



Metsimaholo Local Municipality is an employment equity employer, looking for a suitably qualified person to fill the under-mentioned posts:

MANAGER URBAN PLANNING

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

DIVISION: URBAN PLANNING

Requirements: • A B Degree in Town/Urban Planning • Atleast 5 years' experience at middle or supervisory management level, preferably in Local Government • Valid driver's licence essential • Be computer literate.

Main Duties: • Manage and control the budget of the division • Undertake spatial planning aimed at unlocking development potential • Utilise strategic planning to ensure credible development plans • Monitor and evaluate IDP projects in the division • Manage assets and personnel • Solicit funding for capital projects in the division • Assist the Director in implementing the departments goals related to town planning by developing operational plans • Prepare reports on implementation of plans pertinent to the division • Advise Council and other committees on Spatial Planning issues • Liaise with the LED and Housing and Property Division for Implementation of sound development plans for the Directorate.

Salary: R623 443.97 per annum (post level 01 fixed, subject to job evaluation) plus participation in the transport allowance of R850 km per month.

MANAGER HOUSING AND PROPERTIES

DIVISION: HOUSING & PROPERTIES

Requirements: • A Relevant Bachelor's Degree or Equivalent • 5 years' experience in the property/housing administration field will be a recommendation, specifically with regard to erf creation processes, land use, alienation of land, negotiation and conclusion of contracts or transfer arrangements, treasury asset practices and regulations • A Legal, Social, behavioural science or town planning background with the focal point on acquisition or alienation of land, contracts, tenders or projects will serve as a recommendation • Reasoning and good negotiation skills • Good communication skills • Conflict resolution skills • Valid driver's licence essential • Be computer literate.

Main Duties: • To lead and manage subordinates in housing and properties to ensure achievement of targets and objectives • To coordinate, manage and control the activities of both the Housing and Properties and specific administrative actions of the Department • To ensure efficient contract management • To promote and stimulate Local Economic Growth • To develop a system that will maximize administrative and operational efficiency and provide for adequate checks and balances to promote a sound management of municipal assets • To ensure that the Municipality has and maintains a management, accounting and information (data/security) systems that accounts for and control the assets and liabilities of the Municipality • To ensure erf creation, provision of services even and infrastructure systems which are safe, affordable, reliable, accessible and sustainable and to adequate housing for everyone • Responsible for internal budget • To advise the Director, Municipal Manager, Executive Mayor, Portfolio Councillors, Political Structures and Office bearers of the Division • To ensure the acquisition of land/assets for Municipal purposes in terms of legislation such as Section 25 of the Constitution of the RSA, 1996 (Act 108 of 1996), Section 75 of the Local Government Ordinance, 1962 (0.8 of 1962), or the attachment/ repossession of erven as referred to in Section 117 (3)(a) of the Local Government Ordinance, 1962 (0.8 of 1962) • Ensure that in terms of Sec 63 of Act 56 of 2003, the Selection Property Administration is responsible for the proper management of municipal assets by means of and in summary implicate that where Council decided on reasonable grounds that an asset is not needed to provide the minimum level of basic services, the alienation/ disposal of land/ assets where the general public may have an interest in OR for a specific use/development where the general public may NOT have a general interest in • Ensure the opening of Township Registers.

Salary: R623 443.97 per annum (post level 01 fixed, subject to job evaluation) plus participation in the transport allowance of R850 km per month.

ASSISTANT MANAGER ELECTRICAL AND MECHANICAL SERVICES

DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES

Requirements: • BSC/BEng Electrical Engineering, B Tech Electrical or National Diploma (S4/T3) • 3-5 years' relevant experience in supervisory level in Local government • ECSA/Professional registration advantage • Must be able to respond under pressure • Computer literacy • A valid Driver's licence.

Main Duties: • Manage the overall security function of the Municipality • Advise the Municipal Manager regarding security implications of management decisions • Identify all the risk and threats to the security of the institution • Run a security awareness programmes for the Municipality • Monitor the extent of adherence to compliance with the security policy and measures including ensuring that officials with access to sensitive information are vetted.

Salary: R555 704.99 pa fixed (post level 02, subject to job evaluation) plus participation in the transport allowance of R800 km per month.

Applications must be submitted together with a covering letter that specifies which position a person is applying for. Certified copies (not older than 3 months) of your identity document, qualifications and driver's license (if applicable), must be attached. Failure to comply with the instruction will disqualify applications from being processed. No faxed or e-mailed applications will be accepted.

All shortlisted candidates will be subjected to background screening checks (**verification of qualifications, criminal record checks and security vetting**). Candidates with foreign qualifications must submit a letter from SAQA stating the equivalence of the qualifications.

Applications can be posted to: **Municipal Manager: Mr. S M Molala** Metsimaholo Local Municipality, Human Resources Department, P.O. Box 60, Sasolburg, 1947 or hand delivered to no:10 Fichardt Street, Sasolburg, 1947. For any enquiries please contact Human Resources at tel. 016 973 8392.

Due to a large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within three (3) months, please accept that your application was unsuccessful.

Notice No: 12/2020/2021

CLOSING DATE: 19 FEBRUARY 2021

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT TO THE ABOVE POSITIONS.