

VACANCIES

DEPARTMENT: CORPORATE SERVICES

Post: Manager: Human Resources Management

Post Level: 03 Salary Scale: R705 562.05 p.a.

Requirements: B Degree in Human Resources Management or equivalent. A minimum of 3-4 years in supervisory level. Knowledge and understanding of all employment Legislations, policies and trends. Good interpersonal and communication skills. Advanced Computer literacy skills. **Key Performance Areas:** Overall Management of Human Resources Management, Labour Relations, Occupational Health and safety, Employee Wellness. Develop and maintain Human Resources Management policies for the municipality. Develop and provide Employee Assistance Programme for the municipality. Manage HR Budgeting process. Oversee the entire recruitment processes. Promote a healthy working environment for employees. Responsible with provision on employees' benefits. Provide advice on human resource related matters.

Post: Administrator: Fleet Management

Post Level: 08 • Salary Scale: R307 911.88

Requirements: Grade 12, Diploma in Public Management or equivalent. 2 year relevant experience. Computer literacy (Excel and Word processing).

Key Performance Areas: Request to purchase pool vehicles. Requesting, petrol & diesel cards. Store vehicle keys, spare keys, petrol & diesel cards, and tracking tag for pool vehicles. Responsible for maintenance and repair of pool vehicles. Keeping records of all Vhembe District Municipality vehicles. To ensure that logbooks, itinerary, inspection forms, petrol and diesel cards are always maintained. Inspection of pool, disaster centre and fire stations vehicles. Compile monthly returns. Takes reasonable steps to safeguard vehicles.(installing tracking device to all VDM vehicles).

Post: Administrator: Payroll Benefits and Deduction X3

Post Level: 08 • Salary Scale: R307 911.88

Requirements: Grade 12, Diploma in Human Resources Management or equivalent. 1- 2-year relevant experience. Computer literacy (Excel and Word processing). Knowledge in Human Resources and Payroll Administration. **Key Performance Areas:** Capture all temporary adjustment received from all departments e.g. overtime, standby etc. Implement new and changed stop orders. Preparing third party schedule and sent it to the relevant companies. Process legal instruction i.e. emoluments attachments orders, administration orders.

Post: Administrator: Records X3

Post Level: 08 • Salary Scale: R307 911.88

Requirements: Grade 12. Diploma in Basic Archives and Records Management or Diploma in Public Management. Communication Skills. Computer Skills. Report writing Skills. Computer literacy. 2 years' relevant experience. **Key Performance Areas:** Recording of all incoming and outgoing mails. Opening of files. Closing of files. Keep registers of incoming and outgoing mail. Filing of documents. Faxing of Documents. To render assistance in opening post bag. Maintenance of remittance register.

DEPARTMENT: BUDGET AND TREASURY

Post: Accountant: Billing

Post Level: 04 • Salary Scale: R 505 498.82

Requirements: Bcom Degree /National Diploma Financial Management, Cost Management Accounting. Minimum 3 years' relevant experience. Sound knowledge of MFMA. Valid driving license. Report writing skills. Computer literate (MS word ,excel ,access and power point). **Key Performance Areas:** Monitor billing to ensure the charging of services and the receiving of payments for services rendered. Monitor ledger control against the debtor control accounts. Monitor variance reports to ensure that correct meter readings have been captured. Implement Council's indigent policy on households who qualify for indigent subsidies. Review correctness of direct deposits on bank statement and allocate deposits to relevant accounts. Verify reconciliation of cash collected against what is captured on the system

Post: Assistant Accountant: Revenue x4

(Makhado, Thulamela, Mutale and Head Office)

Post Level: 05 • Salary Scale: R 446 563.51

Requirements: National Diploma Financial Management, Bcom (Accounting) or Cost Management Accounting. Minimum 2 years' relevant experience. Sound knowledge of MFMA. Valid driving license. Report writing skills. Computer literate (MS word, excel ,access and power point). **Key Performance Areas:** Supervision of cashiers. Opening and closing of cashiers on Munsoft. Balancing of cashiers on a daily basis. Review correctness of direct deposits on bank statement and allocate deposits to relevant accounts. Clearing of unidentified deposits. Verify reconciliation of cash collected against what is captured on the system.

Post: Administrator: Expenditure x2

Post Level: 08 • Salary Scale: R307 911.88

Requirements: grade 12, National Diploma in Financial Accounting or Equivalent in the field of finance. Computer literacy and knowledge of windows spreadsheet application. Knowledge of MFMA. CPMD Certificate will be an added advantage. 1 to 2 year experience on payment of creditors. **Key Performance Areas:** Preparation and capturing of payments. Preparation of monthly payment reports. Filing of payment vouchers. Retrieving of vouchers requested by auditors. Attending to creditors enquiries. Any other duty assigned by the supervisor.

