



# Thembelesane Hani Local Municipality

## CORPORATE SERVICES DEPARTMENT

### SENIOR HUMAN RESOURCES OFFICER

Work Station: Corporate Services  
Term of Office: Permanent

Salary: R 329,155 – R 427,276 pa. (Excluding benefits) Task Grade 11.1

**Requirements:** A relevant 3 year tertiary qualification in Human Resources Management or related field, 5 - 8 years' relevant experience required, Computer literacy and valid driver's license. In-depth knowledge of municipal legislation, policy, practice and code of conduct; and contributes HR related information toward addressing the municipality's service delivery challenges.

**Key Responsibilities:** Performs the full range of Human resources activities within a functional area or more generally within the Human Resources discipline, facilitate internal and external recruitment processes in the line with the organisational policies, procedures and legislative requirements. Provides professional oversight and guidance with regard to HR policy and procedures. Ensure that comprehensive job descriptions, qualifications, key performance areas, responsibilities and competencies, are in place for all positions for advertising purposes. Conduct interviews processes, security clearance checks and organise for competency based assessments. Conduct reference checks on suitable candidates. Advice on employment equity issues.

## POLITICAL OFFICE

### WARD COMMITTEE COORDINATOR

Work Station: Political Office  
Term of Office: Permanent

Salary: R 278,813 – R 361,898 pa. (Excluding benefits) Task Grade 10.1

**Requirements:** Relevant post matric qualification, preferably an Administration or Secretarial Diploma or equivalent and Computer literacy: MS Office, 3-5 years' relevant administrative experience required and valid driver's license.

**Key Responsibilities:** Develop a ward committee programme. Arrange induction/training for newly elected committee members. Coordinate ward meetings, execute wards administrative functions, promoting municipal campaign, compile annual and quarterly reports.

## PLANNING AND ECONOMIC DEVELOPMENT

### IDP COORDINATOR

Work Station: Economic Development & Planning  
Term of Office: Permanent

Salary: R 278,813 – R 361,898 pa. (Excluding benefits) Task Grade 10.1

**Requirements:** A relevant 3 year tertiary qualification preferably in Development studies, Project management, Urban Development or Municipal administration; and Computer literacy: MS Office, 3 - 5 years relevant experience and valid driver's license.

**Key Responsibilities:** Coordinate and administer the development and implementation of IDP process plan, performance IDP review with stakeholders, apply the Municipality's policies and procedures; monitor compliance in respect to the adopted reporting structure. Handle all queries related to IDP, compile annual and quarterly reports.

### INSPECTOR: LUMS

Work Station: Economic Development & Planning  
Term of Office: Permanent

Salary: R 329,155 – R 427,276 pa. (Excluding benefits) Task Grade 11.1

**Requirements:** Relevant tertiary qualification preferably a B Degree / National Diploma in Architecture / Urban Design or equivalent Planning Degree; 2 - 5 years relevant experience, Working towards or completed registration as a professional planner / architect / urban designer i.e. candidate member, Computer literacy: MS Office.

**Key Responsibilities:** Applies a body of theoretical knowledge to the Planning function, Facilitates the implementation of programs, processes and systems, Prepares reports, Assist a Senior Spatial Planner or Senior Urban Designer, Provides specialist advice to clients, Drafting urban design plans utilisation related software, Investigation reported problems relating to illegal usage of land and identified contraventions with the existing land use policies, conducting general inspection data capturing and compiling statistics relevant to the compilation of the IDP and Spatial Development Framework and maintain property files.

## TECHNICAL SERVICE DEPARTMENT

### SENIOR TECHNICIAN: WATER RETICULATION

Work Station: Technical Services (Water and Sanitation)

Term of Office: Permanent

Salary: R 437,506 – R 567,911 pa. (Excluding benefits) Task Grade 13.1

**Requirements:** Grade 12/NQF Level 4 plus National Diploma in Civil Engineering qualification and registration as a Pr Techni Eng with ECSA plus 5-8 years' experience in water and sanitation services, project management and supervisory experience. Valid driver's license.

**Key responsibilities:** Coordinate, Interacting and identifying community needs, assessing applicability to development objectives in the Integrated Development. Monitor and evaluating procedural applications associate with the operation and functionality of water reticulation networks, maintain plant and system efficiency, inspect and/or analyse technical water quality conflict and prepare necessary reports, address identified complex engineering/technical problems. Provide innovative strategies to water demand and conservation management.

