

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Corporate Services

POSITION: Admin Clerk: Committees

SALARY: R 212 980.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 08

Minimum Requirements: Grade 12. Computer literacy: MS Office. 0-2 years' experience. The successful incumbent will be subjected to vetting for criminal record clearance. Prepared to work irregular hours when required.

Duties: Copying, binding and distributing of the Agenda for meetings of Council and its Committees in accordance with Council's Standing Rules and Orders, and other applicable statutes. Taking minutes (physical and recordings) during Committees of Council, and extra ordinary meetings accurately and according to the Rules of Order and other guiding frameworks. Drafting minutes to the attention of Immediate Supervisor for verification. Filing the minutes of meetings that they are easily retrieved whenever they are required and that confidential minutes are filed in a fireproof cabinet or document safe. Compiling draft resolutions of meetings and present these to the Immediate Supervisor. Preparing the attendance registers of applicable meetings. Supporting the section with administrative duties. Preparing logistical arrangements for the meetings of Council, Committees of Council, and Management and extra ordinary committees. Circulating council's resolutions to head of departments for progress inputs. Taking all reasonable work instruction from immediate supervisor. Complying with response time for all RFI's received. Compiling POE for submission to Immediate Supervisor.

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website www.dipaleseng.gov.za together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410 **on or before the 19 November 2024**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human resources, Mr. Thulani Mahlangu at 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

A handwritten signature in black ink, appearing to be 'L. Cindi', is written over a horizontal line.

Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Corporate Services

POSITION: Snr. Admin Officer: Committees

SALARY: R423 658.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 13

Minimum Requirements: Matric Certificate (Grade 12). Relevant post matric qualification, preferably an Administration or Secretarial Diploma or equivalent; and • Computer literacy: MS Office. 3-5 years' relevant experience. Experience in Local Government will be added advantage. Prepared to work irregular hours. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Ensuring that logistical arrangements, especially the microphone and electronic recording system for Council and all official meetings mentioned above and ensure meeting venue bookings and confirmation thereof. Ensuring accurate record keeping of Council meeting agendas and minutes (and Mayoral meetings) – "good copies" as well as other official council committee meetings, i.e. Section 80, Audit Committees, Municipal Public Accounts Committee (including such official Council committees as established by Council from time to time) ensuring that the said information as well as the meeting electronic recordings hereof are maintained according to the required procedures of Council. Maintaining and update a filing system to ensure easy access to information including the meeting electronic recordings, especially Council, Mayoral and official Council committee agendas and minutes and. Ensuring the compilation of the above meeting Agendas and Minutes and ensuring that they are distributed to the relevant stakeholders within the prescribed time as determined in the Standing Rules of Council. Conducting follow-ups on obtaining reports from the various directorates of Council for inclusion in the relevant committee agenda in line with meeting year planner. Ensuring accuracy and correctness of such reports and documents. Ensuring that minutes are taken in the above meetings to ensure accurate reflection of the proceedings. Finalizing and distributing the minutes for various meeting of the section. Performing adhoc administrative duties to ensure that efficient administrative support is provided. Ensuring that agenda are compiled with all the necessary items included. Consulting with members and chairperson on new items and presentations to be included in the agenda. Ensuring that agendas are distributed timeously prior the sitting of the meetings. Ensuring that correctness actions, responsibilities and time frames are allocated on drafted items. Ensuring that all council and portfolio resolutions are delivered or distributed to all relevant directorate for implementation.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Office of the Municipal Manager

POSITION: Secretary to the Exec Mayor (Fixed-term contract, linked with the term of political/office bearers)

SALARY: R239 785. 00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 9

Minimum Requirements: Grade 12; Computer Literacy: MS Office; and • Personal Assistant / Senior, senior / executive secretary also require a relevant secretarial certificate. 5 - 8 years' relevant experience. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Manage and maintains office diary. Receiving visitors and assisting them with courtesy. Prompt answering of all incoming telephone calls. Arrange all travel and accommodation arrangements. Drafting internal memorandum and other internal correspondences and submit to the immediate supervisor. Consolidate and submit operational progress report to the immediate supervisor. Recording all incoming and outgoing documents and distribute it to the relevant departments and other stakeholders. Referring public queries to relevant departments. Ensuring that the Mayor honors invitations for meetings out of the office. Making travel arrangement accommodation for meetings outside the office. Maintain the office internal and external correspondence register. Filing of incoming and outgoing correspondence according to file plan. Carrying out duties as assigned by immediate supervisor, i.e. minute taking in the meetings, etc.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Office of the Municipal Manager

POSITION: PA to the Executive Mayor (Fixed-term contract, linked with the term of political/office bearers)

SALARY: R 376 271.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus)

