



## INTERNAL/EXTERNAL ADVERTISEMENT

*As a well-established local municipality of integrity and a leader of best practices, Dihlabeng Local Municipality is a high performance organisation, gearing itself towards a World Class City offering challenges and opportunities to all its employees at all levels.*

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision for appointment in the following positions:

### OFFICE OF THE MUNICIPAL MANAGER

#### MANAGER: MARKETING AND COMMUNICATION

**Salary:** Job level 2 of a Grade 8 Municipality (salary negotiable).

**Qualifications:** A relevant B degree in Communication or equivalent. A minimum of 3 years' experience in media, communications, marketing or a related field.

**Duties:** Manage application and processes associated with the organisation and provision of information and support on the aims, objectives and plans to develop the communication and marketing strategies for the municipality. Plan and execute deliverables with respect to marketing and communication. Co-ordinate and control the key performance areas of the marketing functionality through the identification of needs, perception and requirements within and outside the organisation. Develop, monitor and evaluate communication strategies of the Municipality. Handle all media publicity of the Municipality, including enquiries from the media.

#### MANAGER: INFORMATION TECHNOLOGY

**Salary:** Job level 2 of a Grade 8 Municipality (salary negotiable).

**Qualifications:** A relevant B degree or National Diploma in Information Technology. Code EB driver's licence. An appropriate level (2 years) in Information Technology.

**Duties:** Communicate with the immediate superior on aspects pertaining to enduser computing and/or equipment/application requirements. Maintain data dictionaries/directories and control the distribution and retention of data on various storage devices. Perform upgrades and repairs to components and devices. Set up, install and test new units prior to handover and monitor functionality in the live environment.

### DIRECTORATE: FINANCE

#### MANAGER: SUPPLY CHAIN

**Salary:** Job level 2 of a Grade 8 Municipality (salary negotiable).

**Requirements:** An appropriate B degree or national diploma with three to five years' experience of Supply Chain Management. Sound knowledge of the South African Legal System Act and Municipal Finance Management Act.

**Duties:** Manage the key performance areas and result indicators associated with the provision of an effective supply chain management service to core service delivery functions by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines. Develop and implement relevant supply chain management policies capable of satisfying business requirements and align document management systems to facilitate effective circulation, response, storage and retrieval. Identify and define the immediate, short and long-term objectives/plans associated with the provision of administrative support to the Department by conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/procedures for implementation. Analyse and align requirements with operating capacity and capability. Evaluate and comment on the applicability of specific key performance indicators and measures against outcomes detailed in the department's Business and Strategic Plans.

### DIRECTORATE: PUBLIC WORKS

#### MANAGER: HUMAN SETTLEMENT

**Salary:** Job level 2 of a Grade 8 Municipality (salary negotiable).

**Requirements:** An appropriate tertiary qualification. A legal background will be an advantage. Five years' experience in housing and property management or in a related environment is highly recommended.

**Duties:** Manage the key performance areas and result indicators associated with the provision of an effective housing service to core service delivery functions by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines. Manage Human Resources in the housing unit, prepare budget and implement it for the section. Coordinate, manage and control the activities of the division and specific Administrative actions of the housing and property sections.

#### MANAGER: ELECTRICITY

**Salary:** Job level 2 of a Grade 8 Municipality (salary negotiable).

**Requirements:** BSc Electrical Engineering or BTech Electrical Engineering.

**Duties:** Manage the key performance areas and result indicators associated with electrical reticulation and electrical systems through investigation, analysis and interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and long-term service delivery objectives. Prepare reports to Council via Standing Committees by carrying out the necessary research and drafting the report to ensure that Council is aware of the technical status of the infrastructure, of problems experienced, of information on trends in the industry and for the recommending of policies. Recommend consumer account adjustments to Finance by investigating consumption and readings to ensure that accounts are adjusted after metering disputes.

### DIRECTORATE: COMMUNITY SERVICES

#### MANAGER: TRAFFIC AND FIRE

**Salary:** Job level 2 of a Grade 8 Municipality (salary negotiable).

**Requirements:** Diploma in Institute for Traffic Officer (ITO III) or equivalent and certificate in Fire Technology and 3 - 5 years' managerial experience.

**Duties:** Manage and perform tasks/activities associated with the provision of traffic and fire delivery objectives with respect to maintenance of parks, gardens and recreational facilities.

### OFFICE OF THE MUNICIPAL MANAGER MANAGEMENT OF THE PROJECT MANAGEMENT UNIT

#### OPERATIONAL RESPONSIBILITIES

The Project Management Unit will be responsible for the management of the local infrastructure programme as well as physical project implementation activities.

#### PROJECT MANAGER/ENGINEER/CONSULTANTS

##### Key functions:

- Integrating, coordinating, project-managing and financially administering the MIG in his area of jurisdiction;
- Ensuring project compliance with all applicable legislation, policies and conditions applicable to MIG;
- Conducting project performance and cash flow reviews;
- Liaising with the Provincial and Senior MIG Manager as well as other line function departments through formal regular evaluation/progress meetings and on an ad hoc basis;
- Managing the PMU team and their respective outputs;
- Delivering technical support and evaluating proposed project in alignment with the respective municipal IDPs and the regional and provincial growth and development plans;
- Project-managing labour-intensive projects in line with the EPWP framework and the related reporting requirements;
- Arranging regular project progress meetings;
- Socio-economic impact assessments detailing how the MIG programme has impacted on the communities and municipalities in terms of skills development, community involvement, municipal partnerships, local economic development and how the lives of the communities have improved;
- The facilitation of backlog studies and environmental impact assessments of projects when necessary.

##### Requirements:

- Appropriate Expertise and Experience in managing the Project Management Unit, with fully developed technical skills at NQF 7 or above.

**Applicants should submit their letters of application, CV and certified copies of their certificates to:**

The Municipal Manager  
PO Box 551  
BETHLEHEM  
9700  
E-mail: [recruitment@dihlabeng.co.za](mailto:recruitment@dihlabeng.co.za)

**NB: Faxed applications shall not be considered.**

**Closing date: No later than Friday 8 October 2010 at 16:30.**

**Enquiries: Mr TE Posholi on tel: 058 303 5732 (X 2285).**

The Council reserves the right to appoint or not appoint any candidate if in its view no suitable candidate could be found. Canvassing for appointment to the position and corroborating proof thereof will result in the disqualification of a candidate. Candidates who meet the abovementioned competencies will be appointed. Candidates should note that some or all of the abovementioned competencies may at the discretion of the Council be formally assessed as part of the selection process. If you have not been contacted within 30 days after the closing date of this advertisement, please accept that your application was unsuccessful. **The Council will not pay travelling costs for attending interviews.**

Dihlabeng Local Municipality subscribes to the provisions of the Employment Equity Act, 1998 and applications from designated groups are specifically encouraged to apply.

THABISO TSOAELI  
MUNICIPAL MANAGER

9A Muller Street East  
PO Box 551,  
BETHLEHEM  
9700

NOTICE NO: 06/2010