
- Good sense of responsibility;
- Good human relations and supervisory skills.

Salary Grade: 015 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: DOMESTIC WASTE
Post No. 1.12 COMPACTION VEHICLE DRIVER – (Four (04) Posts)
CORRECTION OF NR OF POSTS

Qualifications: Grade 8 with a Code EC1 drivers' license and a Valid PDP.

Experience: A minimum at least one (one) year experience driving a heavy vehicle.

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

- To perform both compaction vehicle driver duties, as well as supervision over a cleansing service team and report to the Cleansing Inspector;
- Driving a compaction vehicle, in order to perform duties in the Sub – Urban area;
- Perform all the admin functions of his sub – ordinates like time sheets, log sheets, vehicle inspection register etc. Supervision of sub – ordinates;
- Maintenance of allocated vehicle, Report all problems to supervisor;
- Any other reasonable and lawful instructions assigned by his/her superiors; and
- Take disciplinary actions against subordinates when necessary.

Additional Requirements:

- Bilingual;
- good Negotiation Skills;
- Good Communication;
- Good Driving Skills;
- Sufficient Technical Skills;
- Good sense of responsibility; and
- Good Human Relations and Supervisory Skills.

Salary Grade : 014 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: TRADE WASTE
Post No. 1.13 COMPACTION VEHICLE DRIVER – (Seven (07) Posts)
CORRECTION OF NR OF POSTS

Qualifications: Grade 8 with a Code EC1 drivers' license and a Valid PDP.

Experience: A minimum at least one (one) year experience driving a heavy vehicle.

Core description: The successful candidate(s) will be responsible for the following functions:

- To perform both compaction vehicle driver duties, as well as supervision over a cleansing service team and report to the Cleansing Inspector;
- Driving a compaction vehicle, in order to perform duties in the Sub – Urban area;
- Perform all the admin functions of his sub – ordinates like time sheets, log sheets, vehicle inspection register etc. Supervision of sub – ordinates;
- Maintenance of allocated vehicle, Report all problems to supervisor;
- Any other reasonable and lawful instructions assigned by his/her superiors; and
- Take disciplinary actions against subordinates when necessary.

Additional Requirements:

- Bilingual;
- good Negotiation Skills;
- Good Communication;
- Good Driving Skills;
- Sufficient Technical Skills;
- Good sense of responsibility; and
- Good Human Relations and Supervisory Skills.

Salary Grade : 014 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT

Division: PUBLIC CLEANSING

Post No. 1.14 COMPACTION VEHICLE DRIVER – (Two (02) Posts)

Qualifications: Grade 8 with a Code EC1 drivers' license and a Valid PDP.

Experience: A minimum at least one (one) year experience driving heavy vehicle.

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

- To perform both compaction vehicle driver duties, as well as supervision over a cleansing service team and report to the Cleansing Inspector;
- Driving a compaction vehicle, in order to perform duties in the Sub – Urban area;
- Perform all the admin functions of his sub – ordinates like time sheets, log sheets, vehicle inspection register etc. Supervision of sub – ordinates;
- Maintenance of allocated vehicle, Report all problems to supervisor;
- Any other reasonable and lawful instructions assigned by his/her superiors; and
- Take disciplinary actions against subordinates when necessary.

Additional Requirements:

- Bilingual;
- good Negotiation Skills;
- Good Communication;
- Good Driving Skills;

- Sufficient Technical Skills;
- Good sense of responsibility; and
- Good Human Relations and Supervisory Skills.

Salary Grade : 014 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT

Division: BOTSHABELO

Post No. 1.15 COMPACTION VEHICLE DRIVER – (Eight (08) Posts)

CORRECTION OF NR OF POSTS

Qualifications: Grade 8 with a Code EC1 drivers' license and a Valid PDP.

Experience: A minimum at least one (one) year experience driving a heavy vehicle.

Core description: The successful candidate(s) will be responsible for the following functions:

- To perform both compaction vehicle driver duties, as well as supervision over a cleansing service team and report to the Cleansing Inspector;
- Driving a compaction vehicle, in order to perform duties in the Sub – Urban area;
- Perform all the admin functions of his sub – ordinates like time sheets, log sheets, vehicle inspection register etc. Supervision of sub – ordinates;
- Maintenance of allocated vehicle, Report all problems to supervisor;
- Any other reasonable and lawful instructions assigned by his/her superiors; and
- Take disciplinary actions against subordinates when necessary.

