



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

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www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT (PERMANENT)

NOTICE NO: 7/2022

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: TECHNICAL SERVICES

POST: SUPERINTENDENT STRYDENBURG

MONTHLY SALARY: R38 229.17 (Task Grade 14 Notch 1 of a Category 1 Local Authority).

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension Fund Benefits
- Medical aid fund benefits
- Leave benefits

KEY REQUIREMENTS:

- Grade 12 plus 5 years work experience on a managerial level
- B Degree Civil Engineering
- National Certificate Water and 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
- Mechanical Knowledge will be added advantage
- Knowledge of building plans

- Knowledge of operations & water borehole and pump operations.

FUNCTIONS AND RESPONSIBILITIES

- 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 of delegation of tasks, controlling and managing outputs and executing of diplomatic handling of critical personnel situations
- Supply direction and advice to personnel and also ensure 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 continuously evaluate 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 incorporating the towns of Strydenburg and Hopetown Northern Cape Province, Republic of South Africa
- 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 subordinates
- 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

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Manager Human Resource and Administration, Mr P. Jafta at 053 2030 005/8.

Closing date: 21 October 2022 at 12h00

Adv LMR Ngoqo
Municipal Manager
Thembelihle Municipality
PO Box X3
HOPETOWN
8750
Tel: 053 2030 005/8

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

