

# INTERNAL ADVERTISEMENT



**FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NO: FDDM 001/2021-22**

Applications are invited from suitably qualified persons to apply for the under mentioned position based at Fezile Dabi District Municipality. Council is committed to the policy of Affirmative Action and any appointment that would ensure equity and representivity shall be given preference.

## **1. ASSISTANT MANAGER LED AND TOURISM**

**POST LEVEL 3**

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND TOURISM**

**UNIT: LED AND TOURISM**

**SALARY: R608 280.00 p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy, Travelling allowance

### **REQUIREMENTS:**

- Grade 12, National Diploma in Management Sciences or equivalent qualification
- Minimum of 4 years relevant experience in government LED and Tourism operations and environment
- Drivers license
- Knowledge of the Tourism industry
- Computer Literacy
- Excellent interpersonal skills.

### **RESPONSIBILITIES:**

- Assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and local LED Strategies.
- Provide project support and advice for LED projects at District and Local Municipal level.
- Assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level.
- Promotion of tourism facilities and activities in the District to local, national and

international community

- Liaison with Local municipalities on strategic tourism planning and development issues
- Coordinate the development and maintenance of comprehensive tourism Database for the District
- Coordination of an all-encompassing tourism information service

## **2. POST TITLE: IDP FACILITATOR**

**POST LEVEL: 5**

**DEPARTMENT – OFFICE OF THE MUNICIPAL MANAGER**

**UNIT: MUNICIPAL PLANNING**

**SALARY SCALE: R435 960 –R480 636 p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy

### **REQUIREMENTS:**

- Grade 12, N Diploma in Public Administration/ Management Science and Developmental Studies/ Planning or equivalent qualification
- 1 year experience in Local Government level
- Sound knowledge and understanding of local , Provincial and National departments in relation to IDP coordination
- Planning and good interpersonal skills,
- Excellent communication and report writing skills
- Ability to work under pressure
- Computer literacy
- A valid driver's license

### **RESPONSIBILITIES:**

- Collect status quo information from relevant departments and other sources to form part of a baseline for future planning
- Coordinate the District IDP Forum, IDP Steering Committee, IDP representative forums where sector departments together with the district municipalities meet and ensure that the IDP is aligned and integrated to sector and local plans
- Prepare stakeholder consultation schedule, coordinate the sessions, and ensure the relevant documents for consultation are in placeDevelop and review an Integrated Development Plan
- Develop IDP framework and Process Plan

- Liaise with municipal departments continuously to ensure that all activities and operations are aligned to the IDP
- Alignment of Council activities to Provincial Growth and Development Strategy(PGDS) and National Development Plan
- Develop, strengthen and maintain relationship with relevant role players and other implementing agents

### **3. POST TITLE: INTERNAL AUDITOR**

**POST LEVEL: 5**

**DEPARTMENT – OFFICE OF THE MUNICIPAL MANAGER**

**UNIT: INTERNAL AUDIT**

**SALARY SCALE: R435 960 –R480 636 p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy.

#### **REQUIREMENTS:**

- Grade 12, N Diploma in Internal Auditing or Equivalent Qualification.
- Good understanding of Legislation
- 2-3 years' experience in Local Government level
- Planning and good interpersonal skills, negotiation skills, conceptual and analytical skills
- Excellent communication and report writing skills
- Ability to work under pressure
- Computer literacy
- Valid driver's license

#### **RESPONSIBILITIES:**

- Execute Internal Audits regarding the regularity, Financial Compliance, Internal control and advisory services, conduct performance Audit.
- Prepare summary of findings and make appropriate Audit findings with adequate recommendations and conclusion.
- Provide Chief Internal Auditor with detailed reports for all the Audit assignment performed as per approved Audit plan.
- Consult Audit findings where applicable to determine problem areas where control system are required.
- Assess/test the control system in accordance with policies, procedures and legal requirement.

**4. POST TITLE: SECURITY OFFICERS X7**

**POST LEVEL: 14**

**DEPARTMENT – OFFICE OF THE MUNICIPAL MANAGER**

**UNIT: MUNICIPAL PROTECTION SERVICES**

**SALARY SCALE: R140 340 –R153 108p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy.

**REQUIREMENTS:**

- Grade 12
- PISRA registration (Grade C to A)
- Experience in policing and defence environment (Ex police or reservists, army, etc).
- Sound knowledge of all relevant and applicable sections of criminal procedure which have direct bearing on the duties of security officers.
- Interpersonal relations
- Effective Communication (verbal & written)
- Client service
- Strong ethical conduct
- Ability to work independently and in a team

**RESPONSIBILITIES:**

- Monitor the municipality premises and surroundings
- Conduct visual checks to establish entrances to the building are secured during the night
- Patrol the area and identify any breaches to security procedures (parameter lights not switched on, security gates not closed, etc.)
- Interact with persons found on site to establish reasons and/or alerting the immediate superior and/or law enforcement personnel during emergencies/suspected break-ins and related incidents
- Communicate the status of security at the premises through verbal interaction with the immediate superior at defined intervals during the shift
- Safeguard all municipal and/or satellite office assets
- Report all cases of asset loss or vandalism
- Building inspections
- Regular patrols and identified shortcomings reported to relevant authorities within the institution

