



(EXPRESS & WEEKLY)

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

1. OFFICE OF THE CITY MANAGER

1.1 GENERAL MANAGER: ANTI-FRAUD & CORRUPTION

REQUIREMENTS: * Relevant Degree/Diploma or equivalent *

EXPERIENCE: * A minimum of ten (10) years experience Law Enforcement Environment of which five (5) years should be related to investigations *

CORE DESCRIPTION: * The General Manager reports to the City Manager and shall:

- Manage and oversee total Operations of Anti-Fraud & Corruption Unit.
- Report all incidents or suspected incident of Anti-Fraud & Corruption to the City manager.
- Advice management by monitoring and evaluating Integrity Standards, (Abuse against Council Property, Code of Conduct, etc.)
- Development of Periodic report on an effective monitoring functionally of Anti-Fraud & Corruption Systems/Measures/Processes.
- Advising the City Manager and EMT on Anti-Fraud & Corruption Measures Implemented by the institution.
- Conducting preliminary investigation of Fraudulent Activities.
- Develop and manage the Operating Budget in order to ensure that the Unit Strategies and objectives are met.
- Ensure that the resources of the Unit are managed properly.
- Liaise with legal Department via the City Manager for settlement with guilty parties.
- Liaise with other Law Enforcement Agencies on matters of Anti-Fraud & Corruption via the City Manager.
- Developing and implementing Internal Anti-Fraud & Corruption Policies/Strategies.
- Initiate correct/disciplinary steps in case of non adherence with reference to prosecution and other processes. (Assist HR with regards to investigations and also giving evidence where needed during Disciplinary Hearings).
- Facilitate Anti-Fraud & Corruption Awareness Programs.
- Evaluate and improve Anti-Fraud & Corruption Measures and Procedures.
- Implement Preventative Anti-Fraud & Corruption Measures.
- Manage and minimize Fraud & Corruption.
- Ensure adherence to Policies & Procedures of Anti-Fraud & Corruption *

SALARY GRADE: 003 (Negotiable)

1.2 MANAGER: YOUTH DEVELOPMENT

REQUIREMENTS: * Grade 12 + equivalent, Project Management and extensive youth work experience and drivers license *

EXPERIENCE: * A minimum of five (5) years applicable experience in youth work, managerial skills *

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

- To co-ordinate youth work within Mangaung.
- Organize skills training for youth organization and youth in general
- To link and support youth and organization
- Co-ordinate sustainable projects for youth in collaboration with internal department and outside stakeholders.
- Monitor policy implementation and make inputs on youth matter.
- Manager youth center coordinators and their c\volunteers.
- Develop committee outreach programmes which relates to young people.
- Initiate linkages for the youth
- To do monthly reports to the chief of staff.
- To do lobbying and advocacy work.
- Source opportunities for young people.
- Advice the office and municipality on youth matters.

- To work with community/ward councilors *

SALARY GRADE: 004

2. ECONOMIC DEVELOPMENT & PLANNING

2.1 MANAGER: BIODIVERSITY MANAGEMENT

REQUIREMENTS: * National Diploma in Nature Conservation, agriculture or equivalent. Preferably B. Degree.

EXPERIENCE: * A minimum of five (5) years applicable experience of similar situations in a similar working environment (municipal) *

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

- To identify and define the immediate, short and long term objectives/plans associated with nature conservation and natural resources maintenance.
- Identifies with the Community Services strategy with respect to service delivery and defines, implements monitors the short term plans/objectives for the Biodiversity Management functionally.
- To implement procedures, systems and controls to regulate specific work sequences and general practices-process as dictated to in national environmental and nature conservation legislation and by-laws.
- To direct and control outcomes associated with utilization, productivity and performance of personnel within the Biodiversity Management Division.
- To co-ordinate and control processes associated with monitoring and enforcing compliance in respect of the requirements of specific Environmental and Nature Conservation Legislation and By-laws.
- To manage the implementation of strategies aimed at creating awareness to statutory requirements and environmentally friendly practices.
- To direct and control the professional, technical and operational outcomes associated with the functions related to nature conservation and resources management maintenance.
- To co-ordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.
- To prepare capital and operating estimates and control expenditure against the approved budget allocations *

