



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following position.

SENIOR SUPERINTENDENT: HOPETOWN

REQUIREMENTS

- Grade 12 plus 5 years work experience on a managerial level
- B Degree Civil Engineering
- National Certificate Water purification NQF 4-5
- National Certificate Water Reticulation NQF 4-5
- Code EB Drivers Licence
- Certificate Blue & Green drop Water Processes
- Good Financial Management skills
- Excellent problem solving and report writing skills
- Have good oral and written communication skills
- Be computer literate and have good knowledge of Windows spreadsheet application
- Advance knowledge and understanding Blue & Green drop Water Processes

DUTIES: KEY PERFORMANCE AREA

- Performs activities and tasks associated with the management, planning and monitoring of all public activities, in consultation with the immediate supervisor.
- Planning and prioritizing activities on a daily, weekly, monthly, annual basis within the Technical Department
- Supervising personnel/ subordinates, leading and guiding staff in terms delegation of tasks, controlling and managing outputs and executing of diplomatic handling of critical personnel situations
- Supply direction and advice to personnel and also ensured that personnel apply discipline that will always ensure that the credibility and integrity of the Municipality is not compromised
- Managing the leave within the Technical Department by approving the leave and continuous monitoring
- Management of overtime worked in the department effectively in consultation with the immediate supervisor
- Serve as a resource with regard to all aspects of Technical issues and the contact person between the Municipality and the consulting engineers and civil contractors of projects within the Municipal Area
- Prepare and submit weekly, quarterly and monthly reports and continuous evaluating and make appropriate recommendations where applicable
- Managing the Technical Department's budget and provide input when applicable to immediate supervisor
- Submit inputs/ proposals relating to the Council's IDP and Budget
- Renders a Financial Management function by drawing up an annual budget for the Technical Department for a 3 year period
- Overseeing and manage expenditure control within the Technical Department

- Identifying problem areas within the Department and finding relevant innovative strategies/ solutions for various problems
- Assists and providing input and complies with policies by preparing Council items relevant to Technical Department and afterwards ensuring implementation and continuous monitoring thereof
- Managing, oversees and controlling of the activities of the workshop and fleet management
- Supervises subordinates in the stores by continuous supervision, assisting with stock control and the purchasing thereof
- Giving instructions regarding the implementation of Councils policies and Collective agreements through on-going communication
- Attending to grievances and recommending appropriate disciplinary actions
- Manage the discipline within the department with by ensuring good communication through regular staff meetings and daily interaction with sub-ordinates
- Adhering to Health and Safety regulations as set out in Council Policy and accordance with the Occupational Health and Safety Act
- Managing the Blue and green drop processes within the Municipality
- Reporting to the Technical Manager

Remuneration: Annual salary based on Notch 1 Task Grade 14 of Category 1 Local Authority

Closing Date: 06 November 2015

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials and ID document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

Please forward applications to:

Municipal Manager
Thembelihle Municipality
Private Bag X3

HOPETOWN

8750

Tel: 053-2030005/8/442

Enquiries: Acting Manager: Technical Services, attention **Mr S Marufu**