TASK GRADE LEVEL: 12

Minimum Requirements: Grade 12. • Computer Literacy: MS Office; and • Personal Assistant / Senior, senior / executive secretary also require a relevant secretarial certificate. 5-8 years' relevant experience with supervisory experience. Experience in local government and political environment will be an added advantage. Valid driver's license. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Compile and maintain an operational plan for the office of Executive Mayor. Liaison with the Secretary of the Executive Mayor to deal with high-level and confidential correspondence to the office of the Executive Mayor that requires political advice, and immediate response. Advise the Exec Mayor on matters of interest to the council and the mayor's office. Liaison with the Secretary to organize Mayoral functions. Drafting of mayoral speech for consideration. Coordinate mayoral programmes and mayoral activities with the office of the Municipal Manager. Establishing and providing continuous support to key stakeholder Forums. Handle all logistical support for the office of the Exec Mayor. Facilitate and coordinate stakeholder relations engagement. Compiles and submit operational progress report to the immediate supervisor. Draft submissions, memorandum, briefing notes, presentations, reports and other documentation as required. Maintaining an appropriate filing system to support safekeeping of documents.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410, **on or before the 22 November 2024**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Thulani Mahlangu on 017 004 0027.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

Department: Community Services & Public Safety

Position: Handyman

Salary: R239 785.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRDE LEVEL: 09

Minimum Requirements: Minimum Grade 10. • 0-1 years' experience required; • valid driver's license. The successful incumbents will be subjected to vetting for criminal record clearance.

Duties: Light electrical work and changing of bulbs. Checking whether DB box is in good conditions. Performing light plumbing work. Performing waterproofing. Cleaning of drains and storm water drains in the main building. Doing minor repairs to toilets and tap fittings. Doing minor tiling, painting and fixing of drywall and plastic. Replacing of broken panes, paving on walkways, and cutting to size, replacing and applying finishes to replacement. Performing office furniture repairs. Fitting and hanging wall decorations and paintings. Keeping and responsible for key register and spare keys. Checking the functionality of manual gates and report any defaults to immediate supervisor. Repairing and service of door locks and handles. Monitoring the air conditioning system and report non functionality. Checking the interior and exterior areas of the building and to keep maintenance register and report minor problems. Ensuring that and all the necessary tools of trade are available and are working proper (tool box). Making a list of material to be procured and submit to immediate supervisor

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Community Services and Public Safety

POSITION: Traffic Officer X2

SALARY: R318 716.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 11

Minimum Requirements: • Grade 12; • Basic training qualification attained; Traffic Diploma will be an added advantage • Code EB Drivers license; • No criminal record; and • Firearm proficiency. • Computer literacy: MS Office. 2 - 5 years' relevant experience. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Enforcing By- Laws to stop illegal trading operations, taxi conflict, illegal occupation of land, illegal connection of electricity, and to restore order and compliance. Enforce all public safety legislation to keep the community safe and secure. Manage and implement crime prevention operations. Participate in roadblocks and crime blitz to reduce crime in conjunction with other stakeholders. Participating in community policing structures. Control traffic at congested intersections. Stop traffic for scholars to cross the road at various school points. Provide escorts and security to big events, processions, ceremonies, functions and abnormal loads. Control traffic during procession. Address illegal taxi operations. Promote arrive alive and other campaigns. Attend courts to give evidence as witness to traffic violation. Issue tickets for road violation and submit them to law enforcement administration. Execute warrants of arrest issued by the courts with a team of officers. Participating in routine checks, stopping vehicles and conducting inspection of driver's licenses, vehicle registration and roadworthiness requirements and/or attending to specific infringement road safety rules (illegal parking). Issuing fines, warnings and/or serving summons on offenders and or executing arrests for more serious offences. Recording the statements of witness and offenders and/or completing details of traffic offences/ contraventions prior to issuing the fines. Updating the occurrence book inserting details of incidents and activities attended to. Completing procedural documentation (vehicle log sheets, time sheets) inserting the appropriate details.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Community Services and Public Safety

POSITION: Call Centre Operators X2

SALARY: R189 164.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 07

Minimum Requirements and Skills Required: Grade 12. Computer Literacy. 1-2 Years' experience. Prepared to work irregular hours and unplanned overtime during emergencies. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Taking down requests from the public. Recording the date, time of request and name, address of caller. Attending to outgoing calls, putting employees through to the number requested. Providing the telephone numbers requested. Operate telephone switchboard and consoles to connect, hold and transfer telephone calls depending on the nature of the call. Follow up clients calls with clerical duties, including faxing, updating information on the system, reference checks and liaising with other departments to ensure effective service delivery. Connect calls to the required extension, re-direct them to another number or place them in a waiting queue if the desired number is busy. Provide a high level of personalised customer service to ensure that the community receives quality service at all times. Update the database with changes and status of each customer or prospective customer to ensure that the database reflects the latest information.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Community Services and Public Safety

