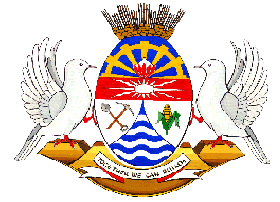


LEJWELEPUTSWA DISTRICT MUNICIPALITY



The Lejweleputswa District Municipality situated in Welkom in the Free State Province hereby invites suitably qualified individuals to apply for the following Senior Manager post:

OFFICE OF THE MUNICIPAL MANAGER STRATEGIC MANAGER: MUNICIPAL MANAGER'S OFFICE (LEVEL 2)

Reporting to the Municipal Manager, the Strategic Manager in Municipal Manager's Office will provide a professional consulting/advisory service at a localized level with respect to the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators enabling Municipalities to align or adjust forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities.

Requirements: • A relevant tertiary qualification or equivalent (Degree/Diploma in Business Management Systems/ Strategic Management) NQF Level 6 • Excellent communication and report-writing skills • A sound understanding of computers (MS Word, Excel, PowerPoint) • A valid driver's licence.

Skills and competencies: • Strategic leadership and management • Strategic financial management • Governance, ethics and values in the public sector • The ability to manage departmental finances and submit necessary reports on a monthly basis • The ability to interact with other people • Presentation skills • People management and interpersonal skills • Excellent stakeholder relations • In-depth knowledge of current trends in innovations and practices to be able to analyse and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions • Analytical thinking • Policy conceptualization and implementation • Conflict management • Risk and change management • Mediation skills • Diversity management • Project management.

Key performance areas: • Identifies and defines the immediate, short and long term objectives/plans associated with the provision of strategic support to the Municipality. Provide guidelines and information on the Performance Management system. Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Municipal Managers Office. Financial control and risk management.

2. LANGUAGE OFFICER

Provide high quality translation, interpretation and language-related support for variety of municipal operations in order to ensure compliance with the Municipality's Language Policy and above all, to ensure that languages are treated equally. Responsible for listening to, understanding, and translating spoken or written statements from one language to another. Reproduce statements in another language for unique listening or reading audience.

REQUIREMENTS: Applicable Degree and Post graduate diploma in translation & interpretation. Considerable years relevant experience (2-3 years) Considerable years relevant experience (2-3 years).

SKILLS AND COMPETENCIES: Computer literate. Ability to concentrate while others are speaking or moving around, Sensitive to cultural differences and expectations among people who are helped to communicate, Good interpersonal skills, Good listening skills, speaking skills, Writing skills and Dexterity.

KEY PERFORMANCE AREAS: Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.

- ✓ Attend meetings and act as official translator to mediate discussions.
- ✓ Relay concepts and ideas between languages
- ✓ Convert written materials (agendas, minutes and other correspondence for the municipality) from one language to another.
- ✓ Edit and proofread text to accurately reflect language
- ✓ Providing interpretation services during disciplinary hearings
- ✓ Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another.

- ✓ Attend meetings and act as official translator to mediate discussions.
- ✓ Relay concepts and ideas between languages
- ✓ Convert written materials (agendas, minutes and other correspondence for the municipality) from one language to another.
- ✓ Edit and proofread text to accurately reflect language

CORPORATE SERVICES

LABOUR RELATIONS OFFICER (LEVEL 4)

QUALIFICATIONS: Grade 12. Three (3) year tertiary level qualification in Public relations. Qualifications in Human Resource Management Industrial/ Labour Relations and Local Government Legislations and Local Government Legislations and principles will be an added advantage as well as excellent interpersonal skills.

EXPERIENCE: COMPUTER Literacy in MS Word, Excel & Outlook. Knowledge of Local Government Challenges problem solving & conflict resolution skills/ flair of working in an unionised working environment. Ability to work independently and creatively. Sound understanding of change and diversity management. Ability to formulate HR and LR Policies and procedures. Ability to write sensible & concise report. Good verbal & written communication skills.

