



# MOSES KOTANE LOCAL MUNICIPALITY



The Moses Kotane Local Municipality hereby invites suitable qualified candidates to apply for the following vacancy to render development administration and planning services

## INTERNAL AND EXTERNAL ADVERTISEMENT

### DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT

**MANAGER: EPWP**

REF: 03/07/2020

SALARY LEVEL: 17-18

ENTRY SALARY NOTCH: R525 268.57 pa

#### Duties

- Manage the implementation of the EPWP and related skills development programmes.
- Relate to all stakeholders through EPWP Local Steering Committee Meetings, and Attend all EPWP Steering Committee Meeting outside the Institution (District, Provincial and National).
- Overall coordination of EPWP related issues in all Municipal directorates.
- Creating and enabling environment for the successful implementation of the EPWP programme.
- Compiling an EPWP management plan.
- Draft all projects contract approval for funding by National Public Works Department.
- Monitor the implementation of EPWP projects.
- Compile reports that the directorate and any other relevant bodies
- Managing human and other allocated in the unit.
- Complete, capture and report on the EPWP reporting systems, both web based and MIS.
- Compilation of a Municipality EPWP implementation plan in all its sectors.
- Develop linkages and good working relations/ partnerships with the sector Departments (National & Provincial) involved in the EPWP, private sectors, NGOs & Donors etc. as well as coordination of all stakeholders in the EPWP.
- Assist in auditing of compliance by Municipality directorates with regards to EPWP guidelines, during projects planning, design, implementation and operational phases.
- Any other relevant duties assigned in relation to the programme.

#### Requirements

- Grade 12
- National Diploma/Degree in Management, Social or Economic Sciences.
- Experience in implementation of labour-intensive and job creation projects is required.
- Financial management, report writing, project management, planning and organizational skills as well as computer literacy are essential.
- The incumbent must also have a valid code 08 drivers licence.
- At least 4-5 years' experience in working with local government, with a good understanding of EPWP programme, council systems, procedures.
- Good communication skills Computer literacy.

### SENIOR EPWP ADMINISTRATOR

REF: 04/07/2020

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R330 503.61 pa

#### Duties

- Capture and Consolidate All Submitted Institutional Projects.
- Relate to all stakeholders through EPWP Local Steering Committee Meetings, and attend all EPWP Steering Committee Meeting outside the Institution. (District, Provincial and National).
- Capture all allocated EPWP reports from programmes.
- Assist with the preparation of inputs to meet compliance and reporting mandate.
- Collect data from respective projects and conduct data quality assurance.
- Ensure the availability of information for the registration of Business Plans and monthly progress Reports of projects.
- Collection of project information on a monthly basis.
- Verification of information collected for compliance.
- Capturing of information on the EPWP reporting systems.
- Ensure the submission of weekly reports to HOD'S office.

#### Requirements

- Grade 12 plus National Diploma/ Degree in Management, Social of Economic Science plus an extensive relevant experience in managing and capturing data.
- EPWP Learning Programme Training Session Certificate will be an added advantage.
- Knowledge of EPWP reporting requirements and system.
- Computer literacy.
- Code B Driver's licence

### DEPARTMENT: INFRASTRUCTURE & TECHNICAL SERVICES

**HEAD OF UNIT: WATER AND SANITATION (EAST)**

REF: 05/07/2020

SALARY LEVEL: 19-25

ENTRY SALARY NOTCH: R871 185.08 pa

#### Duties

- Management of water and sanitation unit.
- Develop and review of policies, frameworks, By-laws and all relevant legislation governing Water & sanitation
- Develop and implement infrastructure management plans
- Develop OPEX and CAPEX budget and budget adjustment
- \*Compile business plans for funding applications
- Ensure compliance to blue-, green- and No Drop regulations
- Research on the latest technologies for water and waste processes
- Conduct needs analysis and prioritise projects in line with the budget
- Internal and external stakeholder management
- Develop specifications on infrastructure projects
- Review and approval of all infrastructure projects
- Management of personnel.

#### Requirements

- Grade 12 plus BSc/BEng/BTech Civil Engineering plus professional Registration (ECSA)
- 5 – 10 years' Experience in management
- Code 08 Driver's license
- Knowledge of Municipal Financial management
- Excellent written and verbal communication skills
- Project management skills

### DEPARTMENT: CORPORATE SERVICES

**OFFICER: COMMUNICATION ONLINE MONITORING & MEDIA**

REF: 06/07/2020

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R330 503.61 pa

#### Duties

- Assist in the Development and Implementation of a Moses Kotane Local Municipality's communication Policies, Strategies and Programmes in line with Municipal Vision, Mission and objectives
- Generate and Manage content for daily Communication internally in the Intranet, Social Media pages, Municipal's website and other channels.
- Ability to write Media Invites, News releases, Conduct Press interviews and Articles to be featured in MKLM Newsletters.
- Ability to Proof-read and Edit all Organizational documents before being publicized or send externally
- Ability to render other Communication related functions such as Stakeholder Management, Events Management, Public Relations, Research and Report writing in line with Municipal Vision

#### Requirements

- Grade 12 plus National Diploma in communication studies/ media studies /public relations
- 3 years working experience in communications related job.
- Advanced writing, Presentation and editing skills
- Valid code B Driver's License

### OFFICER: EMPLOYEE ASSISTANCE PROGRAMME

REF: 07/07/2020

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R330 503.61 pa

#### Duties

- Assist with problem identification, resolution for employees and family matters.
- Provide appropriate external resource for further assistance
- Facilitate employee rehabilitation and re-integration to the work environment.
- Provide onsite trauma de-briefing in extreme situations

#### Requirements

- Grade 12 plus Degree in Social work
- 3 years 'relevant work experience
- Certificate/Program in EAP
- Valid Driver's License
- Registered with relevant Professional body
- Computer Literacy

#### Skills

- Strong people management skills.
- Problem solving skill
- Listening, mediation and presentation skills.

Interested candidates should send an application letter CV, Certified copies of qualifications and ID in a sealed envelope to the address given below: The Municipal Manager, Moses Kotane Local Municipality, Private Bag X1011, Mogwase 0314 OR Hand delivery to the Civic Centre, Number 933, Unit 3 railway Road, HR Office, Mogwase 0314

Faxed or e-mail application will not be accepted.

If no response is received in 3 months you must consider your application as being unsuccessful, and any further correspondence will be entered only with shortlisted candidates.

The Moses Kotane local municipality is committed to employment practices that redress past imbalances and therefore disabled candidates who meet requirement are encourage to apply.

**NB:** The employer shall have a right to appoint or not.

All enquiries should be directed to the human resources office at 014 555 1429/1371

CLOSING DATE: 21 August 2020.

MR M. V. LETSOALO  
MUNICIPAL MANAGER