Additional Requirements:

- Bilingual;
- good Negotiation Skills;
- Good Communication;
- Good Driving Skills;
- Sufficient Technical Skills;
- Good sense of responsibility; and
- Good Human Relations and Supervisory Skills.

Salary Grade : 014 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT

Division: THABA NCHU

Post No. 1.16 COMPACTION VEHICLE DRIVER – (Four (04) Posts)

CORRECTION OF NR OF POSTS

Qualifications: Grade 8 with a Code EC1 drivers' license and a Valid PDP.

Experience: A minimum at least one (01) year experience driving a heavy vehicle.

Core description: The successful candidate(s) will be responsible for the following functions:

- To perform both compaction vehicle driver duties, as well as supervision over a cleansing service team and report to the Cleansing Inspector;
- Driving a compaction vehicle, in order to perform duties in the Sub – Urban area;
- Perform all the admin functions of his sub – ordinates like time sheets, log sheets, vehicle inspection register etc. Supervision of sub – ordinates;
- Maintenance of allocated vehicle, Report all problems to supervisor;
- Any other reasonable and lawful instructions assigned by his/her superiors; and
- Take disciplinary actions against subordinates when necessary.

Additional Requirements:

- Bilingual;
- good Negotiation Skills;
- Good Communication;
- Good Driving Skills;
- Sufficient Technical Skills;
- Good sense of responsibility; and
- Good Human Relations and Supervisory Skills.

Salary Grade : 014 – 013

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: ADMINISTRATION
Post No. 1.17 OPERATORS Gr III/II No (02) Posts

Qualification: Grade 12 with a Code EC drivers' license.

Experience: A minimum of at least one (01) year experience on a landfill site.

Core descriptions: The successful candidate(s) will be responsible for the following functions:

- To maintain the landfill sites of Marga Metro Municipality;
- Operating earth moving machinery and front loader to ensure sanitary land filling;
- Planning, organizing, maintenance and control of landfill site in conjunction with the landfill superintendent in order to comply with the operational plan;
- Maintenance of the machinery, access road to ensure that machinery is well maintained and the access road is proper for the safety of motorist;
- Supervising the sub – ordinates for the day to day operations;
- Report all incidents to the landfill superintendent for record keeping;
- Making sure that waste is covered daily in order to comply with the minimum requirements; and
- Load refuse on tipper from the open spaces as well as shifting of cover material on sites in order to clean the working face for covering.

Additional requirements:

- Bilingual

- Good leadership skills; and
- Good communication skills.

Salary Grade: 012 – 010

SUB – DIRECTORATE: LANDFILL SITE MANAGEMENT
Division: DISPOSAL SITE
Post No. 1.18 OPERATOR Gr II/I – (Five (05) Posts)
CORRECTION OF NR OF POSTS

Qualification: Grade 12 with a Code EC drivers' license.

Experience: A minimum of at least one (01) year experience on a landfill site.

Core descriptions: The successful candidate(s) will perform the following:

- To maintain the landfill sites of Mangaung Metro Municipality;
- Operating earth moving machinery and front end loader to ensure sanitary land filling;
- Planning, organizing, maintenance and control of the landfill site in conjunction with the landfill superintendent in order to comply with the operational plan;
- Maintenance of the machinery, access road to ensure that machinery is well maintained and the access road is proper for the safety of motorist;
- Supervising the sub – ordinates for the day to day operations;
- Report all incidents to the landfill superintendent for record keeping;
- Making sure that waste is being covered daily in order to comply with the minimum requirements; and
- Load refuse on tipper trucks from the open spaces as well as shifting of cover material on sites in order to clean the working face for covering.

Additional requirements:

- Bilingual
- Good leadership skills; and
- Good communication skills.

Salary Grade: 012 – 010

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: PUBLIC CLEANSING
Post No. 1.19 OPERATOR Gr II/I – (Three (03) Posts)
RETAINED

Qualification: Grade 12 with a Code EC drivers' license.

Experience: A minimum of at least one (01) year experience on a landfill site.

Core descriptions: The successful candidate(s) will be responsible for the following functions:

- To maintain the landfill sites of Mangaung Metro Municipality;
- Operating earth moving machinery and front end loader to ensure sanitary land filling;
- Planning, organizing, maintenance and control of the landfill site in conjunction with the landfill superintendent in order to comply with the operational plan;
- Maintenance of the machinery, access road to ensure that machinery is well maintained and the access road is proper for the safety of motorist;
- Supervising the sub – ordinates for the day to day operations;
- Report all incidents to the landfill superintendent for record keeping;
- Making sure that waste is being covered daily in order to comply with the minimum requirements; and
- Load refuse on tipper trucks from the open spaces as well as shifting of cover material on sites in order to clean the working face for covering.