POSITION: General Worker X11

SALARY: R 127 033.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 04

Minimum Requirements: Basic Literacy. 0-1 year minimum experience. Prepared to work irregular hours or overtime. Required to work in all weather conditions. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Walking, picking up and loading refuse bags into the refuse vehicles. Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles. Attends to the loading/ offloading of refuse bags into/ from refuse vehicles at disposal sites. Removal of all garbage from both residential, commercial areas and all other areas as per the municipal's mandate (immediate supervisor) and offloading such garbage to designated areas. Sweeping and weeding on hard surfaces as per supervisor's instruction and collection of all rubbish accumulated. Assisting the driver to operate the grab truck, compactor, tipper truck, and other machinery to ensure that he is able to perform his job effectively. Performing additional duties on an ad hoc basis to assist the driver with all additional work. Receiving instructions from Team leader/ Driver on the loading of correct equipment for the day's work to be carried out. Observing any defaults and report any defaults on equipment to Team Leader/ Driver to take corrective measures. Litter picking along access roads. After day's work to check all equipment accounted for before returning to yard. Ensure proper usage of personal protective equipment at all times. Report all damaged personal protective equipment to the immediate supervisor. Report all the minor and major injuries to the immediate supervisor within 24 hours. Ensure availability for medical surveillance procedure from time to time. Carried out instructions from immediate supervisor.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

Department: Community Services & Public Safety

Position: Fire Fighter X2

Salary: R239 785.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRDE LEVEL: 09

Minimum Requirements: Grade 12 or higher; • Firefighter I course; • Hazmat Awareness; • First Aid Level 3; • Code: EB Drivers Licence; • Physically and Mentally fit; • Medical Test NFPA 1582; and • 1 year experience. The successful incumbents will be subjected to vetting for criminal record clearance.

Duties: Ensuring that emergency scene is barricaded and secure. Parking the emergency vehicle away from hot zones as per instruction from the immediate supervisor. Laying hose lines, pulling working lines, holding the nozzle to direct the stream of water on the fire. Operating fire pumps, maintaining proper pressures and required foam applications, maintaining proper engine rpms, and connecting hose lines. Placing, raising, lowering and climbing ladders. Using self-contained breathing apparatus and other specialized equipment. Working in coordinated teams in order to ensure prompt performance of tasks. Execution of rope rescue (high angle and below grade). Extrication of motor vehicles. Dealing with hazardous incidents and substances. Performing water rescue activities. Performing confined space rescue. Conducting structural collapse rescue. Executing forcible entry. Providing emergency medical self-help to citizens while Emergency Medical Services units are on-route (to level of certification). Executing Special Services and Disaster related duties. Performing scene rehabilitation duties by picking up and cleaning debris emanated from the incident. Participating in education and awareness campaigns in line with the Sectional yearly programme. Demonstrating fire equipment, techniques, distributing of flyers and other informative material during public education and awareness campaigns and events. Resolving fire hazards which was reported by immediate subordinate and escalate unresolved hazardous incidents to the immediate supervisor. Participating in Provincial or National Campaigns where required. Participating in station tours for Public, schools and community safety demonstration and programs. Participating in the review of Standard working procedures and policies. Partaking in Drills and Emergency exercises in conformance with South African Emergency Institute, National Fire Protection Association Codes and standard operating procedures. Participating in In-house physical fitness training sessions. Attending to debriefing sessions after accident and incidents. Attending Fire Fighting, Hazmat and specialized training courses.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Infrastructure Services

