



# HARRY GWALA DISTRICT MUNICIPALITY

The Harry Gwala District Municipality situated in IXOPO invites applications from innovative and committed individuals for the under mentioned position.

## SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

### PMS SPECIALIST

Salary Grade: (D5) R525 062.00 – R571 471.09 p.a. (Plus applicable benefits)

Ref No. SOC/F 5/5/4/2/1

**Requirements:** • Grade 12 (Matric) • Bachelor's Degree or National Diploma NQF Level 6/7 in Social Science or relevant qualification • 3 years' relevant experience in IDP and PMS • Ability to interpret and understand strategic objectives and legislative responsibilities • Code B driver's licence • Clear understanding of Local Government legislations and related performance management standards • Ability to work under pressure and willingness to work extra hours • Advanced computer literacy • Good communication skills.

**Key performance areas:** Reporting to the Director: IDP the incumbent will be responsible for the following functions: • Interpret the Municipality's Service Delivery objectives and requirements stipulated in the legislation • Interact with the local community structures and setting up consultative process to set report on Key Performance Indicators (KPI's) and assist analysing and evaluating the organizational performance against specific objectives • Coordinate the alignment session of the IDP, SDBIP and Budget with all departments within the Municipality • Coordinate the submission of quarterly reports and Portfolio of Evidence Files • Coordinate the Performance Evaluation session for Section 56/57 Managers • Participate in IDP and PMS meetings within and outside the Municipality • Compile notices, agendas and minutes of functional meetings • Maintain records of work in progress, notices, correspondents and proper filing of the documents • Prepare reports for submission to the Director IDP/PMS for inclusion in agendas for various committees.

### DISASTER MANAGEMENT OFFICER (2 POSTS)

Salary Grade: (D2) R391 188.77 – R425 320.50 p.a. (Plus applicable benefits)

Ref No. SOC/F 5/5/4/2/2

**Requirements:** • Grade 12 (Matric) • NQF Level 6/7 in Disaster Risk Management and/or Public Administration or relevant qualification • A minimum of 3 years' experience in the Disaster Management field in Local Government • A valid driver's licence • Proficient in computer (MS Word, PowerPoint, MS Excel, MS Access) • Must be able to fairly understand and speak IsiZulu, IsiXhosa and English • Fire fighter 1 and 2 Hazmat Awareness and Hazmat Operation Certificates which are SAESI accredited (South African Emergency Services Institute) will be an added advantage.

**Key performance areas:** • Ensure proper implementation of operational plans, programmes, and policies in relation to the functioning of the Disaster Management Centre • Must have the ability to conduct Risk Assessment for the entire Municipality in order to update the Disaster Risk profile on a regular basis • Attend to all incidents or disasters as and when notices are received and further provide relief material where necessary and compile reports • Conduct educational community awareness to ensure minimisation and/or avoidance of impact in the occurrence of incidents/disasters • Ensure stakeholder consultation and participation as articulated in the Disaster Management Act 57 of 2002 (as amended) • Must be able to assist in the coordination of the Advisory Forum at a District and Local Municipality level • Perform any other duties as requested by your Supervisor and Manager.

**The ideal candidate must:** • Be systematic in approaching issues • Be able to plan effectively and implement strategies as well to remain calm during disaster conditions with a sense of urgency • Be prepared to work long hours, overtime and/or standby when a need arises • Have good communication skills, is essential • Be physically fit in order to carry the responsibilities attached to this position.

### GENERAL ASSISTANTS (12 POSTS)

Salary Grade: (A2) R106 487.55 - R115 796.17 p.a. (Plus applicable benefits)

Ref No. WAT/F 5/5/4/2/5

**Requirements:** • Grade 9/Standard 7 • Experience in water services will be an added advantage.

**Key performance areas:** • Receive instructions/guidance from the Plumber or any other Senior Official and attend to the preparation of work site (e.g. placing road signage, loading/ off-loading equipment, tools, etc.) and/or fastening slings/ropes and guiding/holding material/equipment during the loading/off-loading sequences • Responsible for excavation and backfilling of trenches to defined levels using hand held tools (e.g. spade picks, etc.) • Clean and remove blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade, etc.) • Remove and wash off debris from tools and equipment, remove debris/rubble, cleaning worksites.

**Enquiries should be directed to:** The Human Resources Office, on tel: (039) 834 5504/8752/8756.

**Applications must be submitted with an Application Form of Harry Gwala District Municipality which can be found on our website [www.harrygwalaadm.gov.za](http://www.harrygwalaadm.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 X 501, IXOPO, 3276, to reach us no later than 15h00, 18 October 2019.**

**NB:** Canvassing with Councillors and Management will lead to disqualification. Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. No faxed or e-mailed applications will be accepted.

**NB:** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

**MRS A.N. DLAMINI: MUNICIPAL MANAGER**