Additional requirements:

- Bilingual
- Good leadership skills; and
- Good communication skills.

Salary Grade: 012 – 010

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: BOTSHABELO
Post No. 1.20 OPERATORS Gr II/I – (Three (03) Posts)
RETAINED

Qualification: Grade 12 with a Code EC drivers' license.

Experience: A minimum of at least one (01) year experience on a landfill site.

Core descriptions: The successful candidate(s) will be responsible for the following functions:

- To maintain the landfill sites of Mangaung Metro Municipality;
- Operating earth moving machinery and front end loader to ensure sanitary land filling;
- Planning, organizing, maintenance and control of the landfill site in conjunction with the landfill superintendent in order to comply with the operational plan;
- Maintenance of the machinery, access road to ensure that machinery is well maintained and the access road is proper for the safety of motorist;
- Supervising the sub – ordinates for the day to day operations;
- Report all incidents to the landfill superintendent for record keeping;
- Making sure that waste is being covered daily in order to comply with the minimum requirements; and
- Load refuse on tipper trucks from the open spaces as well as shifting of cover material on sites in order to clean the working face for covering.

Additional requirements:

- Bilingual
- Good leadership skills; and

- Good communication skills.

Salary Grade: 012 – 010

SUB – DIRECTORATE: SOLID WASTE MANAGEMENT
Division: THABA NCHU
Post No. 1.21 OPERATOR Gr II/ I – (One (01) Post)
CORRECTION OF NR OF POSTS

Qualification: Grade 12 with a Code EC drivers' license.

Experience: A minimum of at least one (01) year experience on a landfill site.

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

- To maintain the landfill sites of Mangaung Metro Municipality;
- Operating earth moving machinery and front end loader to ensure sanitary land filling;
- Planning, organizing, maintenance and control of the landfill site in conjunction with the landfill superintendent in order to comply with the operational plan;
- Maintenance of the machinery, access road to ensure that machinery is well maintained and the access road is proper for the safety of motorist;
- Supervising the sub – ordinates for the day to day operations;
- Report all incidents to the landfill superintendent for record keeping;
- Making sure that waste is being covered daily in order to comply with the minimum requirements; and
- Load refuse on tipper trucks from the open spaces as well as shifting of cover material on sites in order to clean the working face for covering.

Additional requirements:

- Bilingual
- Good leadership skills; and
- Good communication skills.

Salary Grade: 012 – 010

SUB – DIRECTORATE: WATER AND SANITATION
Division: PURIFICATION AND SANITATION
Post No. 1.22 OPERATOR - (Seven (07) Posts)
CORRECTION OF CORE DESCRIPTIONS

Qualification: Grade 8 with a Code EC drivers' license.

Experience: A minimum of at least one (01) year experience on a landfill site.

Core descriptions: The successful candidate(s) will perform the following:

- Operate, clean and maintain the sewerage plant in order to ensure good quality effluent water; and
- To perform any other related duties as instructed by the supervisor.

Additional requirements:

- Bilingual
- Good leadership skills; and
- Good communication skills.

Salary Grade: 016

SUB – DIRECTORATE: LANDFILL SITE MANAGEMENT

Division: DISPOSAL SITE

Post No. 1.23 WEIGHBRIDGE OPERATOR (Part-Time) – (One (01) Post)

CORRECTION OF NR OF POSTS

Qualification: Grade 10

Experience: A minimum of at least one (01) year experience on a landfill site.

Core descriptions: The successful candidate will perform the following:

- Classification of refuse, operating the computerized weighbridge system;
- Identify illegal loads and ensure proper maintenance of weighbridge system;
- Capture the incoming load and allocate it to the correct category;
- Generate daily back-ups at the end of every working day;
- Receive cash payments from time to time for non-registered users of the landfill site; and
- Save guard cash in terms of Council's Policy.

Additional requirements:

- Bilingual
- Good leadership skills;
- Good communication skills; and
- Code EC driver's license.

Salary Grade: 012 – 010

SUB – DIRECTORATE: LANDFILL SITE MANAGEMENT

Division: DISPOSAL SITE

Post No. 1.24 WEIGHBRIDGE OPERATOR (Full-Time) Four (04)

WITHDRAWN

Qualification: Grade 12.