### TECHNICIAN: WATER QUALITY

Work Station: Technical Services (Water and Sanitation)

Term of Office: Permanent

Salary: R 388,595 – R 504,423 pa. (Excluding benefits) Task Grade 12.1

**Requirements:** Relevant National Diploma in Engineering, 3 - 5 years of relevant experience post registration. Computer literacy: MS Office, Valid driver's licence. Project management skills will serve as a strong recommendation.

**Key responsibilities:** Perform routine physical, chemical, microbiological and hydrological analysis on drinking water, environmental waters, including sewage, industrial effluents, groundwater, swimming baths, boreholes, landfill leachates. Performs verification of data, entering field data on to LIMS and generates reports for senior personnel. Supervises and train staff on how to conduct site visits/field analysis and conduct sampling when required. Analyse, evaluate results and generate reports and is technical signatory for accredited methods. Verifies the quality of the preparation of chemicals, reagents, and media. Prepares test reagents, culture agars, stock and working solutions, including chemicals for water and wastewater treatment plants and remote sites and ATLABS. Verifies the quality of the preparation of chemicals, reagents, etc. Assists/performs off-site inspections and/or conducts field analysis. Supervises and ensures that the implementation of the ISO 17025 Quality Management System is occurring. Ensures that Good Laboratory Practices (GLP) are followed and implemented by maintaining good safety and housekeeping practices. Monitor and control procedural applications associated with the operations and functionality of water reticulation networks.

### TECHNICIAN: GRAVEL ROADS

Work Station: Technical Services (Roads and Storm water)

Term of Office: Permanent

Salary: R 388,595 – R 504,423 pa. (Excluding benefits) Task Grade 12.1

**Requirements: Knowledge and Skills:** Relevant National Diploma in Engineering, 3 - 5 years of relevant experience post registration. Computer literacy: MS Office, Valid driver's licence.

**Key responsibilities:** Monitor and control procedural applications associated with the operations and functionality of roads and storm water networks. Plan and design, monitoring and administration of roads. Controlling predictive and routine maintenance activities, monitoring application and progress against deadlines of internal maintenance teams. Communicating with Superiors and receiving and/or interpreting requirements / specifications from work orders/plans. Prioritizing and planning sequence of activities, identifying and arranging materials and equipment. Providing information to residents / general public on activities and work sequence and/or obstructions.

### SUPERINTENDENT WWTW

Work Station: Technical Services (Water and Sanitation) – Bundu WWTW

Term of Office: Permanent

Salary: R 388,595 – R 504,423 pa. (Excluding benefits) Task Grade 12.1

**Requirements:** Grade 12 or equivalent technical qualification; Trade Tested, Computer Literacy: MS Office, 3 - 5 years' relevant experience required.

**Key responsibilities:** Supervises a work team performing a greater variety of maintenance work, Responsible for the deployment and control of necessary equipment, tools, machinery, plant and vehicles to undertake the work, and works independently within work / maintenance plans and with regular report-backs to superiors, coordinate and control the operation of Water Treatment and maintenance of records.

### ARTISAN: WATER RETICULATION

Work Station: Technical Services (Water and Sanitation)

Term of Office: Permanent

Salary: R 278,813 – R 361,898 pa. (Excluding benefits) Task Grade 10.1

**Requirements:** Trade certificate; 1-2 years' experience, Code C1 driver's license.

**Key responsibilities:** Maintain plant and system efficiency through the implementation of planned preventative and routine maintenance sequences and attends to disruptions in operations. Trouble shooting and problem solving plant breakdowns, deviations and disruption in service through investigations or analysis of results and operating conditions and, implementing corrective measures and or prioritizing specific repairs, disconnections or reconnections. Correcting applications pertaining to the identification, inspection, isolation and repair to system and control components, pipelines etc. and confirming through tests system functionality prior to approving the commencement of restoration sequences to return the repair site to normality.

### PROCESS CONTROLLER X6

Work Station: Technical Services (Water and Sanitation) – Bundu WWTW, Tweefontein K WWTW & Moloto Package Plant

Term of Office: Permanent

Salary: R 219,941 – R 285,507 pa. (Excluding benefits) Task Grade 8.1

**Requirements:** Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water treatment, Trade relevant qualification: Operators Certificate/Waste Water Treatment practice (N3) and code EB Driver's License. 1-2 years relevant experience required.