Post: Administrator: Supply Chain Management x2

Post Level: 08 • Salary Scale: R307 911.88

Requirements: Grade 12, National Diploma in Business Management, Financial Management, Economics, Accounting, Logistics or equivalent in the field of finance. Computer literacy and windows spreadsheet application. 1-2 years' experience. **Key Performance Areas:** Request quotation from the suppliers. Selection of suppliers from the data base. Processing of orders. Confirmation of orders to suppliers. Capturing and upgrading of supplier database.

Post: Administrator: Revenue X5

Post Level: 08 • Salary Scale: R307 911.88

Requirements: Grade 12, Diploma in Accounting/ Financial Management, Cost Management Accounting or equivalent in the field of finance. 1 to 2 year relevant experience. Computer literacy (Excel and Word processing). Ability to work with public and performing other relevant administrative and counter duties. Knowledge in Municipal Finance Management Act. **Key Performance Areas:** Receipting of cash and cheque payment. Preparation of daily cash report and monthly report. Allocation of money received. Balancing of cash received with the Accountant. Any other duties delegated.

Post: Administrator: Credit Control and Customer Services X2

Post Level: 08 • Salary Scale: R307 911.88

Requirements: Grade 12, Diploma in Accounting or equivalent in the field of finance. Knowledge of local government legislation particularly MFMA. CPMD/MFMP will be an added advantage. At least 1-2 years' experience in the field of finance. Code B driver's license. **Key Performance Areas:** Assisting customers on a daily basis. Preparing adjustments files. Attending to customer enquiries. Updating of customers information in financial system. Recording of all queries raised by customers. Any other duties delegated.

DEPARTMENT: COMMUNITY SERVICES

Position: Divisional Officer

Post Level: 06 • Salary Scale: R394 565.35

Requirements: Grade 12. Fire one & two. Hazmat Awareness /Operation. BAC. Diploma in Fire Technology or any other related qualification. CODE C1 Driver's License with PrDP. Six or more years' Experience. **Key Performance Areas:** Overall management of the fire station. Enforcement of Municipal Emergency Services by-laws. Implement operational and administrative policies including relevant legislations. Compile fire reports and conduct fire investigations. Organize resources to ensure readiness of the fire station for response. Training of personnel and conduction of public awareness campaigns. Co-ordinate repairs and maintenance of station resources. Resume incident management responsibilities in all major incidents.

Position: Station Officer X6

Post Level: 07 • Salary Scale: R348 621.97

Requirements: Grade 12. Hazmat awareness & operational. Fire Fighter 1&2. BAC/Life Support. Higher certificate in Fire Technology or any other related qualification. 5 or more years in operational section. CODE C Drivers License with PrDP. **Key Performance Areas:** Shift manager. Enforcement of Municipal Emergency Services by-laws. Deputize Divisional Officer in his absence. Respond to major incidents. Organize resources to ensure readiness of the station for response. Compile incidents reports and conduct fire investigations. Ensure compliance with all SOPS (Standard operating procedures). Co-ordinate repairs and maintenance of station resources. Preplan major risks to ensure smooth and efficacious response. Handle queries from the public in connection with calls reported and attended. Compile yearly leave rooster. Undergo prescribed training from time to time. Take responsibility of all HR matters to ensure compliance to all municipal policies. Manage the discipline and handle grievances of personnel. Perform any other duty as delegated by the Chief Fire Officer. Assist the Chief Fire Officer with operational plans.

Position: Fire Instructors X2

Post Level: 07 • Salary Scale: R348 621.97

Requirements: Grade 12. Fire Instructor Certificate. Degree or National Diploma in Fire Technology. Computer literacy. Drivers Licence with PDP. 3 years' experience in Fire and Training services. Sound knowledge of applicable legislations. **Key Performance Areas:** Planning presenting and evaluation of various fire fighting courses. Ensure quality control of training courses. Assist in the ordering and purchasing of the required stationery, related courses materials and monitor its use. Keep database of all trainees and their records. Coordinate internal and external training. To perform standby duties. To perform standby duties. Prepare annual leave roosters and submit them to senior divisional officer. Coordinate demonstrations to visiting school and public. Enforcement of emergency bylaws. Complete personal attendance register. Conduct awareness campaigns. Supervise daily inspection of all vehicles, building, machinery and equipment. Perform any other duty as prescribed by the Chief Fire Officer. Participate in the preplanning activities of the section.

Position: Response and Recovery Coordinator X2

Post Level: 04 • Salary Scale: R505 498.82

Requirements: Grade 12. Diploma/Degree in Disaster Management. 3 years' experience working in disaster Management field. Computer Literacy. Drivers Licence. **Key Performance Areas:** Ensuring that response and recovery activities comply with Municipal with municipal regulations, requirements and priorities. Develop, implement and review disaster response plans. Liaising and advising stakeholders on issues related to mitigation, response and recovery procedures. Ensuring preparedness through availability of relief materials to assist disaster victims. Developing educational and community outreach programs. Responsible for organization of personnel and facilities in times of disaster. Conducting disaster drills and exercises with the community first responders and locals officials. Recruit, train and coordinate flied staff volunteers. Monitors, purchase and distribution of disaster relief materials. Participate in assessment of damaged infrastructure post disaster. Involvement in funding arrangements to ensure that disaster risk management are funded adequately and in a sustainable way. Coordinate meetings to monitor progress of disaster projects. Collaborate with community based organizations, non-governmental organization and all other stakeholders involved in disaster management.