POSITION: Process Controllers X 4

SALARY: R212 980. 00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 08

Minimum Requirements: • Grade 12 or relevant post matric qualification preferably a NTC 3 in Water Treatment or Waste Water treatment. • Trade related qualification: Operators certificate/ Waste water Treatment practice (N3); and • valid driver's License. 1-2 years relevant experience. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Performing hourly visual inspection from raw intake to final treatment stage, visually check water quality, feel the pumps/moving equipment, look for loose bolts and nuts in all equipment listen to unusual sounds from equipment. Reporting and recording all mechanical, electrical or structural faults. Logging/writing all plant activities in the occurrence book/logbook. Conducting visual inspection of water treatment plant infrastructure including water storage reservoirs. Inspecting instrumentation for proper operation (as per operation and maintenance manual) and or manufacturers specification, observe any unusual vibration, leaks, readings, alarm. Performing four hourly checks on the correct dosage of the chemicals. Taking and recording flow meter readings hourly. Observing the six hourly changes in reservoir levels from the telemetry system, and start or stop water pumps to ensure reservoir levels are kept >80% full at all times. Collecting water samples within the designated sampling points and conduct water quality tests/analysis hourly. Performing jar tests as and when advised by Superiors (e.g. when the raw water quality (turbidity) changes significantly such that the final treated water is non-compliant. Opening and closing valves to allow water flow within different process units and operations. Backwashing filter units when clogged. Collecting samples at the registered sampling points for analysis at the laboratory. Desludging clarifiers/sedimentation tanks manually. Removing floating debris and clean raw water inlet chamber, flocculation tank, distribution box, primary settling tanks, settling tank weir channels, filters and clear water sump. Starting and stopping electrical and mechanical equipment following the start-up procedure as per operation and maintenance manual and or manufacture's specification. Changing chlorine cylinders. Adjusting chlorine dosages. Performing admin duties, filling and capturing of data on the different log sheets. Performing tasks related to the Blue Drop certification programme as discharged/advised by the Department of Water and Sanitation from time to time. Following safe working procedures as indicated in the operation and maintenance manual. Observing, identify and report safety hazard. Inspect juniors and colleague for use of safety procedures and use of personal protective equipment. Reporting to immediate supervisor failure to use personal protective equipment or safety procedures by juniors and colleagues. Getting work schedules from immediate supervisor. Collecting tools, materials and chemicals from storeroom for water treatment. Making up chemical solutions. Purifying raw water from supply. Disinfecting purified water. Performing water quality analysis and record data at all times. Reporting to the Immediate Supervisor the defects at the water plant. Ensuring the functionality of pumps. Doing Housekeeping before leaving the work station. Use two – way radio for communication and reporting resolved calls. Scouring reservoir (when the reservoir is dirty, it cleaned by using water brooms and wash the mud out of the reservoir. The mud is drained into the storms water system). Reading water levels at reservoirs. Writing readings on activity book and report measurement with radio the immediate supervisor.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Infrastructure Services

POSITION: Electrical Linesman X 4

SALARY: R133 203.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 05

Minimum Requirements: Grade 10. 0 – (1) one year experience required. Prepared to work irregular hours. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Cleaning, and dusting electricity workshops, substations, and mini substations. Monitoring, cutting trees, and Spraying weeds/ vegetation infringing electricity network. Cleaning vehicles, tools, and equipment inside vehicles. Loading and offloading test equipment as and when immediate supervisor need to carry out tests on existing and new. Providing labour support during installations on-premises. Helping with the connecting of test equipment, test loads, and instrumentation. Cleaning test instruments after tests were carried out. Receiving instruction/guidance from the immediate superior and attends to the preparations of work site.(E.g. loading /off-loading equipment, tools, etc.) and /or fastening slings /ropes and guiding/holding material/equipment during the loading/off-loading. Operating hand held equipment (jack-hammer, etc.) to cut through concrete /tarred surfaces. Laying cables and positioning supporting structures (poles) and cleaning and tinning of conductors, binding and stripping of individual conductors. Attending to the erecting and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc. using hand held power tools to drill and mount junction boxes, brackets, cables trays, racks, etc. Tightening screw and bolts. Terminating cables, wires etc. To junction boxes, connecting blocks and/or terminals including soldering, fitting of and harnessing wires. Removing and replacing defective components and /or attending to the stripping, cleaning and jointing of overhead and underground cables and lines on isolated networks. Removing and replacing burnt out bulbs and/ or damaged or missing cover plates protecting inspection point. Assisting the electricians with testing circuits and the functionality of new components using testing and fault detections equipment.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Infrastructure Services

POSITION: Assistant Electrician X 2

SALARY: R156 467.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 06

Minimum Requirements: Studying toward a trade certificate. One (1) year experience required. Required to work in all weather conditions. Prepared to work irregular hours and unplanned overtime during emergencies. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Installing new electrical connections to connect new consumers to the electricity supply network. Installing switch gears in substations. Joining LV and HV cables. Reticulating newly developed areas. Maintaining and repairing existing distribution networks according to maintenance plans and breakdowns. Maintaining and repairing electrical distribution systems in council buildings and utility plants. Attending to consumer complaints regarding electricity. Performing LT and HT switching up to 33 kV. Repairing robot systems. Replacing faulty distribution equipment. Conducting fault-finding exercises on distribution networks. Obtaining quotations for materials and stock. Testing high voltage switchgear and transformers. Conducting cable fault location to identify faults and repairing breakdowns. Conducting first line repairs and maintenance of two-way radios. Programming, test and set-up protection relays. Programming and analysing recorders – Volt and Amp recorder. Repairing and maintaining robot controllers. Repairing and maintaining battery chargers for HV protection in substations. Installing bulk energy meters and facilitate bulk meter readings. Locating electrical services for construction sections. Conducting fault finding exercises on loading control system. Programming and testing load control relays for geysers and streetlights.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Infrastructure Services

