



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT POSITIONS (PERMANENT PERFORMANCE BASE CONTRACT)

**DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES POST: SIX (6)
GENERAL WORKERS**

**REFERENCE NO: KLM 11 /2023/2024 ANNUAL REMUNERATION PACKAGE WILL BE
PERFORMANCE BASED ON A TASK 3 (R119 919.00)**

IMPORTANT NOTICE

The six (6) positions of general workers exist at various sections in the Technical, Infrastructure & Community Services Department within the municipality as listed below. Applicants are requested to submit only one application form, as they will be considered for all six (6) positions. Preference will be given to local candidates within the Kgatelopele Municipal Jurisdiction.

QUALIFICATIONS AND EXPERIENCES FOR ALL SIX (6) POSITIONS ARE THE SAME

- Grade 10.
- Relevant experience in a similar environment will be an added advantage.

REQUIREMENTS AND SKILLS

- Be prepared to be hands on
- Physically sound and healthy
- Willingness to work in inclement weather conditions
- Must be responsible, disciplined and ability to work under supervision and in a team.
- Ability to give attention to detail
- Be willing to work after normal working hours and planned overtime
- Basic knowledge of health and safety procedures



KEY PERFORMANCE AREAS

Below functions & responsibilities for the different positions

GENERAL WORKER: WATER AND SANITATION X1

Performs general labor activities associated with the maintenance of water and sewer infrastructure:

- Assist with the cleaning and repair of water supply/distribution system (canals, drains, dams, pipelines, structures etc.).
- Assist with the installation and maintenance of water meters, valve leakages and water pipes burst.
- Cleaning store and equipment/ tools, load/off loads of materials/ chemicals Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Performs other related duties as required.

GENERAL WORKER: COMMUNITY SERVICES X2

Performs laboring activities associated with providing support during the preparation of burials, cleaning of municipal cemeteries, parks and gardens, and community halls

- Assist with the cutting and removing of grass, brush, trees from all servitudes as instructed.
- Maintain the cleanliness of municipal properties and infrastructure,
- Clean worksites, stores equipment/tools and loads/offloads materials prior to and from sites.
- Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.
- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts.
- Comply to, safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Maintain and take care of machinery, equipment, tools and goods
- Performs other related duties as required.

GENERAL WORKER: WASTE AND REFUSE X3

- Remove all refuse in the scheduled area
- Keep the vehicle clean
- If refuse is spilled behind the truck, it must be cleaned
- Report all incidents or accidents immediately
- Loading of refuse bags and refuse containers



- Operation of hydraulic equipment on refuse trucks
 - The performance of any reasonable work-related instruction as requested by the Supervisor of Waste and Refuse.
 - Basic knowledge of health and safety procedures
-

**DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES POST:
CHIEF TRAFFIC & LICENCING OFFICER**

**REFERENCE NO: KLM 12 2023/2024) ANNUAL REMUNERATION WIL BE BASED ON A
TASK 10 (R273 668.00)**

MINIMUM REQUIREMENTS

- Diploma: Traffic Management/ Diploma: Examiner of Learner's & Driver's License
Diploma Public Administration/Management
- Minimum of 2-3 years' experience in supervisory capacity and leadership of subordinates.
- Ability to deal effectively with individuals at all levels.
- Conflict handling skills and ability to give attention to detail
- High level of responsibility
- Valid Code B Driver's License. A valid Code EC and/ or Code A driver's license.

KEY PERFORMANCE AREAS

To direct and control the public safety, emergency services and disaster management functions through the formulation of immediate and short-term functional planning, coordination of operations associated with the enforcement of Municipal Policing Laws and bylaws, road safety regulations and licensing.

**DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES
POST: SPATIAL INFORMATION /TOWN PLANNING OFFICER**

(REFERENCE NO: KLM 13 /2023/2024)

ANNUAL REMUNERATION WIL BE BASED ON A R483 523.00 (Task 14)

REQUIREMENT AND QUALIFICATIONS:

- Applicants must be in possession of a National Diploma/Degree in Town Planning.
- The applicant must have minimum experience of 3-5 years working in Local Government Planning Environment.
- Professional Registration: SACPLAN or eligible to register as a professional within 6 months of being appointed.



- Sound knowledge of Municipal Administration and Management of local government legislation.
- Must have the ability to analyse and implement Council policies.
- Good interpersonal skills and personnel management skills
- Driver's License.
- Computer Literate (MS. Words, Excel, Power Point, Google Earth and Planet GIS or QGIS)
- Ability to communicate verbally and in written form.

REASONS FOR QUALIFICATION: The management and reporting requirements associated with this post requires the applicant to perform all key performance areas associated with Town Planning, Insure alignment of planning legislations and frameworks, contributing to strategic planning processes, prepare business cases and strategic briefs, drafting of Town Planning related policies and items, have in depth application of the principles, systems and regulations associated with specific acts of Local Government, Spatial Planning and Land Use Management Act No 16 of 2013. Experience in Land Use development & management control within a local authority's town and regional planning section or similar environment. The incumbent will also be required to have knowledge and application thereof of the Neighborhood Planning and Design Guidelines, Infrastructure Master Planning and New Township Development. Provide the assistance and support to the divisional manager and perform any other reasonable tasks.

