



Your ref:
Contact:

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In response to DMS No.:
Date:

To: ALL USERS
Vacancies: 24 MARCH 2023 – 05 APRIL 2023
DCM: CORPORATE SERVICES

City of uMhlathuze is one of the most modern and fast-growing municipalities in South Africa and offers the ideal combination of a rewarding career and pleasant working conditions. Interested and qualified applicants are invited to apply for the following positions: Applications must reach the addresses indicated not later than 05 April 2023 @ 12h00. Candidates must state clearly the position to which appointment is sought. Applicants are requested to furnish telephone number/s at which they may be contacted.

DEPARTMENT: INFRASTRUCTURE SERVICES

SENIOR ENGINEERING TECHNICIAN (ENGINEERING SUPPORT SERVICES)	
SAP POST NUMBER	20002164
TASK LEVEL	T12
BASIC SALARY	R451 830.72 – R522 446.52 per annum
ADVERTISED	Internal and Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none">• National Diploma in Construction Management and Quantity Surveying (Building Science);• NQF Level 5;• Project management skills;• Technical program skills;• Computer literacy;• Bilingualism;• 4 years relevant experience.
COMPETENCY REQUIREMENTS	<ul style="list-style-type: none">• Monitors and controls activities by maintaining a log of work, production, or maintenance;• Able to prioritise tasks;• Able to prioritize resources to meet competing deadlines;• Identifies problems following defined diagnostic processes;

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	<ul style="list-style-type: none"> • Identifies various alternative options and selects most appropriate solutions; • Understands potential impact of problems to own working environment; • Can identify problems that are not routine and will refer to supervisor for resolution. • Identifies resource requirements for undertaking specific tasks; • Organises, prioritises and schedules tasks so that they can be performed with efficient use of time and resources; • Measures progress and monitors performance and results; and • Develops contingency plans for potential problems. • Checks work of for errors; • Checks against set standards and regulations; • Initiates action to correct quality problems.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Design buildings, structures, alterations and additions or redundant/faulty parts; • Monitor and supervise activities of staff; • Prepare specifications, contract documents and plans; • Investigate and administer Rental Accommodation; • Financial control; • Work order administration.

DEPARTMENT: ELECTRICITY AND ENERGY SUPPLY SERVICES

HEAD OF ELECTRICAL AND SUPPLY SERVICES (OPERATIONS & MAINTENANCE)

SAP POST NUMBER	20000711
TASK	T22
BASIC SALARY	R894 588.96 per annum
ADVERTISED	Internal and Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Bachelor of Science Electrical Engineering (Power Engineering) or Bachelor of Technology (Power Engineering) or equivalent; • A minimum of 6-7 years' work experience in the Electrical field, of which 5years' should have been at Management level, • Government Certificate of Competency (GCC)- Factories will be an advantage; • Registration with Engineering Council of South Africa (ECSA) will be an advantage,

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	<ul style="list-style-type: none"> • 10 years' industrial experience, of which some of it must have been in Electrical distribution of at least 33kV/66kV/88kV/132kV.
COMPETENCIES REQUIRED	<ul style="list-style-type: none"> • Leads planning departments, plays an integral role in the development of the IDP and integrates planning across disciplines; • Interprets and scopes planning requirements for service delivery as guided by master plans; • Prepares concept proposals and seeks and provides advice on latest technology; • Provides technical inputs on the preparation and implementation of programmes, projects, • capital and operations and maintenance budgets; • Prioritises the annual programme and budgets to align with strategies and goals; • Structures multi-year projects; • Directs the development and management of the Asset Management System; • Global awareness of development in the infrastructure sector; • Understands the integration and intricacies of service delivery for economic and community development; • Ensures community develop strategies to ensure compliance; • Has an understanding of governance and audit; • Manages projects and programmes seen through as per requirements
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • To direct the Electrical & Services giving effect to the provision of an efficient, reliable supply of electricity to the City of uMhlatuze and within the requirements as set out in the National Rationalised Specifications (NRS 048 and 047) as approved by the National Electricity Regulator (NER) and to comply with the Municipality Electricity by-laws and the Electricity Act 41 of 1987. • Align Electrical & Energy Services to the IDP of the municipality; • Electricity Business Performance management; • Development of standard key management report; • Process control systems and telecommunication; • Electricity operations and maintenance; • Departmental planning and strategy; • Energy management; • Customer service & retail; • Public lighting; • Report to Deputy Municipal Manager Electrical & Energy Services.

DEPARTMENT: VARIOUS

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GENERAL WORKERS X 16 POSTS (IN VARIOUS DEPARTMENT)	
TASK LEVEL	T3
BASIC SALARY	R 128 648.40 – R 144 829.68 per annum
ADVERTISED	Internal Staff only
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Basic Level of Education, • Incumbent must be physical fit; • Incumbent must be able to walk long distances, be disciplined and have sober habits and be willing to work overtime and night shifts when required; • Relevant experience.
COMPETENCY REQUIREMENTS	<ul style="list-style-type: none"> • Performs routine work; • Takes basic instruction; • Performs digging, sweeping, lifting, packing, cleaning, tea-making, operating levers; • Performs basic implements. • Keeps tools safe; • Stores tools; • Understand signs; • Fill in a timesheet; • Follow a work-roster; • Use tools safely; • Stores tools safely; • Communicates basic instructions to peers; • Receive and understand instructions correctly
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Performs routine manual work; • Loads, unloads and carries equipment and material as instructed by supervisor; • Performs digging, sweeping, lifting, packing, cleaning, tea- making, operating levers • Keep the store properly packed and tidy; • Keeps tools safe.