POSITION: Electrician X 2

SALARY: R318 716.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 11

Minimum Requirements: Electrician Trade Test certificate. MV underground cable joints and termination will be added advantage. 1-2 years' experience required. Required to work in all weather conditions. Prepared to work irregular hours and unplanned overtime during emergencies. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Installation, Maintenance and Repairs of High/Medium/Low voltage network and equipment. Obtaining necessary plan for the installation of the equipment. Responsible for the laying of cable, cable jointing and termination on medium voltage. Arranging necessary earth works to be done. Construction of electrical reticulation. Identifying existing electrical services by using approved testing machine. Identifying the cable needs to be spiked by using approved testing equipment. Spiking cable with approved spiking equipment so that the right cable is isolated. Receiving and distributing the notices in the affected areas. Conducting VLF test on cables to determine the condition of the cable. Collecting the required material and equipment from the stores needed on site. Testing and locating faulty equipment (cables, breakers, disconnections, fuses, overhead lines, electrical meters and any other equipment). Perform construction and erection of new equipment. Restoring power to streetlight controller. Installation of new conventional and prepaid meter. Replacing faulty existing meters. Investigation possible tampering. Removing faulty or meters tampered with. Auditing of conventional and prepaid metering installation. Conduct necessary testing and labelling. Receiving work instructions from the immediate supervisor. Conducting pre-task planning and risk assessment. Supervising of work and personnel in terms of ORHVS. Mentoring and coaching of subordinates. Supervising earthwork installation of new supply HV/MV/LV equipment to ensure compliance with Council standards. Ensuring the barricading where the earth work needs to be done. Operating of council vehicle (cherry picker truck). Perform inspections on vehicles for safety and roadworthiness before using. Able to read, understand and interpret schematic drawings and basic designs.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Infrastructure Services

POSITION: Plumbers X 9

SALARY: R239 785. 00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TAS GRADE LEVEL: 09

Minimum Requirements: Studying toward a trade certificate. One (1) year experience required. N3 Certificate in Plumbing / Trade Test will be added advantage. Required to work in all weather conditions. Prepared to work irregular hours and unplanned overtime during emergencies. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Performing minor maintenance and repairs to water main supplies or reticulation and plumbing networks which including valves, air valves, scours, pumps and electric motor greasing and couplings in line with instructions from the immediate supervisor. Maintaining sewer main lines, water man holes and reservoirs. Performing inspections on sewer lines. Installing new water meters, new sewer connection points. Monitoring the pump stations and treatment works. Able to read and understanding the basic technical guideline on maintenance. Reporting defects and failures to the immediate supervisor. Planning tasks on daily basis according to a set schedule and priority. Be able to understand basic verbal instructions from supervisor and colleagues. Ensuring that work delegated to subordinates is satisfactorily completed and performed in line with applicable legislation and institutional policies and procedures. Taking care for the health and safety of oneself and other co-workers. Carrying out any lawful order given and obeying the health and safety rules and procedures laid down by the Employer. Recording and reporting all incidents and accidents immediately to the Immediate Supervisor. Executing all daily duties according to health and safety processes and procedures. Availing oneself to statutory medical surveillance.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Planning and Economic Development

POSITION: IDP Coordinator

SALARY: R476 964.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 14

Minimum Requirements: Grade 12; A relevant 3 year tertiary qualification preferably with courses or specialization in Public Administration or Performance Management or Project Management or B- Degree or B-Tech. Computer Literacy: MS Office. Valid driving License. The successful incumbent will be subjected to vetting for criminal record clearance

Duties: Responsible for the Management and implementation of IDP process. Facilitate internal and external communication into IDP process and plan. Capturing the needs of the communities and the organization. Aligning the IDP with the budget process. Performing an annual review process of IDP and draft revised IDP. Ensuring the adoption and approval of IDP. Dealing with complaints, requests and queries regarding the IDP on time. Aligning IDP with District, Provincial and National initiatives. Working in close cooperation with the finance Dept. (Budget Process). Ensuring that the revised IDP are submitted to Province on time. Ensuring that budget reflects the IDP needs. Ensuring that performance indicators and targets are reflected in the IDP base on Operational Service Delivery plans of departments. Projecting Management of LED and PA projects. Advising immediate supervisor on appropriate development plans addressing LED and PA. Establishing and maintain community consultation and participation structures and forums. Ensuring regular interaction, communication and advice to community structures and individuals. Advising and assist community structures with institutional issues. Holding and attend regular meetings with structure to ensure continuous feedback and information regarding processes. Establishing IDP Steering committee. Providing terms of reference to sub committees and the various planned activities. Commissioning of research studies in and about the municipality link to the IDP. Considering and commenting on the inputs from sub committees, study teams consultants and provincial sector departments. Processing, summarizing and draft outputs and make recommendations. Preparing, Facilitating and minute meetings. Submitting reports to The IDP representative gathering. Develop, consult and introduce a format for Ward Development Plans (WDP's). Ensure integration of budgeting on ward level. Provide training and assistance to facilitators of developing WDP's with respective Ward Committee's. Ensure integration of WDP's in IDP Development Programs and Budget. Monitor and report on progress with implementation of the WDP's.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Planning and Economic Development

