

**RE-ADVERTISEMENT**



**In the pursuit of the ideals of excellence and diversity, the JB Marks Local Municipality wishes to invite applications for the following permanent positions:**

**DIRECTORATE: CORPORATE SERVICES**

**RESEARCHER (MPAC)**

***(Ref: COR.39)***

**Salary level 6:** R361 800 – R399 456 p.a. • R450 cell phone allowance

**Requirements:** an appropriate Degree /Diploma or equivalent • minimum of two to three (2-3) years working experience in Local Government as well as policy development ability, unless a candidate can demonstrate that she/he has development necessary competencies through experience and or sound knowledge gained within Local Government • profound knowledge of legislation governing Local Government: especially MFMA (Act 32 of 2003) high degree of personality confidentiality • strong research background will be critical advantage • a valid driver's license Code: 08.

**Core functions:** advice MPAC on accountability and oversight matters • able to interpret the reports such as section 71 reports, midyear and performance report, quarterly performance reports etc • provide administrative support to ensure functionality of the Committee • assist the chairperson and the committee to run the committee affairs • draw the annual MPAC programme in line with the Municipal cycle • source municipal council documents and reports that are needed for MPAC in order to perform its duties • benchmark committee activities as well as functionality with other Municipality • ensure that MPAC reports are tabled in Council and track implementation of MPAC resolution by council • ensure proper management and filing of all MPAC records • liaise with performance management unit as well as Internal Audit • assume any other urgent responsibilities as per directive of the manager.

**DIRECTORATE: CORPORATE SERVICES**

**COMPLIANCE OFFICER – FIELD WORKER (MPAC)**

***(Ref: COR.40)***

**Salary level 8:** R289 392 – R319 548 p.a.

**Requirements:** Diploma or grade 12 • Computer literate • valid drivers license Code: 08.

**Core functions:** ensure that the daily work is done to satisfaction and to achieve the objective of Council • responsible for the approved accounting procedures and standards that are used and maintained by preventing unauthorised financial transactions to consumer accounts • ensure proper financial control and accountability • provide inputs to the development and maintenance order to ensure laid down policies and procedures • perform database evaluation control and co-implementation of procedures and systems within the database environment • report on quarterly basis to council on compliance issues • assume any other urgent responsibilities as per directive of the manager.

**DIRECTORATE: CORPORATE SERVICES - (INFO & COMMUNICATION)**  
**COMMUNICATION OFFICER- TECHNICAL SUPPORT**

***(Ref: COR.58)***

**Salary level 6:** R361 800 – R399 456 p.a. • R450 cell phone allowance

**Requirements:** Degree or equivalent • two years working experience in multimedia design field • multimedia design skills demonstrable (through appraisal or portfolio of evidence) in logo design, brand identity design, layout design, graphic design, creative art design • and practical understanding of latest graphic design computer programs e.g. Adobe, Photoshop and Corel Draw.

**Core functions:** develop and maintain an organizational corporate manual • ensure the technical aspect of the organizational corporate manual is adhered to • provide technical production of all promotional material in terms of design, layout and technical production specifications • support the work of all sections with graphic designs • develop, update and monitor all municipal social media sites – web; Facebook; twitter etc. and the use of a camera.

**DIRECTORATE: CORPORATE SERVICES - (INFO & COMMUNICATION)**  
**AUXILIARY SERVICES OFFICER**

***(Ref: COR.127)***

**Salary level 6:** R361 800 – R399 456 p.a. • R450 cell phone allowance

**Requirements:** Degree • advanced Certificate in Business Administration or equivalent • three (3) years relevant experience in supervisory level • Planning and organizing Skills • Good interpersonal skills • Technical Skills

**Core functions:** Supervisory duties • Auxiliary operation • Implement the auxiliary services strategies and policies.

**DIRECTORATE: CORPORATE SERVICES - (INFORMATION AND COMMUNICATION TECHNOLOGY)**  
**ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY**

***(Ref: COR.56)***

**Salary level 3:** R511 668 p.a. • traveling allowance based on 850 km p.m. • R450 cell phone allowance

**Requirements:** Bachelor's Degree in Computer Science / National Diploma in IT or equivalent • knowledge of ICT hardware and software • five year (5) working experience in and knowledge of local government • municipal ICP system • valid driver's license EB.

**Core functions:** plan and manage activities of the division • manage Information Technology (IT) systems • provide technical support • update software and hardware • upgrade, create back-up of information • develop IT policy procedures and processes for municipality draw and control the budget of the unit • provide IT securing • maintain, co-ordinate, control and monitor fruitful and productive use of the Municipal Internet.

