



Suitably qualified persons are invited to apply for appointment in the following positions

1. DIRECTORATE: FINANCE SUPPLY CHAIN MANAGEMENT SUB-DIRECTORATE GM: SUPPLY CHAIN MANAGEMENT

QUALIFICATIONS: B Degree in Finance or equivalent qualification.

EXPERIENCE: Relevant managerial experience at a senior level in financial field. Knowledge of applicable legislature in Supply Chain Management will serve as a recommendation.

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Compilation and monitor of contracts and service level agreements.
- To ensure the presence of internal audit and antifraud and project owners during tender opening.
- Monthly stocktaking.
- To ensure effective, efficient and accountable Supply Chain Management systems.
- To ensure and promote fairness, equity, transparency, competitiveness and cost effectiveness.
- To manage stock in an effective and efficient manner.

ADDITIONAL REQUIREMENTS:

- Accuracy.
- Responsibility
- Communication Skills
- Bilingual. Proficiency in at least two (2) official language of Municipality.

SALARY GRADE: 003

2. OFFICE OF THE CITY MANAGER FLEET MANAGEMENT SUB-DIRECTORATE 2.1 WORKS INSPECTOR

QUALIFICATIONS:

Secondary Qualification N4 with Maths and a Trade Certificate in mechanical field or a N. Diploma in Mechanical Engineering.

EXPERIENCE:

A minimum of five (5) years experience in medium to large mechanical repair workshop environment.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- The main duty is to perform quality control inspections of pre- and post work repairs in order to determine whether repair and maintenance work were done according to requirements and general good workmanship.
- To analyse and trace defects and other breakages in order to identify the cause or reason for such breakdown and to draw up procedures, processes or work instructions in order to reduce such preventable breakdowns.
- Checking, updating and recording of all applicable warranties.

- Report non conformance, recommend and implement remedial actions.
- Provide daily reports regarding status of all critical fleet.

ADDITIONAL REQUIREMENTS:

- A valid code EB driver's licence
- Good reading, writing, computer, communication, supervisory skills.
- Knowledge of CMMS (Computerized Maintenance Management Systems)
- A good sense of accuracy to precisely identify parts that need repairs with an average intelligence and administratively strong.
- Good technical knowledge and fault finding skills, in order to make logical / reasonable decisions regarding mechanical repair work and whether such repairs should be done by outside service providers. Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 008/007

2.2 QUALITY CONTROLLER (TWO (2) POSTS)

QUALIFICATIONS:

Qualified petrol / diesel mechanic (N3 certificate). Proficiency in at least two (2) official language of Municipality.

EXPERIENCE:

A minimum of five (5) years experience in a medium to large vehicle repair facility.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- The main duty is to perform quality control inspections on all repair work done and to coordination all relevant tests after completion of vehicle repairs.
- Internal and external customer specifications compliance.
- Checking, updating and recording of all applicable warranties.
- Report non conformance, recommend and implement remedial actions.
- Quality inspections both on and off sites, control and enforce statutory compliance.
- Provide daily reports regarding status of all critical fleet.

ADDITIONAL REQUIREMENTS:

- A valid code EB driver's licence.
- Good computer and communication skills.
- Good technical fault finding skills
- Knowledge of CMMS (Computerized Maintenance Management Systems) and experience in preparing vehicles for Certificate of Roadworthiness test
- Experience in construction machinery repairs
- Experience in scheduled services. Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 008

2.3 VEHICLE MECHANIC//SENIOR (BLOEMFONTEIN)

QUALIFICATIONS:

N3 certificate for petrol / diesel Mechanic plus trade test certificate. Acceptable state of health in such a manner that inherent duties linked to the position can be performed.

EXPERIENCE:

A minimum of three (3) years experience as a Mechanic on heavy load vehicles and construction equipment. Senior level requires four (4) years in-house experience.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Repairing and servicing of vehicles and equipment.
- Performing standby duty on rotational basis.
- Performing field services.
- Attending to vehicles and equipment breakdowns.

ADDITIONAL REQUIREMENTS:

- A valid code EC driver's licence with a valid PDP
- Basic Computer and Communication skills
- Good technical fault finding skills
- Bilingualism
- Permanent resident of Botshabelo, Thaba Nchu or Bloemfontein.
- Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 009//008/1

2.4 METAL WORKER/WELDER//SENIOR

QUALIFICATIONS:

N4 with Maths and a Trade Certificate as Welder. A valid code EC driver's licence with a valid PDP. Acceptable state of health in such a manner that inherent duties linked to the position can be performed.

EXPERIENCE:

A minimum of two (2) years of appropriate experience and knowledge of welding trade. Senior level requires four (4) years in-house experience.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Perform metal and welding work in order to do repairs and maintenance work on various machinery within the municipality.
- To do work card and task time management of the assistant / trade worker as and where required.
- To be up to date with the working and application possibilities of workshop equipment, the correct use of tools, welding equipment, as well as the reading of drawings.
- Maintenance work includes the tracing of defects and other breakages, like oil- and water leaks on oil coolers, repairing other items, such as wheel barrows, dumping trailers, pallets for mould forms, etc., by means off welding, Oxide-acetylene cutwork, various metals heated with oxide-acetylene, welding and welding-soldering.