POSITION: LED Coordinator

SALARY: R476 964.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 14

Minimum Requirements: Relevant 3 year tertiary qualification, Computer literacy: MS Office. 5 - 8 years relevant experience. Valid driver's license. The successful incumbent will be subjected to vetting for criminal record clearance

Duties: Conducting workshops and guidance on Cooperatives registration. Advising on registration with the Central Supplier Data Base. Coordinating the visits to all LED Projects. Compiling activity reports for the attention of the immediate supervisor. Providing a technical support base for the implementation of the LED Strategy. Monitoring the availability of data to inform the Strategy. Monitoring various sub-programs of the LED to ensure the implementation of the strategy. Coordinating the implementation of all LED programs. Supporting the implementation of LED programs and projects. Assisting the LED to determine and analyse key economic sectors in the municipality. Identifying all tourist attractions and promoting Arts and culture and heritage in the municipality. Monitoring programs and projects by reporting progress to the immediate supervisor. Coordinating the Cooperatives and SMMEs to draw bankable business plans through SEDA and other entities. Coordinating meetings on all LED matters. Monitoring and evaluation system in place to ensure targets are met and legislative framework complied with. Assessing the overall progress of strategy, programmes and projects by setting measures, targets and monitoring achievements. Identifying opportunities, weaknesses and developing responses to enable continuous improvements. Gathering and analysing information on the Municipality's economy to prepare a profile of the potential growth in business in the Municipality area. Consulting an existing and emerging businesses to identify key constrain to growth. Developing appropriate tendering procedures that will allow small businesses to participate in Municipal maintenance, construction and other projects, including procurement opportunities from the mining and other sectors. Creating development programmes and project to attract funding for them through National, Provincial, District, Private Sector and NGO funders and service providers. Identifying and develop SMME projects that promote diversification strategy of the Municipality. Monitoring and evaluate the outcome and impact of projects. Enhancing the abilities of local citizens (craft development) to participate effectively in tourism through education and training on business and marketing concepts, approaches and methods. Coordinate training and development of the local community to participate in tourism development initiatives. Facilitating the: Working Group: Rural, Agriculture programs. Preparing Invitations to some agricultural and rural development stakeholders to present their programmes and projects in the Municipality and agree on arrears of cooperation. Coordinating of Agricultural Indabas/conferences to inform farmers about new development and trends in the agricultural sector. Preparing and submitting reports to immediate supervisor. Considering IDP objectives, programmes, and agricultural projects of the Municipality.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Planning and Economic Development

POSITION: LED Officer

SALARY: R 376 271.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 12

Minimum Requirements: Grade 12. Relevant 3 year tertiary qualification. Computer literacy: MS Office. Valid driver's license. 3-5 years' experience in LED. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Providing a technical support base for the implementation of the LED Strategy. Monitoring the availability of data to inform the Strategy. Monitoring various sub-programs of the LED to ensure the implementation of the strategy. Facilitating of the implementation of all LED programs. Supporting the implementation of LED programs and projects. Assisting the LED to determine and analyse key economic sectors in the municipality. Identifying all tourist attractions and promoting Arts and culture and heritage in the municipality. Monitoring programs and projects by reporting progress to the immediate supervisor. Assisting the Cooperatives and SMMEs to draw bankable business plans through SEDA and other entities. Coordinating meetings and taking minutes on all LED matters. Conducting workshops and guidance on Cooperatives registration. Advising on registration with the Central Supplier Data Base. Coordinating the visits to all LED Projects. Compiling activity reports for the attention of the immediate supervisor. Assessing the overall progress of strategy, programmes and projects by setting measures, targets and monitoring achievements. Identifying opportunities, weaknesses and developing responses to enable continuous improvements. Gathering and analysing information on the Municipality's economy to prepare a profile of the potential growth in business in the Municipality area. Consulting an existing and emerging businesses to identify key constrain to growth. Assisting in developing appropriate tendering procedures that will allow small businesses to participate in Municipal maintenance, construction and other projects, including procurement opportunities from the mining and other sectors. Creating development programmes and project to attract funding for them through National, Provincial, District, Private Sector and NGO funders and service providers. Identifying and develop SMME projects that promote diversification strategy of the Municipality. Monitoring and evaluate the outcome and impact of projects. Preparing statistical data and quantitative information related to the tourism service delivery initiatives of the department. Compiling investigative reports and responses to correspondences and queries. Undertaking research or extracting information and records to support content, recommendations, and opinion. Verifying the correctness data of all B&B's and Hotels, Parks, restaurants, air streams, four-by-four routes, Museums, and heritage sites. Verifying the information for storage in the electronic document management system.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Office of the Municipal Manager

POSITION: Building Inspector

SALARY: R423 658 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 13

Minimum Requirements: Grade 12; A relevant National Diploma qualification as stipulated in the national building regulations; Computer literacy: MS Office; • valid driver's License and • Eligible to be registered as a Peace Officer (Law Enforcement Officer). 3 - 5 years building industry experience. The successful incumbent will be subjected to vetting for criminal record clearance