**DIRECTORATE: CORPORATE SERVICES - (RECRUITMENT, SELECTION & PLACEMENT)**  
**CHIEF RECRUITMENT AND SELECTION OFFICER**

*(Ref: COR.75)*

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** Applicable Degree or National Diploma or equivalent • managerial experience • computer literate – MS Office applications • five years working experience in human resource management specifically in recruitment and selection.

**Core functions:** check and ensure that the personnel database is correct • compile the yearly budget for HR section • ensures that policies are developed and maintained • submit Employee Assistance cases to the EAP manager • co-ordinate and control the recruitment and selection processes • ensure that recruitment is in line with employment equity ensures that the interviews are conducted • do researches and write the policy reports, taking legislation and policies into consideration • give assistance to implement the new policy • attend the Portfolio Committee meeting • make recommendations and submit report Mayoral Committee • give assistance to implement the new policy • update the policy regarding personnel matters • approve leave application in the division • liaise with personnel in the division • make recommendations in respect of permanent appointments, promotions and notch increment • ensure that staff are productive and effective in the execution of tasks.

**DIRECTORATE: CORPORATE SERVICES - (RECRUITMENT, SELECTION & PLACEMENT)**  
**CHIEF WORKSTUDY OFFICER**

*(Ref: COR.74)*

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** Applicable Degree or National Diploma or equivalent • managerial experience • computer literate – MS Office applications • exposure to and experience of work situation will be an added advantage • five years working experience in human resource management.

**Core functions:** provide a problem –solving advisory services to all levels of management • assessing the effectiveness and management of the municipality's structure, post establishment • analysis existing labour practices and develop new ones by means of various work study techniques • compile reports that consist of findings and recommendations and submit to management • managing the implementation of job evaluations and job descriptions • facilitating and promoting succession planning within all levels • evaluate personnel programmes, systems and procedures • evaluate the ergonomics of workplaces, furniture and equipment • maintain the job profile template and ensure adherence • develop job profile of newly created positions and benchmark against other Municipalities • review and update job profile on an on-going basis.

**DIRECTORATE: CORPORATE SERVICES**  
**CHIEF LABOUR RELATION OFFICER – COLLECTIVE BARGAINING**

*(Ref: COR.86)*

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** Applicable Degree or National Diploma or equivalent • three years working experience • highly motivated, energetic self-starter who has ability to be proactive • must be computer literate • team player and inspirational leader • an excellent and innovative communicator.

**Core functions:** manage dispute resolution by providing expert advice on ER related issues, including conducting internal investigations and ensuring that all processes adhere to necessary turn-around times and procedures • provide training and development to management and employees to comply with policies and legislation • attend labour litigation • research and make recommendations on ER related policies, procedures and processes • implement Employee Relation (ER) policies, processes, guidelines, dashboard and enabling management systems

and tools to deliver required changes at all levels of the organisation • ensure full compliance with all related legislation policies and procedures with regards to Human Capital (HC) administration and processes • drive change management at organisational level.

**DIRECTORATE: CORPORATE SERVICES**  
**WELLNESS PRACTITIONER**  
**(Ref: COR.100)**

**Salary level 6:** R361 800 – R399 456 p.a. • R450 cell phone allowance

**Requirements:** Degree in Social Science or equivalent • two year working experience at wellness facilities • must be computer literate • registered with relevant professional body • valid driver's license EB.

**Core functions:** provide and support the Employee workers programme (EWP) as well as facilitating education, awareness and prevention with regards to the HIV/AIDS and STI • co-ordinate activities of peer educators • provide admin support.

**DIRECTORATE: TECHNICAL SERVICES - CIVIL**  
**SENIOR ENGINEERING TECHNICIAN**  
**(Ref: TEC.143)**

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** Degree or B Tech in Civil Engineering • registered as professional Technologist • valid driver's license EB • 2 years field experience • computer literate

**Core functions:** assist Assistant City Engineer water and sanitation maintenance in the in the national water quality standards and waste water license agreement as well as maintenance of mechanical and electrical equipment • assist assistant City Engineer on the prescribed procedures and guidelines concerning the blue and green drop status • keep monthly and yearly water balance sheets up to date • manage the operation and maintenance of the water and sewer water reticulation networks and bulk distribution • liaise with provincial and national departments on water demand management issues.

