

## **JOE GQABI DISTRICT MUNICIPALITY**

### **NOTICE NO 39/2022**

Joe Gqabi District Municipality, with its seat in Barkly East, covers the area of **Walter Sisulu area** (Burgersdorp, Steynsburg and Venterstad), (Aliwal North and Jamestown), **Senqu** (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and **Elundini** (Ugie, Maclear, Mount Fletcher and the rural part of Tsolo and Qumbu).

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

### **INSTITUTIONAL AND SOCIAL DEVELOPMENT (ISD) OFFICER – WSP SECTION - X1 (WALTER SISULU AREA)**

#### **Task Grade 11 of Category 4 Local Authority**

### **REMUNERATION**

An annual salary of **R292 252** is on offer.

### **FRINGE BENEFITS**

Normal fringe benefits include leave, group life insurance, housing/rent subsidy on certain conditions, pension/provident fund, medical aid.

### **REQUIREMENTS**

- A relevant tertiary qualification in field of Social Science related field
- A minimum of 2 years experience in Water Services Planning and implementation
- Project Management experience and communication skills will be an advantage.
- Ability to interact with people at various and diverse levels including not limited to, municipal officials, government officials and politicians.
- Computer literacy
- Drivers license (Code EB)
- Good interpersonal skills
- Good Administration skills

## **DUTIES**

Provide assistance to the Manager Water Services Provision in:

- Collecting Data of all water service users within work area (LM/s)
- Facilitating regular engagement with communities to create Water Conservation & Demand Management (WC&DM) Awareness.
- Facilitating regular engagement with consumers to create awareness of JGDM Water Services Policies and By-laws
- Coordinating and manage activities and resources of the ISD office with the work area to ensure that the promotion of WC&DM runs accordingly
- Maintaining good relations and work closely with the Water Services Providers with Local Municipality Technical Services personnel to establish areas of water losses and existing Water Services Provision challenges.
- Attending meetings as required by supervisor
- Preparing and produce written reports to Supervisor as required
- Promoting and managing good Customer care services with all rural water supply projects and areas.
- Promoting good health and Hygiene Awareness within the communities.
- Developing and promoting education material for the promotion of WC&DM in official local languages.
- Facilitating Radio Talk shows with community Radio Stations.
- Collecting, distributing and Initiating posters and pamphlets that will promote WC&DM within District. Ensuring that correct local language is used.
- Monitoring and supporting WSP on Water Conservation & Demand Management.
- Providing Liaison Services between the Water Managers and consumers regarding any issues related to WC&DM.
- Any other duties as may 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. No faxed, emailed or late applications will be accepted. Canvassing and/or lobbying of a 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 Z83 application form as well as the "Joe Gqabi District Municipality Senior Management 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/>.***

***"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"***

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. ZA Williams  
Acting Municipal Manager  
Cnr Cole and Graham Street  
Private Bag X102  
Barkly East  
9786

A handwritten signature in dark ink, consisting of a large, stylized 'Z' followed by a horizontal line extending to the right.

**ENQUIRIES: OLWETHU NOHOLOZA**

Tel No: (045) 979 3175  
File No: 4/6/3/8

**CLOSING DATE: 27 JUNE 2022**