



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

## **1. ECONOMIC DEVELOPMENT & PLANNING**

### **1.1 FIRST TOWN PLANNING ASSISTANT**

**REQUIREMENTS:** \* B. Degree or equivalent in Town Planning \* Candidate studying towards a degree in Town Planning will be considered \*

**EXPERIENCE:** \* Appropriate experience will serve as recommendation \*

**CORE DESCRIPTION:** \* The successful candidate will report to the General Manager: Planning Sub-directorate and will be responsible for the following functions:

- Prepares submissions and reports on applications received.
- Assists Town Planner with regards to all Town Planning applications.
- Attends to public enquiries, to update Town Planning Records.

**SALARY GRADE:** 013-011//010-008//007

## **2. FINANCE**

### **2.1 CHIEF ACCOUNTING OFFICER (ASSET MANAGEMENT)**

**REQUIREMENTS:** \* B.Com degree with Accounting II or equivalent qualification \*

**EXPERIENCE:** \* Relevant experience in an accounting environment that relates to asset management and administration of lease agreement \*

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

- Liaise with directorate in regard to service needs.
- Verification of service needs and procurement.
- Recording of lease agreements.
- Oversight in terms of conditions of the agreement.
- Oversight in terms of council policies and procedures.
- Provide information for inclusion in the financial statements
- Routine inspection and stocktaking

**SALARY GRADE:** 008

### **2.2 PART-TIME CASHIER (FOUR (4) POSTS)**

**REQUIREMENTS:** \* Grade 12 with Accounting \*

**EXPERIENCE:** \* Appropriate experience will serve as a recommendation \*

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

- Issue official receipts for remittances received by Council.
- Responsible to ensure that the total of remittances for which receipts have been issued is banked in Council's bank account.

**SALARY GRADE:** Hourly Remuneration (As and when needed)

### **3. INFRASTRUCTURAL SERVICES**

#### **3.1 VEHICLE MECHANIC//SNR**

**REQUIREMENTS:** \* Diesel mechanic with N3 or equivalent plus Trade Test Certificate. A valid driving license with PRDP is required \* Proficiency in at least two official languages of MLM. Acceptable state of health in such a manner that inherent duties linked to the position can be performed \*

**EXPERIENCE:** \* Three (3) years of relevant experience in a medium to large vehicle repair facility \*

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

- Diagnose faults on Municipal fleet vehicles, equipment and machinery (VEM), completing repaired and carry out services.
- Ensure VEM maintenance related documents and records are completed.
- Liaise with Supply Chain Management Unit on procurement of spares.
- Provide technical on job training and guidance to subordinates and perform quality checks.

**ADDITIONAL REQUIREMENTS:**

- Knowledge of Computerized Maintenance Management Systems (CMMS).
- Experience in preparing vehicles for Certificate of Roadworthiness tests will be an added advantage.

**SALARY GRADE:** 009//008/1

#### **3.2 TRADE WORKER GR I//II//III//SPEC GR (FLEET MAINTENANCE) (TWO (2) POSTS)**

**REQUIREMENTS:** \* Grade 8. Proficiency in at least two official languages of MLM. A valid driving license with PRDP is required \* Acceptable state of health in such a manner that inherent duties linked to the position can be performed \*

**EXPERIENCE:** \* Five (5) years relevant experience in a medium to large vehicle repair facility \*

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

- Diagnose faults on Municipal fleet vehicles, equipment and machinery (VEM), completing repaired and carry out services.
- Ensure VEM maintenance related documents and records are completed.
- Liaise with Supply Chain Management Unit on procurement of spares.
- Fleet maintenance and related tasks allocated by Supervisor.

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

#### **3.3 MECHANICAL INSTRUCTOR**

**REQUIREMENTS:** \* N5 with Trade Test Certificates. National driver training certificate or equivalent qualification. A valid code EC driving license with PRDP \* Proficiency in at least two (2) official languages of MLM. Acceptable state of health in such a manner that inherent duties linked to the position can be performed \*

**EXPERIENCE:** \* Appropriate technical knowledge and experience in vehicle, machinery and equipment operation training and evaluation thereof \*

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

- Perform general functions pertaining to technical training and development of all employees working at the municipality's maintenance divisions.
- To train and evaluates all drivers and operators of the Municipality fleet (Vehicles, Equipment and Machinery).