**DIRECTORATE: TECHNICAL SERVICES – ELECTRICITY**  
**SENIOR MECHANICAL ENGINEERING TECHNICIAN**  
**(Ref: TEC.338)**

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** National Diploma, T3/S4 Diploma – Mechanical • 3 years working experience • valid driver's license EB

**Core functions:** manage and supervise artisans • design and implement maintenance programmes • procurement of services and goods • analysis and troubleshooting of mechanical systems • personnel and budget management.

**DIRECTORATE: TECHNICAL SERVICES - CIVIL**  
**SENIOR CIVIL ENGINEERING TECHNICIAN-DESIGN**  
**(Ref: TEC.04)**

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** B Tech in Buildings, Quantity Survey and Civil Engineer • registered as professional engineer at ECSA • 2 years field experience (Municipal experience can be an added advantage) • computer literate • valid driver's license EB

**Core functions:** capital projects – planning, design, costing, budget, administration, construction management and quantity control • implementation of compiled studies e.g. traffic study, storm water, pavement management • overseeing the building maintenance section • project management and monitoring of all capital projects.

**DIRECTORATE: TECHNICAL SERVICES – ELECTRICITY**  
**SENIOR ELECTRICITY ENGINEERING TECHNICIAN DESIGN**

*(Ref: TEC.252)*

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** National Diploma, T3/S4 Diploma – with National trade certificate • 3 years working experience • valid driver's license EB

**Core functions:** manage maximum demand consumption • investigate maximum demand consumer complaints • manage council main intake points from Eskom • liaise between Council & Eskom • maintain and manage protection systems • investigate and fault finding on all substation protection system • to curb electricity losses • manage the load management system • investigate, implement and manage energy • efficient processes • manage remote monitoring systems of substations.

**DIRECTORATE: TECHNICAL SERVICES – CIVIL**  
**SENIOR ENGINEERING TECHNICIAN: DESIGN**

*(Ref: TEC.06)*

**Salary level 6:** R361 800 – R399 456 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** National Diploma in Civil Engineering • computer literate • valid driver's license EB • 2 years working experience • trade test certificate.

**Core functions:** capital projects – site inspection location of existing services compilation of data: bill of quantities • assisting with tender drawings, tender compilations • evaluation project progress monitor: site inspections, project quality control and OHS standards • designs and plans of civil services and structure • surveys of site plans and settings out of work • compiles final construction drawings • prepares payment certificate for contractor • project management.

**DIRECTORATE: TECHNICAL SERVICES - ELECTRICITY**  
**SENIOR ELECTRICIAN**

*(Ref: TEC.265)*

**Salary level 7:** R327 624 – R361 800 p.a. • stand-by allowance • work weekends.

**Requirements:** Electrical trade test • wireman's license will serve as an advantage • N5 or Higher • valid driver's license EB • Five years relevant working experience as electrician.

**Core functions:** Supervise and co-ordinate activities of allocated Electricians • attend to applications for electrification by contractors, developers and large consumers • site inspections for electrical projects • fault finding and repairs on the electrical network attending to consumer complaints and enquiries pre-paid or conventional meter testing • routine inspections for identifying electrical installation or alterations - additions to existing buildings and advertising signs • adherence to safety and health standards.

**DIRECTORATE: TECHNICAL SERVICES –MECHANICAL WORKSHOP**  
**MECHANIC X2**

*(Ref: TEC.344 & TEC.345)*

**Salary level 9:** R243 504 – R282 288 p.a. • stand-by allowance • work weekends.

**Requirements:** Qualified petrol or diesel mechanic • valid driver's license EC with PrDP • two years relevant working experience.

**Core functions:** maintenance on council vehicle, tractors • services and repairs on council vehicle, tractors etc. • conducting inspections on all council vehicles • implementing and maintaining health and safety regulations and standards at all times.

**DIRECTORATE: TECHNICAL SERVICES - ELECTRICITY**  
**ELECTRICIAN X2**  
**(Ref: TEC.283 & TEC.367)**

**Salary level 9:** R243 504 – R282 288 p.a. • stand-by allowance • work weekends.

**Requirements:** Electrical trade test • wireman's license will serve as an advantage • N2 or Higher • valid driver's license EB • two years relevant working experience as electrician.

**Core functions:** installation of high and low voltage electrical apparatus • identify route for laying of cables and support structures • inspect electrical work prior to commissioning • planned and predictive maintenance work on the electrical network • fault finding and repair on electrical network from 22 Kv to 220 V.