Experience: A minimum of at least one (01) year experience on a landfill site.

Core descriptions: The successful candidates will perform the following:

- Classification of refuse, operating the computerized weighbridge system;
- Identify illegal loads and ensure proper maintenance of weighbridge system;
- Capture the incoming load and allocate it to the correct category;
- Generate daily back-ups at the end of every working day;
- Receive cash payments from time to time for non-registered users of the landfill site; and
- Save guard cash in terms of Council's Policy.

Additional requirements:

- Bilingual
- Good leadership skills;
- Good communication skills; and
- Code EC driver's license.

Salary Grade: 012 – 010

2. DIRECTORATE ENGINEERING
SUB-DIRECTORATE: WATER AND SANITATION
Division: PURIFICATION AND SANITATION
Post No. 2.1 PLANT CONTROLLER - (Two (02) Posts)
RETAINED

Qualification: Grade 10.

Experience: A minimum of at least one (01) year functional experience.

Core descriptions: The successful candidates will perform the following:

- Control the operation of the sewerage treatment plant, to ensure effective and efficient control over plant;
- Assist with the pumping of sludge to drying beds and draw access water down digester, visit drying beds regularly and see to it that water is drained properly;
- General supervision of operators to adhere to basic conditions of services; and
- Performs any other related duties as instructed by Supervisor.

Additional requirements:

- Physical fitness;
- Able to climb stairs, ladders and operate valves and lawn mowers and carry heavy equipment;
- Subject to weather conditions, temperature, climate, gasses, odors'; and
- Code EC driver's license.

Salary Grade: 012 – 010

SUB – DIRECTORATE: OFFICE OF THE HEAD: ENGINEERING SERVICES
Post No. 2.2 GENERAL MANAGER: STRATEGIC SUPPORT

RETAINED

Qualifications: B. Degree in Civil engineering/ B. Tech Civil Engineering / B Com or equivalent qualification.

Experience: A minimum of at least five (05) years managerial experience at a senior level in a medium to large organisation. Applicable senior management experience in a municipal environment will serve as a recommendation.

Core description: It will be required of the successful candidates to:

- 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; and
- Provide an effective and professional first point of contact for enquiries, advice and information to internal and external senior stakeholders on a daily basis.

Additional requirements:

- Change management skills;
- Cognitive capability;
- Analytical, problem and negotiations skills;
- High level report writing skills;

- Communication and presentation skills;
- Leadership and Management skills.
- Good IT skills including MS Office (Word, Excel, Power Point, and Access); and
- Self – motivated and be able to meet tight deadlines.

Salary Grade: 003 (A competitive Total Cost To Employer remuneration package, commensurate with competence will be offered to the successful candidate).

3. DIRECTORATE: CORPORATE SERVICES
SUB – DIRECTORATE: HUMAN RESOURCES MANAGEMENT
Post No. 3.1 GENERAL MANAGER: HUMAN RESOURCES MANAGEMENT
RETAINED

Qualifications: A Degree in an HR related field / Economic and Management Sciences or equivalent qualification.

Experience: A minimum of at least five (05) years experience managing an HR function in a medium to large organisation.

Purpose: The General Manager reports to the Head: Corporate Services and shall:

- Plan, lead and direct the Human Resources function of MMM through the design, development and alignment of policies, procedures, systems and controls guiding critical human resources interventions, applications and outcomes; and
- Provide strategic advice on critical initiatives with respect to Human Resources development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.

Key Accountabilities: The successful candidate will be responsible for the overall planning, leading and directing of the following specialized Human Resource functions:

- HR Benefits Administration;
- Job Evaluation;
- Work Study;
- Employment;
- Individual Performance Management
- HR Policies;
- Payroll Management;
- Labour Relations;
- Safety & Loss Control; and
- Occupational Health and Wellness.

Additional Requirements:

- Change management skills;
- Cognitive capability;
- Analytical, problem and negotiations skills;
- High level report writing skills;
- Communication and presentation skills;

- Leadership and Management skills.
- Good IT skills including MS Office (Word, Excel, Power Point, and Access); and
- Self – motivated and be able to meet tight deadlines.

Salary Grade: 003 (A competitive Total Cost To Employer remuneration package, commensurate with competence will be offered to the successful candidate).

The closing date in respect of these positions will be **20 February 2015**. 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 organization 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

Telephonic Enquiries : 051 – 405 8517 OR e – mail: valerie.lecoko@mangaung.co.za

We thank all applicants for their interest.