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DEPARTMENT : CORPORATE SERVICES

HEAD OF SECTION (HUMAN RESOURCES)

SAP POST NUMBER	20000183
TASK	22
BASIC SALARY	R 894 588.96 per annum
ADVERTISED	Internal and Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 plus an NQF level 7 Degree in Human Resource Management • Ten years' municipal experience of which 5 years' middle management experience preferably in an HR Management environment • Leadership Skills; • Public Speaking Skills; • Sound Communication skills; • Report writing skills; • Decision making skills; • Plan, organise and co-ordinate the work flow; • Sound understanding of Local Government Environment; • Sound Municipal Finance Knowledge; • Initiator; • Think analytical; • Financially orientated.
COMPETENCIES REQUIRED	<ul style="list-style-type: none"> • Contributes to shaping the municipality's and local government specific goals and priorities; • Knowledge of the municipality's functional directorates / departments and understands strategic integration across these; and In-depth knowledge of the municipality's challenges in delivering municipal services; • Balances political, personal and societal views with municipality' needs when communicating differing viewpoints on complex issues; Displays thorough understanding of subject matter, risks, stakeholder dynamics and consultation processes and methodologies; Uses language and style to capture the attention of the audience; • Capable of effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties; • Identifies and acts on opportunities to partner with other departments in the municipality to achieve desired results; • Develops partnership agreements that ensures win – win outcomes for all parties; and

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	<ul style="list-style-type: none"> • Projects and forecasts short, medium and long term needs for the municipality; • Ensures all monitoring and control mechanisms are in place to track and report on meeting of deliverables against assignments or projects. • Takes positive action to resolve conflict in a way that addresses the issues, dissipates the conflict and maintains the relationships; and • Ensures that all parties are aware of agreements and required actions when the issues are resolved; • Demonstrates effective oral presentation skills for complex and sensitive topics and issues; • Effectively and appropriately communicate on complex and sensitive matters within the municipality; and • Complete presentations to management and clients; • Develops reporting templates, process and guidelines - mentoring and guiding previous levels; • Prepares considered, high quality written communications including correspondence and reports to committees; and Prepare and / or Review reports to committees, ensuring clear and concise communication to appropriate parties.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Provides strategic input, capability and leadership in the development of policies and guidelines; • Development organisational structures by: • Studying the existing organisational structures of the institution • Defining, enterprising objectives and plans; • Ensuring that an ideal organisational structure is in place; • Evaluating the existing structure in terms of the ideal structure; • Plans and implements organisational improvements and ensures the maintenance of a logical, sensible organisation structure which is in keeping with long range ideal organisational plans; • Makes sound and logical decisions with the active participation of the subordinates directly affected; • Control the work of the Branch by setting standards through mandates, specifications, past work performances action plans and market requirements.
PARALEGAL (LEGAL SERVICES)	
SAP POST NUMBER	20000059
TASK	T11
BASIC SALARY	R408 563.88 – R497 795.52 per annum
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Bachelor's degree preferable legal, Public Administration, or Provincial and local Government; • Knowledge of legal Procedures and documentation as well as Municipal Legislation and Environment;

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	<ul style="list-style-type: none"> • Leadership Skills; • Public Speaking Skills; • Sound Communication skills; • Report writing skills; • 4 years minimum experience.
COMPETENCIES REQUIRED	<ul style="list-style-type: none"> • Able to write legal documents in a clear and concise manner; • Interpret complex legal documents and translate them in to simple comprehensible opinions, directives and communication; • Proof reads documents accurately with close attention to detail; • Provides written advice to the Municipality on various legal aspects affecting the Municipality; • Able to draft Service Level Agreements, Memorandums of understanding, reports, opinions and et cetera; • Expresses views, advice and legal positions effectively and appropriately on straightforward • matters both within and outside municipality; • Advocates positions, conclusions and recommendations to supervisors; • Assists and supports senior legal advisors in presenting and representing municipality in various dispute resolution forums; • Identifies and alerts the legal advisors to potential conflicts of interest and follows procedures to deal with conflicts; • Understands and apply municipal policies, codes and Law Society or Bar disciplinary rules; • Understands resources available in municipality to resolve ethical issues; • Identifies risks involved and suggest new and alternative courses of action to treat the risk; • Understands how the business units, sections and directorates functions; • Basic knowledge about the municipality (Political and administrative); • Basic Industry knowledge; • Applies sector policies and legislation in undertaking tasks; • Aware of the issues impacting service delivery.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Legal research; • Drafting of agreements; • Conveyancing; • Knowledge of Municipal Legislation; • Computer literate.
DRIVER/MESSENGER (INFORMATION COMMUNICATION TECHNOLOGY)	
SAP POST NUMBER	20000053
TASK	T4
BASIC SALARY	R 144 829.68 – R 180 872.28 per annum
ADVERTISED	Internal Staff only