**DIRECTORATE: COMMUNITY SAFETY-TRAFFIC MANAGEMENT (REGISTRATION & LICENCING)**  
**CHIEF REGISTRATION; LICENCING; DRIVERS & VEHICLE TESTING OFFICER**  
**(Ref: COM.155)**

**Salary level 4:** R452 124 – R475 092 p.a. • travelling allowance based on 850 km p.a. • R450 cell phone allowance

**Requirements:** NQF level 7 • no criminal record • project management and accounting • Five (5) years working experience in vehicle licensing and testing station environment.

**Core functions:** responsible for the management of the Unit's: vehicle registration and licensing , driver's license testing center and vehicle testing center • responsible for the compliance of All Units to South African National Standards codes (SANS) • the National Road Traffic Act 93/1996 and related directives • ensure compliance to relevant national and local government regulatory framework including revenue management and addressing audit findings related to the unit • responsible for co-ordinate the unit's activities including personnel supervision, resource and general management activities

**DIRECTORATE: COMMUNITY SAFETY-(REGISTRATION & LICENCING)**  
**SENIOR LICENSING OFFICER (TLOKWE REGION)**  
**(Ref: COM.46)**

**Salary level 5:** R399 456 – R441 084 p.a.

**Requirements:** NQF level 5 qualification • certificate in Municipal Finance and Administration • e-NaTIS related courses • five (5) years working experience in registration and licensing of motor vehicle • valid driver's license EB.

**Core functions:** management and administration of registration of licensing office • monitor and managed adherence to the prescribed procedures for the registration and motor vehicle as well as all related processes in terms of National Road Traffic Act 93/96 • the Natis procedures manual and the code of procedure with regards to finances • correspondence, records and documentation management • management and supervision of personnel • administration of finances (sectional budget) – ensure compliance to MFMA and all municipal regulatory framework.

**DIRECTORATE: COMMUNITY SAFETY-LAW ENFORCEMENT**  
**LAND TRANSPORT OFFICER (TLOKWE REGION)**  
**(Ref: COM. 196)**

**Salary level 6:** R361 800 – R399 456 p.a.

**Requirements:** Diploma in transportation Management (NQF Level 6) • Traffic College Training Diploma will be an added advantage • Computer Literacy Certificate • 5 years working experience in the National Land Transport Operating Environment Uninterrupted Services • valid driver's license Code B

**Core functions:** Responsible for the implementation of the national land transport act 5/2009 national land transport strategic frame work National Road Traffic 93/1996 Provincial Land Transport Framework • related regulation Municipal Land Transport regulations • Land transport policies and Municipal Land transport By-Laws •

Responsible for drafting of the comprehensive /integrated transport Plan (CITP/ITP) for the municipal and contribute to the overall District and provincial planning and co-ordination initiatives by producing relevant planning and coordination of statistical and general land transport report • Support Municipal land transport report Responsible for land Transport data plotting on the GPS system • support other municipal planning division on matter related to land transport.

**DIRECTORATE: COMMUNITY SAFETY-TESTING STATION**  
**EXAMINER OFFICER: VEHICLES -DRIVER LICENSE & VEHICLES (TLOKWE REGION)**

*(Ref: COM.29)*

**Salary level 8:** R289 392 – R319 548 p.a.

**Requirements:** Registered examiner for driver's license and vehicles grade A • No criminal record • sound knowledge of the National Road Traffic Act and SANS codes • valid driver's license EC plus A.

**Core functions:** test vehicles for roadworthiness • assist management rep, check equipment for defects • report to management representative • do admin duties (complete forms) • do daily filling • test driver's and learners license • do renewals of driver's license and PRDP's.

**DIRECTORATE: COMMUNITY SAFETY-(REGISTRATION; LICENCING & TESTING STATION)**  
**MANAGEMENT REPRESENTATIVE (VENTERSDORP REGION)**

*(Ref: COM.157)*

**Salary level 6:** R361 800 – R399 456 p.a.

**Requirements:** Diploma for examiner of drivers licence Grade A • No criminal record • Five years working experience for examiner of drivers licence Gr A.

**Core functions:** Trained and Conversant with the procedures as contained in the National Road Traffic Act (93 of 1996).

