



HARRY GWALA DISTRICT MUNICIPALITY

CORPORATE SERVICES DEPARTMENT

SENIOR INFORMATION AND COMMUNICATION TECHNOLOGY OFFICER

Salary Grade: (T13) R375 476.87 – R487 367.98 p.a. (plus applicable benefits) • Ref No. COP A 5/5/4/2/1

Requirements: • Grade 12 / Matric • 3-year qualification (NQF Level 6) in Information and Communication or relevant qualification • 3 - 4 years' experience in administration • Computer literacy in Microsoft packages • A valid motor vehicle driver's licence.

Key performance areas: • Manage information systems and network infrastructure to support the strategic direction and operation of Council • Develop and maintain an updated IT policy, master systems plan and operational plan • Conduct continuous research and development on technology to keep system current • Research new ways to improve productivity by either implementing new programs and procedures, to improve other departments by training and implementation of hardware and strategies or keeping abreast of new technology • Responsible for the installation of administrative and instructional software on computer networks • Analyze district needs and makes recommendations for improvements and enhancements • Troubleshoot hardware and software conflicts and problems • Plan and implement required configuration changes to LAN • Prepare proposals for purchasing of new equipment for instructional purposes • Responsible for the security of WAN and LAN i.e. firewalls, etc. • Plan and implement systems security policy, to include firewalls, host and client access, file permissions, and user accounts • Insert documentation, correspondence, forms, etc in alpha/numerical or chronological sequence into appropriate files, and delete or remove old/ obsolete records from the respective files • Insert the data of goods received on Evenus System.

IPMS AND JOB EVALUATION OFFICER

Salary Grade: (T12) R333 491.02 - R432 881.26 p.a. (plus applicable benefits) • Ref No. COP A 5/5/4/2/2

Requirements: • Grade 12/ Matric • 3-year qualification (NQF Level 6) in Human Resource Management or equivalent • 2 - 3 years' experience in Human Resource dealing with Individual Performance Management System • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Skills and knowledge: • Possess excellent communication (verbal and written) and presentation skills • Analytical skills and attention to detail • Display excellent organising skills, time management and be able to multi-task in a fast-paced environment.

Key performance areas: • Coordinate and drive Individual Performance Management System (IPMS) of the Municipality • Facilitate the cascading of the Individual Performance Management System to all levels in the organization • Support the process of concluding the performance agreements, IPMS works plans and personal development plans in Departments in terms of the relevant act, regulations and the approved policy of Council • Coordinate performance reviews and ensure conformity to reporting formats and verify the reliability of reported information • Render municipal wide support on IPMS in all Departments • Prepare and present to the Senior Manager: Human Resource forward plans, reports and interventions designed to drive the Job Evaluation process • Verify compliance requirements with the T.A.S.K Job Evaluation System guidelines • Analyze and evaluate the adequacy of Job Descriptions in terms of quality, and analyze the organizational structure/organogram and, assess the need for change and alignment to best practices.

GENERAL WORKER

Salary Grade: (T3) R107 322.77 – R123 774.29 p.a. (plus applicable benefits) • Ref No. COP A 5/5/4/2/3

Requirements: • Grade 9/Standard 7 • 6-12 months' experience in gardening services.

Key performance areas: • Cut/trim lawns and edges using hand held machines (brush cutters, lawnmowers) and/or tools (shears) for the clearing overgrown shrubs • Weed, clean and shape beds using hand held gardening tools • Pick up litter and items lying in open spaces • Clean the floors of the institution e.g., parking and pavement areas, etc. by using brooms, mops, etc. • Remove and clean sludge from floor gutters using spade, shovel, hosepipe, etc. • Carry refuse bags to designated areas for collection and/or attends to the loading/offloading of refuse bags/materials and/or garden refuse into/from vehicles • Remove and wash off debris from garden tools and /or vehicles using hand held hoses • Clean equipment (brush-cutters, lawnmowers) using specific cleaning aides (brush) and replacing nylon cutting lines and/or checking/replenishing fuel to equipment • Place and stack garden tools in designated storage area and verbally report the condition/status of tools to the immediate supervisor.

SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

ENVIRONMENTAL HEALTH PRACTITIONER

Salary Grade: (T11) R282 467.53- R366 676.45 p.a. (plus applicable benefits) • Ref No. SS A 5/5/4/2/1

Requirements: • Grade 12 / Matric • 3-year qualification (NQF Level 6) in Environmental Health or relevant qualification • Must be registered with the Health Professions Council of South Africa • 1-2 years' experience in the environmental health field • Peace Officer's licence will be an added advantage • Computer literacy in Microsoft Software packages • Good communication skills (written and verbal) • A valid motor vehicle driver's licence.

Key performance areas: • Enforce all municipal health services legislation including by-laws and policies of the Municipality • Attend to all municipal health services complaints received investigate the same and provide solutions accordingly • Prevent communicable diseases excluding immunization by conducting community awareness campaigns • Monitor indicators and provide reports to management • Monitor water quality, food control, waste management, vector control, disposal of the dead and health surveillance of premises • Perform any other duties as delegated by your Supervisor or someone with authority.

BUDGET AND TREASURY OFFICE

ADMINISTRATOR (INCOME)

Salary Grade: (T9) R212 514.83 – R275 849.42 p.a. (plus applicable benefits) • Ref No. BTO A 5/5/4/2/1

Requirements: • Grade 12 / Matric • 3-year qualification (NQF Level 6) in Accounting/Financial Management or relevant qualification • 2 years' experience in the debtors section • Computer literacy in Microsoft Software packages.

Key performance areas: • Process transactional data referring to specific transactional documentation and recordings • Attend to amendments/adjustments and the posting of transactions to specific accounts • Execute procedures with respect to the receipts and reconcile of services related to income • Generate and forward printouts of payments and complete procedural forms for banking purposes • Attend to the printing and posting of consolidated bills to customers • Respond to all service debtor queries, whether written, telephonic, faxed or through an interview • Investigate queries on statements and service debtor accounts after retrieving all necessary documentation • Reconcile service debtor accounts by stipulated deadline • Prepare journals when necessary and forward to the relevant authority for signature.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 8756/5504. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website: www.harrygwaldm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's licence must be addressed to: **The Municipal Manager for Attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X501, Ixopo, 3276, or can be hand delivered at: 40 Main Street, Ixopo, 3276, to reach us no later than 15h00, 29 APRIL 2022.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

NB: All applications must be submitted using the Harry Gwala District Municipality application form and failure to do so will lead to a disqualification.

MRS A.N. DLAMINI: MUNICIPAL MANAGER