Duties: Provides direction to contractors/ departmental teams on resolution of referred problems associated with inaccurate data or information hindering processing in related departments. Provide assistance to the public and builders with enquiries regarding building plan specifications, requirements and regulations. Calculate fees in accordance with laid down tariffs, receipting payments received and forwarding documentations for further processing. Peruse through the submitted plan and identify deviations in specifications, estimation, calculations and positioning of proposed construction on site taking into account access to services, elevation, etc. and referring to specific building codes. Verify design and structural details to determine applicability and conformity to specifications. Approve building plans and forwarding to relevant departments for further comments and processing. Issue necessary approval certificate. Maintain and control the filing system for approved and outstanding building plans according to laid down procedures to facilitate access and retrieval. Visit specific work-sites and conduct inspections to establish that materials, the construction of the works and procedures are in accordance with approved design drawings, specifications and statutory regulations (National Building Regulations and SABS codes of practice). Undertake specific inspections at various stages of construction to check tolerances, compaction, etc., and compares findings with stipulated specifications/ requirements. Measure and ensure conformity to specifications of screen walls, openings and interior angles and arches. Check the use of protective materials and layers to prevent water penetration, cracks etc. Evaluate and comment on the adequacy of supporting structures, ventilation and waste water drainage systems. Inform the Director on issues of non-compliance/ problems on site. Inform the Director on illegal constructions and/or encroachments and aesthetics of buildings.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Planning and Economic Development

POSITION: Real Estate Officer

SALARY: R423 658 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 13

Minimum Requirements: Grade 12. A relevant post matric qualification, preferably a Certificate/ Diploma or equivalent in Property Management / Build Environment or related; and • Computer literacy: MS Office. 2 - 5 years' relevant experience. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Receives confirmation of transfer of property from attorney and deeds office. Does an enquiry on the stand to obtain all the relevant account numbers and does a disconnection and connection of services on the computer, if needed. Requests full information on the new owner from the transferring attorney and inputs computer data to transfer the property to the new owner. Consolidates the consumer and owner accounts, if it is the same person. Does an enquiry on the stand and prepares the relevant journals to transfer the closing balances as requested by the transferring attorneys. Ensures that the new tariff codes have been computed correctly. Creates a sundry account for payment of the credit balance and deletes the closed account with the zero balance. Ensures that rates are calculated correctly and make corrections where there are miscalculations. Communicate with the Land Valuers to do Interim Valuations on properties. Ensures that rebates are credited to the correct accounts. Ensures that properties are categorised exactly according to the approved valuation roll. Balance valuation roll with the financial system (the information on the valuation roll must be the same as the one that in the system). To handle objections (market value; zoning) from property owners in a professional manner and refer all their objection forms to the Land Valuers for interim valuations. Ensure that the outcomes appears on the supplementary valuation roll compiled by the Land Valuers Afrika. To arrange meeting with property owners, land valuers for any discussions and clarity regarding property values. Change tariffs for all services in the beginning of the financial year according to the approved budget. Communicate with the service provider (MUNSOFT) at the beginning of the financial year to do changes on the calcspars that we use for assessment rates. Do property transfers. Balance supplementary valuation roll with the financial system and make adjustments according to the roll. Adjust rental fee at the beginning of the financial year according to the approved budget.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Corporate Services

POSITION: Labour Relations Officer

SALARY: R423 658.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 13

Minimum Requirements: Grade 12. A relevant 3 year tertiary qualification in Human Resources Management or related field. 2 - 5 years relevant experience required. Experience in Local Government will be added advantage. Valid Driver's License. The successful incumbent will be subjected to vetting for criminal record clearance.

Skills and Knowledge: Computer Literacy. Ability to work independently. Taking minutes, Report writing and Communication skills. Knowledge of relevant labour legislations such as Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA) and Collective Agreements on Conditions of Services (SALGBC). Be able to interpret English to understandable languages during disciplinary hearings.