**5. POST TITLE: SENIOR ADMIN COORDINATOR**

**POST LEVEL: 5**

**DEPARTMENT – CORPORATE SUPPORT SERVICES**

**UNIT: ADMINISTRATION**

**SALARY SCALE: R435 960 –R480 636p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy.

**REQUIREMENTS:**

- Grade 12
- 1 years' experience in admin field
- Computer literacy in MS Office (MS Word, Excel, PowerPoint)
- Ability to work under pressure

**RESPONSIBILITIES:**

- Execute filing and archiving administration of documents and correspondence within the municipality
- Keep records of files that have been requested out and returned by officials and councilors or any other person as permitted by policy and in accordance with policy prescripts of giving out and receiving files
- Make copies of documents contained in the files as duly requested in accordance with policy
- Ensure that the documents left in his / her custody remain confidential and no copies are made to other persons without prior consent of the authorized person
- Ensure that all the official external incoming mail – be it postal (opened according to laid down procedure), hand delivered, faxed, email – is properly recorded and sorted alphabetically

**6. LABOUR RELATIONS OFFICER**

**POST LEVEL: 5**

**DEPARTMENT – CORPORATE SUPPORT SERVICES**

**UNIT: HUMAN RESOURCE MANAGEMENT**

**SALARY SCALE: R435 960 –R480 636 p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy

**REQUIREMENTS:**

- Grade 12, National Diploma in Management or equivalent qualification.
- Soun

d knowledge of labour legislation including the Basic Conditions of Employment Act, Labour Relations Act

- 1 year experience in Local Government level
- Computer literacy
- Excellent interpersonal skills, Ability to handle stress, Attention to detail
- Valid driver's license

#### **RESPONSIBILITIES:**

- Provide a professional labour relations service in the municipality to ensure that the municipality is informed and given professional advice on all labour relations matters
- Coordinate disputes referred to the Bargaining Council, CCMA to ensure Council's interests are represented
- Develop and provide labour relations education to line managers and employees to ensure understanding of relevant legislation and policies
- Attend to and coordinate disciplinary and grievance procedures to ensure discipline within the workplace and speedy handling of grievances to facilitate good labour/employee relations
- Facilitate meetings requiring labour relations input and attend to enquiries and complaints in a fair manner
- Build constructive relations with the trade unions
- Keep and maintain relevant labour relations statistics and analyse labour relations trends for the purposes of informed decision-making
- Prepare agendas for the Local Labour Forum
- Liaise with relevant trade unions in the preparation of agendas for the Local Labour Forum

#### **7. SKILLS DEVELOPMENT FACILITATOR**

##### **POST LEVEL 6**

##### **DEPARTMENT – CORPORATE SUPPORT SERVICES**

##### **UNIT: HUMAN RESOURCES DEVELOPMENT**

**SALARY SCALE: R 382 860.00 – R 422 100.00 p.a.**

**BENEFITS:** Provident fund, Medical Aid subsidy, Rental/Housing subsidy

#### **REQUIREMENTS:**

- Grade 12, Certificate in Administration or equivalent.
- 1years' experience in admin field
- Ability to work under pressure and show initiative.
- Excellent interpersonal skills
- Valid driver's license

**RESPONSIBILITIES:**

- Update files inserting current and relevant information and seek approval on the destruction of old or outdated correspondence/documentation and manage records for the Unit
- Handle sensitive and confidential information with discretion.
- Record and monitor inflow and outflow of documents in the Unit
- Confirm training dates, secure venues and send notifications
- Distribute training committee meeting agenda
- Develop and submit EE reports to the Department of Labour.

**8. LED OFFICER****POST LEVEL 6****DEPARTMENT – LOCAL ECONOMIC DEVELOPMENT AND TOURISM****UNIT: LED AND TOURISM**

**SALARY: R 382 860.00 – R 422 100.00 p.a.**

**BENEFITS:** Provident fund, Medical Aid subsidy, Rental/Housing subsidy

**REQUIREMENTS:**

- Grade 12, National Diploma in Management Sciences or equivalent qualification.
- Knowledge on local languages and the ability to communicate clearly and effectively with the public.
- Knowledge of the Fezile Dabi region.
- Drivers license
- Basic computer skills

**RESPONSIBILITIES:**

- Conduct entrepreneurial education and capacity building through seminars and workshops
- Develop and distribute educational material on entrepreneurship and encourage the sharing of information to schools and communities in general
- Pro-actively direct and pursue entrepreneurial support and development in the district
- Conduct SMME road shows in all towns within the district to identify potential beneficiaries
- Collecting and driving the artists and crafters to and from Arts Exhibitions
- Visit the pre-approved applicants to ensure compliance with the Entrepreneurial Support System Policy
- Deliver equipment to the identified beneficiaries and make sure the acknowledgement form is signed by each beneficiary
- Ensure that assisted SMMEs are monitored and evaluated in order to ensure the sustainability of SMMEs

**DIRECTIONS TO CANDIDATES:**

1. Applications letters, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Fezile Dabi District Municipality, John Vorster Road, PO Box 10, Sasolburg, 1947.**
2. Late, Faxed and/ or e-mailed applications will not be considered.
3. Candidates must be prepared to be subjected to security clearance
4. Canvassing will automatically disqualify a candidate.
5. Enquiries should be directed to **Dr. R.S Motingoe (Director Corporate Support Services): Tel 016 970 8600.**
6. Should you not receive any response within 2 months after the closing date consider your application unsuccessful.
7. The Municipality reserves the right to make no appointment.

**CLOSING DATE: 8 SEPTEMBER 2021**



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**Ms L MOLIBELI  
MUNICIPAL MANAGER**