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## VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following positions:-

### Re-advertisement

**Department :** Corporate Services  
**Position :** Manager: Human Resources  
**Salary :** R 379 819.00 – R 493 015.00 p.a. (Task Grade 15)

### Requirements:-

- A recognized Bachelor's Degree in Human Resources Management or equivalent qualification
- 4-5 years relevant experience covering a broad range of Human Resources functions
- Ability to maintain a high level of confidentiality
- Must be able to manage crisis situations successfully
- Must be computer literate
- Valid driver's license

### Responsibilities:-

- Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements
- Ensure that subordinates have adequate resources to perform optimally
- Mentor and coach team members in order to address gaps and performance challenges
- Evaluate training needs and implement staff development and training to achieve overall objectives
- Conduct regular scheduled team meetings to discuss updates, process improvements, process changes and open issues affecting the team
- Address discipline and workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures
- Ensure that all Practitioners and Clerks within the section has adequate capacity, resources and support
- Ensure that all ad-hoc projects of the section are executed effectively
- **NB: Those who have applied previously need not apply**

**Department :** Office of the Municipal Manager  
**Position :** Manager: Litigation, Contract Management, Monitoring and Compliance  
**Salary :** R 379 819.00 – R 493 015.00 p.a. (Task Grade 15)

### Requirements:-

- Bachelor's Degree in LLB/B, Proc or equivalent qualification
- Qualification in Compliance Management or previous experience therein will be an added advantage
- 4-5 years relevant experience in dealing with cases within municipal environment or private sector
- Well-developed investigative, analytic and problem solving skills
- Ability to draft legal opinions and contracts
- Sound computer skills and high level reporting skills
- Ability to work under pressure
- Valid driver's license

**Duties:-**

- Handles all legal issues/situations that affect the municipality
- Provides legal advice to Council and Municipal Manager on any matters faced by the municipality in an effort to avoid litigation in all levels of Council
- Scrutinize all the bill of costs submitted by the private practitioners within which are due for payment
- Manage all contracts the Municipality has entered into and verify their legality and or enforceability
- Analyses all amendments to the relevant laws and advise Management on the affected policies or changes required by law
- Compile reports on the status of current litigations and reflecting financial implications
- Managing and monitoring of all Service Level Agreements by compiling/developing them according to required prescripts and update timeously

**Department** : **Office of the Municipal Manager**  
**Position** : **Practitioner: MPAC/Public Participation**  
**Fixed term contract equal to current Council term**  
**Salary** : **R 308 179.20 – R 400 024.80 p.a. (CTC) (Task Grade 11)**

**Requirements:-**

- Diploma or Degree in Social Science specializing in Political Science or equivalent qualification
- Public Relations will be an added advantage
- 2-3 years' experience in Local Government
- Good interpersonal relations and a high degree of ethics
- Facilitation, communication, analytical and report writing skills
- Valid driver's license

**Duties:-**

- Build and maintain relationships with internal and external stakeholders
- Create reports appropriate for escalation to higher levels
- Prepare and submit Annual Report on the functionality of Ward Committees and Ward Constituency meetings
- Assist with the functionality of Ward Committees and Ward constituencies
- Provide administrative support to Community Development Workers
- Provide administrative support to petitions in order to ensure that they are acknowledged timeously
- Provide administrative support to MPAC
- Provide secretarial services in all public participation activities of the Municipality

**Department** : **Community Services**  
**Position** : **Senior Traffic Officer X 02**  
**Salary** : **R 259 886.00 – R 337 345.00 p.a. (Task Grade 12)**

**Requirements:-**

- Grade 12 plus Traffic Diploma from accredited Traffic College
- 4-5 years relevant experience
- Be registered with Department of Transport as a Traffic Officer
- Be analytical and ability to investigate
- No criminal record
- Valid driver's license

**Duties:-**

- Identify areas to set up roadblocks and develop a roadblock schedule to be implemented
- Promote arrive alive and other campaigns
- Enforce hazardous Substances Act (Act 15/77) by verifying users to comply with the requirements of Dangerous Goods Act
- Advise on security protocol and provide escorts and security to big events, processions, ceremonies, functions and abnormal loads
- Issue summons for transgression such as speeding, traffic violation and parking tickets
- Control accident scenes and ensure that the stipulated accident scene protocol and procedures are adhered to
- To do any reasonable and related duties as may be directed by the Supervisor

**Department : Community Services**  
**Position : Traffic Officer**  
**Salary : R 165 610.00 – R 214 976.00 p.a. (Task Grade 9)**

**Requirements:-**

- Grade 12 with Traffic Diploma from accredited Traffic College
- 3-4 years relevant experience
- Exposure to risk and life threatening situations
- Registration with the Department of Transport as a Traffic Officer
- No criminal record
- Valid driver's license

**Duties:-**

- Enforce road safety rules and regulations
- Maintain traffic control within the municipal area
- Provide emergency support functions
- Complete specific reports, statutory documentations and registers
- Monitors the local area and acts on situations deemed to be inappropriate or non-conforming

**Department : Budget & Treasury Office**  
**Position : Property Valuator (Candidate Valuer)**  
**Salary : R 186 450.00 – R 242 042.00 p.a. (Task Grade 10)**

**Requirements:-**

- Grade 12 with Diploma in Property Valuations or related field
- 3-4 years relevant experience in municipal valuations and rates administration
- Ability to operate Geographic Information System
- Required to interpret Deeds Office Information, Surveyor General diagrams and building plans
- Registered with South African Council of Valuers and member of South African Institute of Valuers
- Valid driver's license

**Duties:-**

- Compile valuation notices and advertisements that will be presented in the local media and noticeboards to advise public of all procedures that will be required to be followed when conducting general or interim municipal valuations
- Compile project plan to detail the manner in which the valuation exercise will be undertaken
- Controls the compilation of valuation roll for the general and interim valuations by supervising the inspection and valuation of individual property/land and the printing of valuation forms
- Ensures that deadlines are met for all valuation court hearings
- Amends valuation roll once the interim valuation is approved by the Valuation Court and Council
- Prepares and plots new maps for valuations by referring to general plans, survey diagrams and GIS
- Responds to all enquiries from departments, financial institutions and public
- Ensures that all data provided regarding rates and valuations is captured on the GIS for record
- Prepares and captures data regarding buildings that have begun construction

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to **Director: Corporate Services, Mr. M. Mxekezo at 040 6733 095**.

**NB:-**

- No faxed or e-mailed applications will be accepted
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.

- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

**Closing date: 23 February 2018**

**MRS. M.P. MPAHLWA  
MUNICIPAL MANAGER**