

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



☎ : (034) 995 1650
Fax : (034) 995 1192
edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 19 September 2018

POST: ELECTRICAL AND MECHANICAL MANAGER

DEPT: INFRASTRUCTURE AND PLANNING

REF NO: EDUMP-07/2017/18

REMUNERATION IS TASK GRADE 17: (R 534 822.93 – R 694247.09 PER ANNUM) OF CATEGORY 1 LOCAL MUNICIPALITY PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT

MINIMUM REQUIREMENTS:

- Grade 12 (Matric)
- B-Degree in Electrical Engineering or equivalent 3-year tertiary qualification relevant in Electrical Engineering NQF L6
- Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer/Technologist/Technician
- Project Management, MFMP / CPMD will be an added advantage
- 5 years working experience in Electrical environment and 2 years must be supervisory experience in local government
- Computer literate (MSWord & Excel)
- Must have a valid South African drivers licence
- Ability to work under pressure

Skills & Knowledge:

- Coaching, Communication (verbal), Community liaison, Conflict handling, Decision making, Evaluation, Interviewing, Leadership, Negotiation, People orientation, Problem solving, Supervisory, Writing, Computer literate. Budgeting skills
- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional government systems and performance management;
- Must have extensive knowledge of the public office environment;
- Must be able to formulate electrical engineering master planning, project management and implementation, MFMA, Finance controls (CAPEX budgets, OPEX budgets and SDBIP process).

RESPONSIBILITIES:

1. Evaluating the adequacy of current Electricity systems.
2. Ensuring that safety and legal aspects are complied with and that the highest level of operational safety is achieved in the municipal area.
3. Compiling staff structures to ensure optimal service delivery
4. Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure.
5. Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/or instituting corrective measures and consultation processes to address deviations from standards.
6. Ensuring the correct selection, placement and utilisation of staff in Electrical and Mechanical Section
7. Perform other related duties as instructed by supervisor / superiors

éDumbe Municipality is committed to Employment Equity, therefore, in these appointment such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers licence and details of three (3) references and must be addressed to the:

Municipal Manager
éDumbe Municipality
Private Bag x 308
Paulpietersburg
3180

or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful.

CLOSING DATE for applications: 09 October 2018

Enquiries with regards to this post may be directed to Miss. N.G. Mbokazi (Acting: Human Resource Manager) on 034- 995 1650 during office hours. No late applications will be considered.

Please note that the successful applicant will be required to submit original qualifications and consent to the verification of such qualification

Yours faithfully

M.P. KHATHIDE
MUNICIPAL MANAGER