**DIRECTORATE: COMMUNITY SAFETY-FIRE BRIGADE**  
**FIRE RESCUE COMMANDER (VENTERSDORP REGION)**

*(Ref: COM.262)*

**Salary level 7:** R327 624 – R361 800 p.a. • work shifts and weekends • do stand-by.

**Requirements:** Higher certificate in Fire Technology or certificate in Fire Engineering • fire fighter one (1) and fire fighter two (2) course • hazmat technician • minimum of six (6) years operational working experience of which two (2) years' experience as leading fire fighter • basic ambulance assistance • communication skills • computer literate • valid driver's license EC.

**Core functions:** managing and controlling of shifts • rescue and humanitarian services • commanding and co-ordinating of the fire brigade services • assume responsibility of the divisional officer operational during his absence • compile all incidents; activities and logistic reports.

**DIRECTORATE: COMMUNITY SAFETY-TRAFFIC MANAGEMENT (MUNICIPAL COURT)**  
**REPRESENTATION OFFICER (VENTERSDORP REGION)**

***(Ref: COM.149)***

**Salary level 8:** R289 392 – R319 548 p.a.

**Requirements:** Diploma or equivalent in law enforcement • knowledge of applicable legislation and by-laws • three (3) years working experience in local government environment • no criminal records • computer literate • valid driver's license B.

**Core functions** liaise with Superintendents on court procedure • responsible for maintaining productive statistics • manage the administration of all 56 and 341 tickets/notices • check that the defendants are correctly summoned based on the minimum requirement as per Director of Public Prosecution e.g. 30 days' notice • check the daily submission of 56 and 341 notices • overseeing the capturing of fines • overseeing of the distribution of summons and that they are being sent out timeously.

**DIRECTORATE: COMMUNITY SAFETY-TESTING STATION**  
**EXAMINER OFFICER: DRIVER'S LICENSE (VENTERSDORP REGION)**

***(Ref: COM.161)***

**Salary level 8:** R289 392 – R319 548 p.a.

**Requirements:** Registered examiner for driver's license and vehicles grade A • No criminal record • sound knowledge of the National Road Traffic Act and SANS codes • valid driver's license EC plus A.

**Core functions:** test vehicles for roadworthiness • assist management rep, check equipment for defects • report to management representative • do admin duties (complete forms) • do daily filling • test driver's and learners license • do renewals of driver's license and PRDP's.

**DIRECTORATE: COMMUNITY SAFETY-TESTING STATION**  
**EXAMINER OFFICER: VEHICLES (VENTERSDORP REGION)**

***(Ref: COM.159)***

**Salary level 8:** R289 392 – R319 548 p.a.

**Requirements:** Registered examiner for driver's license and vehicles grade A • No criminal record • sound knowledge of the National Road Traffic Act and SANS codes • valid driver's license EC plus A.

**Core functions:** test vehicles for roadworthiness • assist management rep, check equipment for defects • report to management representative • do admin duties (complete forms) • do daily filling • test driver's and learners license • do renewals of driver's license and PRDP's.



**CLOSING DATE: 08 AUGUST 2019 (THURSDAY)**

**JB Marks Local Municipality offers the following benefits: Medical aid, pension fund, group life insurance, UIF, 13<sup>th</sup> cheque and housing subsidy (terms and conditions apply).**

**Applications, accompanied with a covering letter clearly stating the name of the post applied for as well as the reference number, together with certified copies of your qualifications, Driver's License and your ID book, can be hand-delivered at the Directorate: Corporate Services (Human Resource Management – Old FNB Building), corner of Walter Sisulu Avenue and Nelson Mandela Drive Streets, Potchefstroom or posted, on time, The Directorate: Corporate Services, P.O. Box 113, Potchefstroom, 2520/ Corporate Services**

**All enquiries must be directed to the Human Resource Sub Directorate at (018) 299 5214/5207/5206 and 018-264 8500/8592 during office hours (08:00 – 16:30).**

The Municipality reserves the right not to make any appointment in any of the above posts.

***NB:*** • *JB Marks Local Municipality is an Equal opportunity employer, therefore welcomes applications from people with disabilities and this position will be filled in line with our EE targets* • *Canvassing of councillors or employees, in respect of the position, will lead to immediate disqualification of the application* • *Only candidates short listed for interviews will be corresponded with.* • *Due to the number of vacancies advertised, faxed or e-mailed applications will not be accepted. Please note that if candidates are not contacted within three months (90 days) after the closing date, please accept that your application was unsuccessful and **communication will be limited to successful candidates.** Please note that recommended candidates will undergo risk assessments, including inter alia the verification of curricula vitae, all qualifications and criminal records. The appointments will only be made upon successful verification thereof.*

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**Municipal Manager**  
*Notice: External 85/2019*