**SALARY GRADE:** 013/011

#### **3.4 FITTER & TURNER//SNR (THREE (3) POSTS)**

**REQUIREMENTS:** \* Secondary qualification N3 with Maths and a Trade Certificate as Fitter and Turner. A valid code EC driving license \*

**EXPERIENCE:** \* 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:

- Required to do fault finding, repair and maintenance work on hydraulic systems and components, all sorts

of pumps, lifting equipments, vessels under pressure (such as air compressors), cranes, hydraulic platforms, forklifts, etc.

- To coordinate 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, vehicles or equipment, including monitoring and correcting the productivity and performance outputs of support personnel and attending to routine / general administrative recording requirements contributing to the accomplishment of departmental objectives.
- To assist within the training program for fitters and turners.

**ADDITIONAL REQUIREMENTS:**

- Good Communications skills
- Administrative skills
- Supervisory skills
- To make logical and reasonable decisions regarding mechanical fitting and turning tasks.
- Good sense of accuracy to precisely fabricate parts with knowledge of fitting and turning.
- Good reading and writing abilities in order to read and understand drawings from which components should be fabricated.

**SALARY GRADE:** 009//008/1

**3.5 TRADE WORKER GR I//II//III//SPEC GR  
(FITTING & TURNING)  
(MECHANICAL MAINTENANCE)**

**REQUIREMENTS:** \* N2 technical qualification with relevant experience in Fitting and Turning field. A valid code EC driving license \*

**EXPERIENCE:** \* Two (2) years technical experience in Fitting and Turning workshop environment\*

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

- To perform specific activities supporting the fitting and turning section during the maintenance and repair of plant and equipment related to hydraulic systems and components, all sorts of pumps, lifting equipments, vessels under pressure (such as air compressors), cranes, hydraulic platforms, forklifts, etc.
- 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 safety devices.
- To perform his / her duties independently with minimum supervision.
- Required to undergo further training.

**ADDITIONAL REQUIREMENTS:**

- Good Communications skills
- Administrative skills
- Supervisory skills
- Good reading and writing abilities in order to read and understand drawings from which components should be installed and maintained.
- Bilingual

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

**3.6 TRADE WORKER GR I//II//III//SPEC GR  
(AIR CONDITIONING)  
(MECHANICAL MAINTENANCE)**

**REQUIREMENTS:** \* N2 technical qualification with relevant experience in air condition field. A valid code EC driving license \*

**EXPERIENCE:** \* Two (2) years technical experience in air conditioning 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:**

- Good Communications skills
- Administrative skills
- Supervisory skills
- Good reading and writing abilities in order to read and understand drawings from which components should be installed and maintained.
- Bilingual

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

### **3.7 FIRST ENGINEER**

**REQUIREMENTS:** \* BSC in Civil Engineering and professional registration with the Engineering Council of South Africa \*

**EXPERIENCE:** \* Five (5) years practical experience after obtaining the formal Engineering Qualification \*

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

- Evaluate monthly water consumption information
- Manage the process of metering for new developments.
- Monitor and controls expenditure on the Capital Budget.
- Carry of water balances, prepare tender documents for Contractors.

**ADDITIONAL REQUIREMENTS:**

- Code EB driving license
- Computer Literacy
- Communications skills
- Bilingual

**SALARY GRADE:** 004

### **3.8 ENGINEER-IN-TRAINING// SNR //FIRST ENGINEER (WATER LOSS MANAGEMENT)**

**REQUIREMENTS:** \* B. Tech Degree in Civil Engineer and professional registration with the Engineering Council of South Africa or (in the process to register will be an advantage) \*

**EXPERIENCE:** \* Four (4) years practical experience after obtaining the formal Engineering Qualification \*

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

- Network Analysis (Pipeline and Asset Management).
- Manage Consumer database.
- Reduce consumption.
- Project Management/Implementation.
- Pressure Management and Active leakage control.