Duties: Provides advice to departments with labour relations matters. Promote good working relations between employer and employees. Coordinating all logistical arrangements for all hearings. Conducting and reporting on investigations on alleged misconducts. Providing advice in all labour relations matters. Representing municipality at bargaining council. Ensure proper functioning of the Local Labour Forum (LLF). Developing the annual schedule of meetings. Coordinate the LLF meetings and take/records minutes for the committee. Drafting of monthly reports. Distributing the LLF recommendations and resolutions and follow-up on progress. Providing support to the facilitation of the Prosecutors and Chairpersons for misconduct cases. Providing mechanical recording services to the disciplinary tribunals. Monitoring the execution of the decision taken in Local Labour Forum. Safe-keeping of all records for labour relations matters. Providing disciplinary information on induction of newly recruited staff. Crafting of charge sheets in-line with the collective agreements, legislation and misconduct reports. Ensuring the delivery of the charge sheet and any relevant documentation to the alleged accused. Drafting the appointment letters for the chairperson and employer representatives for Municipal Managers signature. Coordinating all logistical arrangements for all hearings. Ensuring that all immediate supervisor are informed about all notices received. Providing advice on potential success on outcome of cases. Attending the disciplinary hearings on behalf of the organization. Providing continuous update on cases in progress to immediate supervisor. Ensuring proper records keeping of all case documentation. Conducting and reporting on investigations on alleged misconducts. Advising continuously on time frames as per the collective agreements and legislation. Ensuring that the outcomes of a hearing are communicated to all the parties. Developing induction programs and their execution. Assisting in the induction of newly recruited staff. Leading programs to communicate reviewed policies. Ensuring logistical arrangements. Facilitating the availability of all presenters of the induction program. Compiling a comprehensive report of all inductions done for submission to the immediate supervisor.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Budget and Treasury

POSITION: Meter Readers

SALARY: R189 164.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

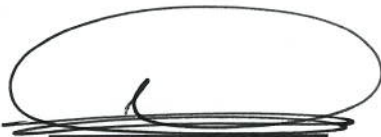
TASK GRADE LEVEL: 07

Minimum Requirements: Grade 12, Computer literacy: MS Office. 1-2 years relevant experience. The successful incumbents will be subjected to vetting for criminal record clearance.

Duties: Recording the house number; readings of the meter and meter number of the household. Capturing all the readings to the computer. Updating all the meter readings on the computer. Updating meter readings on time so that billing is not delayed. Assisting with checking meter readings that are not reflected on the system so that clients can be billed according to their readings. Submitting readings to immediate supervisor before due date so that billing can be done on time. Submitting the readings to the immediate supervisor for the deviations report before billing can be done. Attending to discrepancies on the deviations report before billing can be done. Reporting all faulty and damaged meters to immediate supervisor for them to be repaired so that customers can be billed accurately. Compiling report on defective meters and submit to immediate supervisor so that Infrastructure is made aware.

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Mr. L. Cindi
Municipal Manager

Date: 31.10.2024.

DIPALESENG LOCAL MUNICIPALITY



ADVERT

DEPARTMENT: Infrastructure Services

POSITION: General Worker: Water and Waste Water Treatment

SALARY: R 127 033.00 per annum basic salary (Excluding benefits i.e. Travelling Allowance, Housing Allowance, Medical Aid, Pension Fund and 13th Cheque Bonus).

TASK GRADE LEVEL: 4

Minimum Requirements: Basic Literacy. Post matric qualification a NTC Level 3 in Water Treatment or Waste Water treatment/Operator certificate will be added advantage. 0 - 1 years' experience required. Required to work in all weather conditions. Prepared to work irregular hours or overtime. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Observing raw intake to final treatment stage, visually check water quality, feel the pump/moving equipment, look for loose bolt and nuts in all equipment listen to unusual sounds from equipment. Reporting and record all mechanical, electrical, or structural faults. Logging/Writing all plants activities in the occurrence book/logbook to the attention of the immediate supervisor. Taking and record flow meter reading hourly from the raw water in let works, backwash water meter recycling dam and pump station in the presence of immediate supervisor. Cleaning of sampling containers and collect water & sludge samples at designated sampling areas. Cleaning laboratory glassware, analytical equipment and prepare chemical stock solution for water analysis. Keeping record of water analysis done. Inspecting the online water analysis equipment hourly and record readings. Preparing chemical stock solutions and maintain/keep neat the chemical storage area. Unblocking chemical feedlines. Opening and Close valves to allow water flow within different process units and operations in consultation with immediate supervisor. Operating (open/close) bulk supply valves at works and reservoir site. Operating and maintain/keep clean the backwash water recycling dam and reservoir site. Conducting weekly inspections at the reservoir site and pump station. Desludging secondary settling tanks manually to avoid sludge carry over and to maintain a low sludge blanket. Removing floating debris and clean raw water inlet works, flocculation tank, and distribution box, primary settling tank, weir channels, filters and clear water sump. Starting and stopping electrical and mechanical equipment following the start-up procedure as per operation and maintenance manual and/or manufacturer's specifications in line with immediate supervisor instruction. Perform task related to the Blue Drop Certification programme as discharged/advised by the Department of water and sanitation from time to time. Reporting to the Immediate Supervisor the defects at the water plant. Ensuring the functionality of pumps. Doing Housekeeping before leaving the work station.

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website www.dipaleseng.gov.za together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410 **on or before the 19 November 2024**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human resources, Mr. Thulani Mahlangu at 017 004 0027 / 0136.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference.

Mr. L. Cindi
Municipal Manager

Date: 31.10.2024