ADDITIONAL REQUIREMENTS:

- Average intelligence, good communication, administration, supervisory skills and a good sense of accuracy.
- To make logical and reasonable decisions regarding mechanical welding tasks..
- Good reading and writing abilities in order to read and understand drawings from which components should be fabricated.
- Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 009//008/1

2.5 FITTER AND TURNER//SENIOR (THREE (3) POSTS)

QUALIFICATIONS:

N4 with Maths and a Trade Certificate as Fitter and Turner. A valid code EC driver's licence with a valid PDP.

EXPERIENCE:

A minimum of two (2) years of appropriate experience and knowledge of fitting and turning. Senior level requires four (4) years experience.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- To do fault finding, repair and maintenance work on hydraulic systems and components, in particular on compaction vehicles, all sorts of pumps, lifting equipment, vessels under pressure (like air compressors), cranes, hydraulic platforms, forklifts, etc.
- To co-ordinate and control the set-up, work in progress and completion of specialised tasks / activities associated with the fitting and turning maintenance and repair work of plant, vehicle or equipment, including, monitoring and correcting the productivity and performance outputs of personnel and attending to routine / general administrative recording requirements contributing to the accomplishment of department objective.
- The incumbent will also be required to assist with the training program for fitter and turners.

ADDITIONAL REQUIREMENTS:

- A valid code EC driver's licence with a valid PDP
- Average intelligence, good communication, administration and supervisory skills.
- To make logical and reasonable decisions regarding mechanical fitting and turning tasks.
- A good sense of accuracy, reading and writing abilities in order to read and understand drawings from which components should be fabricated.
- Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 009//008/1

2.6 TRADE WORKER GR I//GR II//GR III//SPEC GR (AIR CONDITIONING)

QUALIFICATIONS:

Grade 9 qualification. Grade 4 ATBLA training certificate and a valid code EB driver's licence.

EXPERIENCE:

Two (2) years technical experience in air condition workshop environment.

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- To perform specific activities supporting the air conditioning and ventilation section during the maintenance and repair of plant and equipment, removing and replacing worn-out / damaged or defective components, loosening and fastening bolts, flushing and cleaning units, attending to and / or holding parts and / or clamps, etc., in place during the replacement for example of hoses, units, filters and covers and conducting audio-visual inspections and reporting on the operating functionality of specific units.
- To perform his / her duties independently with minimum supervision.
- Required to undergo further training.

ADDITIONAL REQUIREMENTS:

- Bilingual with Good Communications skills.
- Administrative and Supervisory skills
- Good reading and writing abilities in order to read and understand drawings from which components should be installed and maintained.
- Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 015-013//012-011//010//009/3

2.7 TYRE ATTENDANT

QUALIFICATIONS:

Grade 8 or equivalent and language proficiency in at least two (2) official languages of MLM.

EXPERIENCE:

A minimum of twelve (12) months of training in a tyre repair and exchange environment.

CORE DESCRIPTION:

The successful candidates will be responsible for the following functions:

- Assist with the receipt of tyres from suppliers.
- Tyre repairs by removing and replacing worn/defected tyres from vehicles.
- Remove and replace defected rims from vehicles.
- Assist the tyre controller with his/her duties.
- Perform general functions pertaining to the tyre maintenance of MLM fleet vehicles.

ADDITIONAL REQUIREMENTS:

- Communication skills
- Bilingualism
- Basic handing skills
- Logical and reasoning decision for safety purposes.
- Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 016

2.8 ARTISAN ASSISTANTS (FOUR (4) POSTS)

QUALIFICATIONS:

Grade 8 or equivalent and language proficiency in at least two (2) official languages of MLM and a valid code EB driver's licence.

EXPERIENCE:

A minimum of six (6) months working in medium to large mechanical workshop environment.

CORE DESCRIPTION:

- Give assistance to mechanics, welders, fitter and turners to perform daily tasks by handing tools, holding work pieces, etc.
- Must know safe work procedures and wear the necessary protective clothing.
- Putting away and tidying equipment and tools after each shift and during the day.
- Use of portable electrical and hand tools.
- Withdraw of special tools at tool store and returning it.
- Cleaning and clearing of tools, equipment from the work environment after completion of tasks by supervisor.
- Pick up and delivery of materials, parts and tools for transport to and from the workplace.

ADDITIONAL REQUIREMENTS:

- Basic tool handing and communication skills

- Bilingualism
- Logical and reasoning decision for safety purposes.
- Minimum of EB driver's licence.
- Physically fit with no health problems such as back injuries, knee problem, etc.

SALARY GRADE: 016

The closing date in respect of all positions will be **14 October 2011**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

GM: Human Resource Management

P.O. Box 3704

BLOEMFONTEIN

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest