

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 34/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

RE-ADVERTISEMENT

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

AREA MANAGER: WALTER SISULU EAST

(TASK GRADE 14 OF A CATEGORY 4 LOCAL AUTHORITY)

REMUNERATION

An annual salary of **R478 613** is on offer.

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS

- Grade 12
- Bachelor of Science water and sanitation management or equivalent.
- Computer literacy.
- A valid driver's License (minimum code EB) is essential.
- A minimum of three (03) years relevant experience.

CORE RESPONSIBILITIES

- Participating in the review and development of the division's strategy, by drafting strategic planning input relating to the key performance and results indicators of the area and submitting it to the immediate superior for further action.
- Planning and creating adequate safe and healthy bulk water supply to JGDM communities, by investigating regulatory changes and technology and their impact relating to the extracting and purifying of raw water and wastewater and distribution or storage of treated

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- Evaluating, analysing, and aligning current water and sanitation network maintenance control principles and practices against trends and changes in statutory legislation applicable to water and sanitation network maintenance, identifying gaps and rectifying where required.
- Developing and implementing solutions relating to water and wastewater collection, treatment, and purification by collecting, analysing information, and recommending courses of action in response to problems experienced in the area and forwarding recommendations to the immediate superior for further action.
- Planning and reviewing the structural and organisational development and capacity building.
- Planning and preparing consolidated budget estimates in line with the area's requirements and continuous improvement for inclusion into the division's budget and ultimately the department.
- Giving input into the development or review of the division's policies and bylaws by analysing the applicability of the current ones in areas relating to the key performance and results indicators of the section and relevant legislative framework, drafting the input specifying the identified gaps, and submitting it to the immediate superior for further action.
- Investigating and assessing the suitability of procedures, systems, and controls associated with the vehicle, machinery, plant, equipment, material availability, and utilisation and submitting input to the immediate superior for further action.
- Supporting the immediate superior when presenting the division's draft policies and bylaws to the stakeholders by responding to technical questions that are specific to the key performance and results indicators of the section.
- Discussing and agreeing with personnel on the key performance indicators, annual and short-term targets, standards, and training requirements for them to deliver on agreed indicators.
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- Appraising and measuring the performance of personnel against agreed-upon indicators, counseling them, and developing mechanisms to deal with unachieved indicators and/or adjusting key indicators.
- Monitoring the adequacy of current training interventions through the evaluation of competence demonstrated in workplace application and preparing assessment and progress reports.
- Managing and overseeing the operations and maintenance of water abstraction

infrastructure.

- Managing and overseeing the operations and maintenance of bulk conveyance lines.
- Managing and overseeing the operations and maintenance of the water and wastewater reticulation network.
- Managing and overseeing the operations and maintenance of line control valves (gate valves, air valves, pressure-reducing valves, etc.).
- Contributing to water and wastewater quality management by preventing contamination/pollution.
- Managing proactive and reactive communication relating to water supply interruptions.
- Scrutinising overseeing the compilation of routine water quality compliance reports in line with applicable legislation.
- Formulating and submitting all statutory reports.
- Managing the implementation of the area budget.
- Responding to treatment and purification plant emergencies and instituting corrective measures.
- Reviewing technical reports and recommendations based on water and wastewater treatment works.
- Managing and overseeing projects deliverables by private contractors engaged to provide services relating to the key performance and results indicators of the section.
- Scrutinising and taking appropriate actions and decisions on the findings relating to the water and wastewater analysis.
- Managing administrative activities relating to keeping and maintenance of records relating to the key performance and results indicators of the division per the records management policy of the municipality.
- Compiling the section's performance reports referring to statistical data and qualitative information relating to the section's key performance and results indicators, and submitting them to the immediate superior for further action.
- Any other duties as reasonably delegated by management and as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on recruitment@jgdm.gov.za. No faxed or late applications will be accepted. Application forms can be downloaded on our website, www.jgdm.gov.za. Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

Mr. M.P Nonjola

Municipal Manager

Cnr Cole and Graham Street

Private Bag X102

BARKLY EAST

9786

ENQUIRIES: B.F PHETHOHA

Tel No: (045) 979 3039

File No: 4/6/3/8

CLOSING DATE: 15 MARCH 2024


Approved
2024/02/20