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MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 or equivalent; • Communication skills; • Valid driver's license code B.
COMPETENCIES REQUIRED	<ul style="list-style-type: none"> • Shows a commitment to excellence and quality; • Is friendly and responsive to community members/public; • Engages effectively with the general public and clients; • Understands and articulates client needs; • Gets on with others; Communicates effectively; Co-operates with others; • Appears optimistic and positive; Acknowledges contributions of others; • Acknowledge merits in others arguments; Negotiates skilfully in tough situations; • Able to understand basic verbal instructions from supervisors and colleagues; Checks own understanding of tasks and expectations to avoid making mistakes; Understands basic technical jargon. • Can translate technical information into terms that are understood; Responds to questions with accurate and complete answers; Communicates effectively both verbal and written; • Is able to compile routine correspondence / documents and keeps relevant record; and • Uses appropriate style and format to communicate to internal and external clients.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Driver/messenger; • Mail receipting and distribution; • Office support; • Vehicle maintenance.

DEPARTMENT: CITY MANAGER	
PERFORMANCE MANAGER (OFFICE OF THE CITY MANAGER)	
SAP POST NUMBER	20002057
TASK LEVEL	T16
BASIC SALARY	R 561 633.48 – R 635 274.24 per annum
ADVERTISED	Internal and Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • B Degree or equivalent (Specific to Performance Management); • NQF Level 7; • Code EB Driving license;

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	<ul style="list-style-type: none"> • Detailed understanding and interpretation of applicable legislation within the Local Government Environment; • Considerable years (5-7 years) in Performance Management and or Performance Monitoring, Reporting and Evaluation in the Local Government Environment.
COMPETENCY REQUIREMENTS	<ul style="list-style-type: none"> • Prepares considered, high quality reports for decision- making within the organisation; • Takes supervisory responsibility for reviewing and editing less experienced practitioners' and subordinates work; • Demonstrates effective oral and presentation skills for complex and sensitive topics and issues; • Monitors projects and programmes; • Checks against standards and regulations and signs off on documents; • Accurately reviews documents and edits documents created by others; • Identifies preferred solution with potential consequences; • Decides on best option within risk profile; • Creates understanding with client / stakeholder / groups as to best option; • Executes option and accepts consequences and accountability; • Evaluates relevant facts, issues and risks; • Distinguishes among various options; • Resolves ethical and potential conflict of interest issues to conclusion taking into account associated risks; • Contributes to shaping the Directorate / Municipality's sector specific goals and priorities; • Contributes to shaping the Directorate / Municipality's policies and procedures; • Demonstrates knowledge of relevant municipal legislation; • In-depth knowledge of the Municipality's challenges in delivering municipal services; • Conceptualises possible solutions to problems; • Weighs each solution against best-practice criteria; • Ensures implementation and buy-in to the solution; • Holds fora to discuss planning for the longer term (1 to 5 years) and consolidates input.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Managing the implementation of organisational performance monitoring reporting and evaluation service; • Manages and coordinates specific procedures associated with the development, implementation, review and execution of Organisational Performance Monitoring, Reporting and Evaluation;

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	<ul style="list-style-type: none"> • Applies methods and standard to determine specific requirements and dimensions Organisational Performance Monitoring, Reporting and Evaluation; • Manages and coordinates procedural requirements associated with adherence to legislated appointment of Section 54A/56 managers and preparation of relevant performance management documentation; • Directs and controls the key performance indicators and performance outcomes directly under the responsibility and control of the Office of the Municipal Manager and the Chief Operations Officer.
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CLOSING DATE: 05 APRIL 2023 @ 12H00

All applicants must forward a comprehensive CV (Preferably in English) to the: Deputy Municipal Manager: Corporate Services by email to: vacancies@umhlathuze.gov.za. Alternatively, please drop off applications at: Richards Bay Civic Centre Reception desk, Nseleni Rates Hall, Esikhaleni Rates Hall, Empangeni Civic Centre, Vulindlela Rates Hall, Ngwelezane Rates Hall/ Library.

PLEASE NOTE: IF YOU RECEIVE NO NOTIFICATION REGARDING THIS ADVERTISEMENT WITHIN ONE MONTH OF THE CLOSING DATE, it should be accepted THAT YOUR APPLICATION WAS UNSUCCESSFUL. The City of uMhlathuze is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Municipality in terms of race, gender and Disability



The appointment is made according to the Council's conditions of service. Canvassing for this position will lead to disqualification of applications. City of uMhlathuze strictly abides by ethical practices and does not accept money for submission of applications. We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at uMhlathuze Municipality's Human Resources –

NB: It is important to note that if a total cost to company has been reflected under a position it does not imply that this will be the full package the successful incumbent will receive. The total package shown includes the maximum Council's contribution to Pension, Group Life and Medical aid as well as other allowances that will only applicable if the incumbent complies with approved policies.

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