SALARY GRADE: 004

2.2 MANAGER: PROJECT IMPLEMENTATION

REQUIREMENTS: * Masters Degree in Housing/Development Studies or equivalent, unless the candidate can demonstrate competency through experience of more than six years supported by relevant Bachelor Degree and completion of relevant courses in Housing *

EXPERIENCE: * A minimum experience of six (6) years at supervisory/management level in the built environment * Expert knowledge of National Housing Programmes as well as National Provincial and Municipal Housing Legislations/Policies * Further, an incumbent should be able to demonstrate a thorough understanding of municipal system of government *

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

- Facilitating and managing the implementation of National Housing Programmes
- Ensuring housing delivery processes comply with National and Provincial policies and programme guidelines including Accreditation Guidelines
- Develop strategies that aim to enhance and promote housing delivery
- Ensure that the Accreditation Business Plan, Housing Sector Plan and Housing Subsidy System (HSS) are effectively implemented.
- Ensure housing subsidy budget planning across programmes and projects; planning of subsidy fund allocations and project identification.
- Responsible for the administration of the Waiting List Programme, compilation of monthly progress reports and provide support to the subsidy administration processes.
- Ensure sound decision-making in line with the relevant Acts, Regulations and Council Resolutions.
- Manage both the operational and capital budget of the division.
- Build strong relationships with key stakeholders in Housing *

ADDITIONAL REQUIREMENTS:

* Project and financial management skills * The ability/skills to communicate, negotiate and facilitate effectively * Excellent planning and organizing ability * Effective networking skills * Valid Code EB (08) driver's licence * Computer literacy, report writing, decision making, presentation, coaching and mentoring and customer service *

SALARY GRADE: 004

3. INFRASTRUCTURAL SERVICES

3.1 FIRST ENGINEER

REQUIREMENTS: * B. Sc Engineering or B. tech Civil (Registration as Pr Eng or Pr. Tech Eng. Will be an advantage). Code EB driving license *

EXPERIENCE: * Appropriate management experience at a senior level in the Civil Engineering field *

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

- Manages the key performance areas and result indicators associated with the rehabilitation and maintenance of road infrastructure, stormwater drainage and the adequacy of traffic signage and road markings through investigations, analysis and interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives.
- Financial control of the maintenance division.
- Manages the formulation of specific contracts and tender documents and controls contractual obligations.
- Directs and controls the professional, technical and operational outcomes associated with the functions related to roads and stormwater maintenance.
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the roads and stormwater maintenance section.
- Disseminates functional and operational information on the immediate, short and longer term objectives and current developments, problems and constraints *

SALARY GRADE: 004

3.2 JUNIOR ELECTRICIAN/ ELECTRICIAN/SENIOR ELECTRICIAN

REQUIREMENTS: * Electrical trade certificate *

EXPERIENCE: * Minimum of at least 5 years experience working with robots *

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

* Responsible for cable fault finding, join electrical cables * Must at least be computer literate * Must work on PLC's and be able to programme them * To erect new traffic lights intersections and change lamps to LED lights * Do maintenance of traffic lights *

SALARY GRADE: 009/9-009/2//009/3-009/0//008/9-008/1

3.3 ELECTRICAL TRADE WORKER GR I/GR II/GR III/SPECIAL GR

REQUIREMENTS: * Electrical trade certificate or equivalent qualifications *

EXPERIENCE: * Minimum of at least 5 years experience working with robots *

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

* Responsible for cable joints, put cables into traffic light poles * Help to strip cables * Install traffic light head to poles * Dig trenches and holes for traffic light poles * Assist in erecting traffic lights intersections * Do maintenance of traffic lights *

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

4. FINANCE

4.1 ACCOUNTANT (BUDGET OFFICE)

REQUIREMENTS: * B.Com degree or National Diploma in Accounting or equivalent and language proficiency in at least two official languages of the Council *

EXPERIENCE: * Experience in a municipal finance environment will serve as a recommendation. An ideal candidate should be able to work under pressure *

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

* Administration, consolidation and finalizing the multi year budget * Compilation of the Budget document * Monthly reporting * Provide a consulting service to the Directorates * Administration, control and management of lease register * Administration, control and management of external loans * Reconciliation of inter loan account between Municipality and Entity * Municipal Finance Management Act training to employees and councillors *

SALARY GRADE: 006

The closing date in respect of all positions will be 30 January 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

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

We thank all applicants for their interest