Position: Control Room Attendant X4

Post Level: 09 • Salary Scale: R249 603.17

Requirements: Grade 12 plus National Certificate in Office Administration or equivalent. 1 year relevant experience. Computer Literacy. Good Interpersonal Skills. Communications Skills. **Key Performance Areas:** Answering incoming calls and extracting necessary information from citizens and evaluate them to determine the nature and urgency of the call. Dispatch the appropriate Fire Service/response unit(s) of the applicable fire house/fire department. Keeping track of the status and location of all fire apparatus. Transmit messages and information to Fire Services platoon responding to calls. Maintain accurate record of all Fire Service apparatus and personnel movement. Maintain an accurate log and record of all received calls.

Position: Senior: Environmental Health Practitioner (EHP) X12

Post Level: 07 • Salary Scale: R 348 621.97

Requirements: A Matric (Grade 12). A National Diploma in Environmental Health or/ B-Tech in Environmental Health. Registered as an Environmental Health Practitioner with HPCSA. A valid driver's licence. Computer literacy. 3 years' work experience as Environmental Health Practitioner. Excellent communication skills. Completed 1-year community services. **Key Performance Areas:** Supervise Environmental Health Practitioners to effectively render EHS services. Liaise with persons, institutions and authorities about environmental health and preventative health. Assist the District Coordinator with financial and human resources administration. Institute prosecution against authors of nuisance. Conduct routine inspections to all food and non-food premises to ensure compliance with health legislations and taking action to improve conditions. Investigate outbreak of (notifiable) infectious diseases and take measure to contain it, working together with the outbreak response team. Render (land, air, water and noise) pollution control and waste management services. Investigate complaints of any nuisance or health hazard from the public. Give public health advice on planning and licenses applications. Conduct health education and other environmental health awareness campaign. Monitor and evaluate environmental health issues in circumcision schools. Monitor safe handling and utilization of pesticides. To supervise and the Satellite office.

DEPARTMENT: TECHNICAL SERVICES

Post: Water Planning Technician

Post Level: 05 • Salary Scale: R446 563.51

Requirements: National Diploma in Civil Engineering. At least 3 years' experience in local government. Have a good understanding relevant municipal legislative frameworks. Knowledge of national water Act; water services Act. Computer literate. High technical; administration and communication skills. Valid driver's licence. Must be prepared to work under pressure and beyond scheduled timeframes. **Key Performance Areas:** Coordination of the district municipality, local municipality and sector departments integrated development plan (IDP) process on water services. Negotiate and liaise with all relevant stakeholders including, local municipalities on community needs. Prepare business plans for funding application to government and private organization. Compile specifications including terms of reference of water supply projects. Supervise and coordinates the scoping of project scope of work. Assess feasibility and technical report. Prepare and evaluates budget for projects and perform any administrative work relate to water services functions.

OFFICE OF THE MUNICIPAL MANAGER

Post: Security Guard X4

Post Level: 15 • Salary Scale: R118, 067.49

Requirements: Grade 10. Grade 12 will an added advantage. Security certificate E-C. 1-2 Years applicable experience. **Key Performance Area:** Access control - by conducting regular checks at entrance and exit points so as to tighten up security and putting control measures in place. Keep security register on duty and record all occurrences at work by making entries on visits and recording any resource s of check points so as tighten up security. Patrol and guard movable and immovable assets by conducting foot & vehicle patrol by means of shifts so as to secure and ensure proper flow of municipal assets. Ensure safety and security in all premises of the municipality by checking if all doors are locked, and check if all municipal vehicles are taken out are in good condition and signed for and also signed back still in good condition.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:The Municipal Manager; **Vhembe District Municipality; Private Bag X 5006; Thohoyandou; 0950** or Hand Delivered to the **Registry Office, Vhembe District Municipality, Old Parliament Building, Government Complex next to Khoroni Hotel.**

Application must be submitted on the signed VDM HR application form, obtainable on the website (www.vhembe.gov.za) accompanied by a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications. *Applications without the above will not be considered. Vhembe District Municipality reserves the right to / not to make appointments. If no response is received from Vhembe District Municipality 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

NB: Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks. Fax and E-Mail applications will be not accepted. Applications received after the closing date and time will not be considered.

Fraudulent qualifications or documentation will immediately disqualify an applicant. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant. Successful candidates will be expected to enter into an annual performance agreement/contract with the Municipal Manager for each financial year for the duration of the employment relationship.

Enquiries on the above should be directed to **Recruitment Officer at 015 960 2042/2233/2232/2234**

CLOSING DATE: 19 April 2021