**ADDITIONAL REQUIREMENTS:**

- Code EB driving license
- Computer Literacy
- Communications skills
- Bilingual

**SALARY GRADE:** 006//005//004

### **3.9 ENGINEER-IN-TRAINING// SNR //FIRST ENGINEER (ENGINEERING SERVICES)**

**REQUIREMENTS:** \* B. Eng (Civil) or B. Tech Degree in Civil Engineer and professional registration with the Engineering Council of South Africa or (in the process to register will be an advantage) \*

**EXPERIENCE:** \* Three (3) years experience in Civil Engineering \*

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

- To identify, do feasibility studies, prioritize projects and prepare business plans.
- To do preliminary designs of water and sanitation services for future needs.

- Design water and sanitation networks using CAD and computer analysis.
- To check design standards, drawings and documents of consultants.
- Comment on services for proposed new developments, subdivisions, consolidations, rezoning, etc. to establish future needs and services.
- Planning for new projects (IDP process).
- Handle public enquiries on water and sanitation related matters.
- General office administration.

**ADDITIONAL REQUIREMENTS:**

- Code EB driving license.

**SALARY GRADE:** 006//005//004

**3.10 PLANT CONTROLLER  
(BLOEMSPRUIT WASTE WATER PLANT) (ONE (1) POST)  
(MASELSPOORT WATER TREATMENT PLANT) (ONE (1) POST)**

**REQUIREMENTS:** \* Grade 12 or equivalent NQF 4 in Water or Waste Water Treatment with a code EB driving licence. Incumbent must be bilingual and have good communications skills \*

**EXPERIENCE:** \* Minimum of at least two (2) years experience \*

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

- To control the normal operation of the water or waste water treatment plant, subject to the daily instructions issued by the Senior Plant Controller, to ensure effective and efficient control over plant.
- General supervision and adhere to basic conditions of service.
- Perform any other related duties as instructed by Supervisor.
- Must be able to work independently without supervision and must take responsibility for the operations of a water or waste water treatment plant

**SALARY GRADE:** 012/010

**4. COMMUNITY & SOCIAL DEVELOPMENT  
4.1 HORTICULTURIST//SNR (THREE (3) POSTS)**

**REQUIREMENTS:** \* National Diploma in Horticulture/ Parks and Recreation Management \* Code EB driving license\*

**EXPERIENCE:** \* Experience in horticulture within local government environment will serve as a recommendation \*

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

- To effectively manage the horticulture function in the relevant sub-section in order to provide green, clean, well maintained sport fields and safe open spaces for Mangaung residents.
- Execute all administrative duties delegated to him/ her to ensure effective management of the sub-section.
- Responsible for the safe keeping of tools and equipment.

**SALARY GRADE:** 008//007

**5. OFFICER OF THE CITYMANAGER  
5.1 VIP PROTECTION SERVICE/DRIVER**

**REQUIREMENTS:** \* Grade 12 \* Code EB driving license \* Basic VIP protection course \* Advance driving course with accredited institution \*

**EXPERIENCE:** \* Appropriate experience will serve as a recommendation \*

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

- Transport the executive mayor / deputy mayor to and from, public events and functions.
- To check or evaluate venues attended by the executive mayor / deputy.
- Specific safety requirements or designated routes that have to be adhered to, prior to departure.
- To communicate with intelligence officials on specific safety requirements during travel.
- To apply agreed procedures to counteract or avoid life threatening incidents.
- To conduct a vehicle safety inspection.

- Interacting with protection services and external departments (SAPS) and security services in respect of high profile functions and possible volatile situations and comprehending safety instructions and contingency plan in cases of emergency.
- In order to ensure risk issues assessed and precautionary measures understood.

**ADDITIONAL REQUIREMENTS:**

- Communication skills
- Sense of accuracy

**SALARY GRADE:** 009/008

The closing date in respect of all positions will be **04 April 2009**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's 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**

**9300**

Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)

**We thank all applicants for their interest**