KEY PERFORMANCE AREAS: Assist Corporate Services Department during negotiation processes by drafting and reviewing contract language, analysing the impact of union proposals. Recording minutes of all bargaining issues. Research the issues, seek resolutions for union concerns and represent and protect management rights as necessary. Manage grievances submitted under the labour agreement or ensure formation and act as Chair of the Grievance Committee. Assist legal counsel in preparation for the various hearings including case information abs assessment, reviewing and evaluating abs evaluating arbitrators and providing administrative support. Provides guidance to management in terms of assistance in dealing with employee misconduct and attendance issues by explaining the disciplinary systems, contractual policies or benefits and grievance procedures. Conduct investigations concerning allegations of discrimination or sexual harassment or other illegal or inappropriate conduct. Plan 7 develop labour related policies, procedures, functions, systems and channel them through the Manager of Human Resource for implementation and direction to processes needed to capture, tract, evaluate and report data. Ensure effective flow of information process throughout the municipality so that there are limited cases of misconduct and grievances in the workplace. Set performance standards and improvement objectives in relation to all labour related issues. Provide feedback on all cases of disciplinary hearings, grievances submitted to CCMA cases.

MUNICIPAL AND HEALTH SERVICES

AIR QUALITY OFFICER (LEVEL 7)

Reporting to the Manager of Health Services the Air Quality Officer must **manage**, supervise, coordinate, liaise, **providing direction** and **ensure the implementation** of an effective **Air Quality Management Service** in the **whole Lejweleputswa Jurisdiction area, which includes all local municipalities**, as contemplated by the National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004), The National Environmental Management Act, 1998, applicable sections of The Constitution of the RSA, 1996, Local Government: Municipal Systems Act, 2000, Local Government: Municipal Structures Act, 2005, The Municipal Finance Management Act and other applicable relevant legislation.

REQUIREMENTS: At least four (4) years' experience in similar municipal environment. **Relevant B-degree or equivalent and project management qualification. Qualification and/or experience in Air Quality Management and pollution control is essential. Code EB driver's licence.**

SKILLS AND COMPETENCIES: A qualification in Environmental Compliance and Enforcement for designation as Environmental Management Inspector in terms of NEMA. Qualification and/or experience in NEMA Environmental Impact Assessment. Registration with applicable Professional Council or Board. Command of at least two of the official languages of the Free State. Management Skills. Technical Skills, Interpersonal Skills, Conceptual Skills, Accounting Skills, Ability to function effectively in stressful situations at work. Computer literate.

KEY PERFORMANCE AREAS: Identifies with the Management Services **strategy** with respect to service delivery and, defines, implements and monitors the short term plans/ objectives for Air Quality Management functionality. **Manages** the Key Performance Areas and result indicators associated with Project Management. **Implements** procedures, systems and controls to regulate specific work sequences and general practices/processes as dictated to in Air Quality Management Legislation and By-Laws. Manages the key performance areas and result indicators associated with Air Quality Control. **Manage, coordinate and ensure** compliance with the statutory requirements of the air quality licensing function as detailed in the National environmental Management: Air Quality Act, 2004 (Act 39 of 2004), **Manages** the implementation of strategies aimed at creating awareness and education to statutory requirements and air quality control practices. **Manage**, supervise, coordinate, liaise, **providing direction on** specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Please note: Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all shortlisted candidates. It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. The Municipality subscribes to and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable could be found. Only candidates who meet the above-mentioned competencies will be shortlisted. Candidates should note that some of the above-mentioned competencies may at the discretion of the Council be formally assessed as part of the selection process.

If you are interested and meet the above-mentioned requirements please address your Curriculum Vitae (CV), certified copies of qualifications to the Municipal Manager, Me. PME Kaota, Lejweleputswa District Municipality, PO Box 2163, Welkom 9460, or hand deliver applications at the Municipal Building, corner Tempest & Jan Hofmeyer Roads, Jim Fouche Park Welkom 9460.

Faxed, e-mailed and late applications will not be considered.

Enquiries: Mr. C Petersen, Tel. (057) 353 3094/5/6/7

Closing date: 27 October 2017

**PME KAOTA
MUNICIPAL MANAGER**