KEY PERFORMANCE AREAS:

- Maintain and monitor the spatial and non-spatial database information system at a Municipal level.
- Assess statutory and development application in relation to Land Use Management principles.
- Responsible for the formulation and review of sector plans, i.e. Land Use Management Schemes, Spatial Development Frameworks and other related Municipal Plans as informed by the Integrated Development Plan.
- Perform the physical manipulations, conversions and implementation of Computerized Geographical Information Systems.
- Responsible for the planning and implementation of all town planning surveying related activities in the Municipality.
- Responsible for the management and safeguarding of the assets allocated to the Department, Risk Management and able to make inputs and assistance of responses on audit queries/findings as per audit outcome related to the Department.
- Personnel and performance management by directing and controls the key performance indicators and outcomes of personnel of the section



DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES
POST: PLUMBER

(REFERENCE NO: KLM 14 /2023/2024)

ANNUAL REMUNERATION WIL BE BASED ON A R243 084.00 (Task 9)

REQUIREMENT AND QUALIFICATIONS:

- Relevant NQF level 5 qualification as a Trade Tested Plumber;
- 2 Years' relevant experience;
- Code C1 driving license;
- Sound knowledge of plumbing maintenance and installation techniques on municipal water systems;

KEY PERFORMANCE AREAS

- Good problem finding and judgmental skills. Ability to read water layout plans for the layout of underground pipes;
 - Good communication skills;
 - Ability to work independently;
 - Attention to detail;
 - interprets and co-ordinates specific pre-work/site requirements with regards to installation, repairs and, planned and predictive maintenance sequences and guides the activities of personnel;
 - Coordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline within the functionality
 - Coordinates activities associated with the repairs, maintenance and installations of water meters, water pipes and manholes;
 - Performs specific activities associated with communications and providing support to line functions;
 - Interpreting requirements on work orders or the nature of complaints received and establishing resources necessary for the completion of works;
 - Performing routine inspections and investigating customer water consumption patterns;
 - Plan and Quantify material requirements.
-



DEPARTMENT: BUDGET & TREASURY POST: STORES OFFICER

(REFERENCE NO: KLM 15 /2023/2024)

ANNUAL REMUNERATION WIL BE BASED ON A R158 614.00(Task 6)

REQUIREMENT AND QUALIFICATIONS

- A certificate in Business Administration/inventory management or relevant field preferred
- Must be organized and punctual.
- Skills Certificate in Microsoft Office/accounting system of the municipality will be an added advantage.
- Well-presented and professional.
- 2-3 Years Experience in Stores Operation
- Excellent verbal and written communication skills.

KEY PERFORMANCE AREA

- Keeping track of stock and inventory, and using data processing systems to record them.
 - Finding the least expensive source for the inventory and controlling costs and spending.
 - Implement proper stock management internal financial controls when accepting deliveries and distribution of goods, and arranging them in the storage area.
 - Organising regular stock counts, maintenance and placement in the storage area.
 - Using the inventory module on the accounting system optimally to ensure the inventory balance at year-end is accurate and making updates in movements/sales/etc. where required.
 - Ensuring safety and security in the storage area and using transport equipment correctly.
-



DEPARTMENT: BUDGET & TREASURY POST: DEBTORS OFFICER

(REFERENCE NO: KLM 16 /2023/2024)

ANNUAL REMUNERATION WIL BE BASED ON A R135 017.00 (Task 5)

REQUIREMENT AND QUALIFICATIONS

- Financial accounting or related tertiary qualification.
- At least 2-3 years Debtors management/Financial Aid experience
- Knowledge of the Debt Collections Act and National Credit Act.
- Excellent Communication Skills – Verbal and Written.
- Negotiation skills.
- Experience in Conflict Management will be an added advantage.
- Ability to handle difficult customers.
- Experience with advanced Excel and other MS/software packages are essential.

KEY PERFORMANCE AREA

- Address all related fee queries and daily liaison with the collectors.
 - Prepare monthly payments requisitions.
 - Perform analysis of long outstanding debtors and implement credit control measures to reduce the debtors' balance.
 - Ability to implement innovative ways of increasing the debtor's collection rate.
 - Planning and Preparations for registration of Indigents.
 - Regular update and monitor the indigent register, can be requested to perform physical verification of indigents as per the indigent register.
 - Responsible for the timeous transfer of payments received for various special fund accounts.
 - Invoicing and follow up on all outstanding relating debt
 - Daily verification of journals captured by reporting staff.
 - Responsible for the Accounts receivable sub – system on the Financial System.
 - Safekeeping of documents and surety Forms, Debit Order Instruction Forms, Acknowledgement of Debt Forms, etc.)
 - Meter readings are processed and accurately allocated to account holders
 - Accounts are printed and sorted by consumer type.
 - Any complaints are handled and corrections are done where needed
 - Personal information of consumers is updated on the financial system
-



FINANCIAL INTEREST

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc.; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered, applications received after the closing date indicated below will not be accepted.

Applications can be post to The Municipal Manager
Attention: Mr. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:
Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Senior Human Resource Management, Ms. M.C. Pienaar
(053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to
Thursdays and Fridays till 15:30pm.

CLOSING DATE: 15TH MARCH 2024 AT 12:00PM