**Key Responsibilities:** Process functionality within a Waste Treatment Plant/ Waste Water Treatment Works and associated installations, Responsible for valve operation to control and regulate water levels and flow to and from storage units. Regulate chemical levels; activate/ de-activate pumps to commence/ stop the movement of treated/untreated waste water. Report on plant conditions to Supervisor. Execute instructions to address deviations / disruption to process and mechanical operations, The KPA necessitate incumbent to be physically fit and work outside normal working hours during emergencies and planned overtime. Attends to procedural administration requirements.

### PUMP OPERATOR X 2 (Re-Advert)

Work Station: Technical Services (Water and Sanitation)

Term of Office: Permanent

Salary: R 186 225 – R 241 730 pa. (Excluding benefits) Task Grade 7.1

**Requirements:** Drivers licence code 14 (EB and EC) to code 8 (B). Departmental proficiency test, 1-2 years' experience.

**Key Performance Areas:** Inspect pump station to ensure standard outcome, opening/closing valves to specific limits to control levels and regulate flow from/ to storage units. Communicating with the immediate superior, verbally transmitting information on plant condition, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process and mechanical operations. Logging specific activities/ outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval. Clearing and unblocking inlets, outlets, valves, filters and daily trimming shrubs/connections, removing debris using hand held tools (shovel, fork, etc.) and pressurized water systems to remove/ flush blockages.

## LABORATORY ASSISTANT

Work Station: Technical Services (Water and Sanitation)

Term of Office: Permanent

Salary: R 247,636 – R 321, 435 pa. (Excluding benefits) Task Grade 9.1

**Requirements:** Grade 12 with Mathematics and Science, valid driver's license (Code B), Computer Literate At least 6 to 12 months experience in a similar environment.

**Key responsibilities:** Assist technicians with conducting chemical and physical analysis and the preparation of lab, general chemical reagents and media. Assist and perform the operation of basic requirements and equipment required for the quality monitoring (AOM) network stations and laboratories. Maintain good standards in terms of general laboratory housekeeping and health and safety. Perform and assist in the regulation of basic stock and consumable level including the procurement and disposal of chemicals and other consumables. Assist with ISO 17025 maintenance / accreditation and application of basic laboratory information management system (LIMS). Assist with the handling of samples from sample receiving area (SRA) or clients and assist with basic administrative function including data retrieval, reporting and projects. Analyse quality control of drinking water, sewerage and industrial effluent discarded in ecologically sensitive areas, general laboratory activities e.g., unpacks and stores chemical agents, assists with minor maintenance and repair on laboratory equipment, perform routine physical, bacteriological and chemical analysis of drinking water, waste water, industries and rivers, Ensure adherence to all Health and Safety regulations, calibrating laboratory equipment, Clean infected test appliances, floors and working surfaces to maintain aseptic conditions

## SOCIAL SERVICES DEPARTMENT

### CHIEF LIBRARIAN

Work Station: Sport Arts Culture & Facilities

Term of Office: Permanent

Salary: R 437,506 – R 567,911 pa. (Excluding benefits) Task Grade 13.1

**Requirements:** Bachelor Degree in Library & Information Science /B.Blibl / B. Tech: LIS / B. Inf (Hons) or PG Dip LIS or equivalent 4-year post matric qualification; Computer literacy; and Registered member of LIASA. 5 - 8 years' relevant experience with supervisory experience, valid driver's license

**Key responsibilities:** Co-ordinate the operation of the library services and monitor the execution of procedural sequences/ requirement associated with aligning standards to meet customer objectives, attending to the acquisition, organisation of information and interacting and providing uses with information from various media, creating and environment conducive to learning through the arrangement of displays and signage of new library material and attending administrative reporting and record updates, Manages all operations and administration associated with the efficient and effective running of the library supervise, control personnel performance and productivity and instill discipline.

Candidates applying for these positions must meet the core- competencies as set out in the Local government: Municipal Staff Regulation No.45181 of 20 September 2021.

**NB:** Candidates shortlisted for positions involving hazardous condition will be required to provide fitness Certificate upon appointment at their own cost.

Applications must be submitted on the prescribed application form obtainable from the HR Office/Municipal website: [www.thembelesanehlim.gov.za](http://www.thembelesanehlim.gov.za). An application must include a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The Acting Municipal Manager: Thembelesane Hani Local Municipality, Private Bag x 4041, Empumalanga, 0458 or can be deposited at Thembelesane Hani Local Municipality Stand No 24 Kwaggafontein C in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful. The municipality reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

Thembelesane Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipality Employment Equity Plan.

CLOSING DATE: 12 September 2022 @ 15H30

For more information contact: Human Resources: Ms NP Tjia (013) 986 9169.

M.STSEBE  
ACTING MUNICIPAL MANAGER