



# MATJHABENG

## LOCAL MUNICIPALITY


**VACANCIES**

# EXTERNAL/INTERNAL ADVERTISEMENT

## MANAGER: EXTRA HIGH TENSION

**SALARY: R537 468 p.a. (Excluding Benefits)**

POST LEVEL: 3

### JOB PURPOSE

Manage, control and administration of electricity distribution and reticulation networks for areas within the entire Municipal area.

### ESSENTIAL REQUIREMENTS:

Relevant B.Degree in Electrical Engineering Heavy Current or equivalent NQF level 7 qualification. Registered as a Professional Engineer or technologist with ECSA. 10 years relevant experience in the Electrical Engineering Environment. Experience in a municipal environment would be an advantage. Valid code B drivers license.

### PREFERRED REQUIREMENTS:

At least 10 years experience in the electricity distribution industry. At least 5 years proven managerial experience and 5 years supervisory experience.

### KEY PERFORMANCE AREAS

- Investigate all queries regarding correspondence to EME and MES and draft letters and memorandums in reply.
- Prepare preliminary operational and capital yearly budgets for approval by the EMEES and MES.
- Prepare and evaluate Electrical tenders for approval.
- Oversee quotations to consumers for connections, alterations and supply of power.
- Responsible for Revenue Enhancement function of the Electrical Department.
- Scrutinize Eskom accounts to determine network losses and draft a report to the EME and MES losses.
- Compile and implement revenue protection procedures.
- Handle all illegal tampering.
- Liaise and correspond with suppliers and contractors.
- Ensure that all the requirements of the Occupational Health and Safety Act 85/93 and all relevant legislation are adhered to at all times.
- Do physical inspection at all workplaces to ensure that machinery is safe and record this in various registers.
- Draw up yearly, 3-yearly and 5-yearly capital programs to ensure continuity, development and safety of the electrical supply.
- Ensure the annual maintenance of 132kv including the following all HT. switch gear, all transformers HT. panels, sub-lighting.
- Ensure the cleaning of sub and substation yard and the inspection of fences & gates and reporting of faulty alarms.
- Ensure the inspection of insulators, isolator contacts and contact springs, check and replace silica-gel and SF-6 gas pressure on 132KV switch gear.
- Ensure the compilation and

- implementation of required electrical operating procedures.
- Ensure 132kV installation sheath testing, inspection of earth mats are annually conducted.
- Ensure the repair, maintenance and inspection of oil leaks on transformers, oil level and cleaning of insulators and isolators are annually conducted.
- Ensure construction, upgrading and installation of e/f & o/c relays installation.
- Ensure the maintenance, repair, installation and commission of 132kV, 11kV and 6.6 kV. Breakers on network as to annual maintenance plans.
- Ensure compliance to the NRS 047 & 048 quality supply regulations.
- Compile annual operation and capital budgets.
- Compile annual maintenance programs for Electrical Infrastructure.
- Ensure updating of Electrical asset registers and drawings.
- Compile NERSA D-form statistical Non-Technical Financial Information

**Enquiries regarding this position can be forwarded to: Mr NB Thobela @ 057 391 3385**

## PROJECT MANAGEMENT UNIT (PMU) MANAGER: (PMU)

### FIVE YEAR FIXED TERM CONTRACT POSITION

**SALARY: : R1 155 516 p.a. (All-inclusive package)**

### POST LEVEL: 2 JOB PURPOSE

Manage, control and administration of all infrastructure projects within the entire Municipal area.

### ESSENTIAL REQUIREMENTS:

B Degree in Civil Engineering or equivalent coupled with 10 years' experience in Project Management. Computer literacy and a Valid Driver's license. Sound knowledge of Local Government Administration. Registration as a Professional with the Engineering Council of South Africa (ECSA) or project management professional will be an added advantage.

### PREFERRED REQUIREMENTS:

At least 10 years experience in the project management industry. At least 5 years proven managerial experience and 5 years supervisory experience.

### KEY PERFORMANCE AREAS:

- Manage all infrastructure grants funding within the Municipal accounting system.
- Responsible for the management of the PMU team and their respective outputs.
- Primarily responsible to integrate, co-ordinate, manage and financially administer all grants Projects in the Municipality's area of jurisdiction.
- Ensure project compliance with all applicable legislation, policies and

- conditions applicable to all grants.
- Submission of monthly, quarterly, bi-annual, annual and ad hoc reports to relevant departments as determined in applicable legislation or as required by the grants Management Units.
- Co-ordinate the project identification process in terms of relevant IDPs.
- Co-ordinate the project feasibility process with the involvement of other Municipal Departments.
- Develop detailed design, review project drawings, bill of quantities, tender and contract documentation.
- Assess the potential risks of specific projects, as well as undertake risk management on specialist rolls.
- Liaise effectively with all Project Stakeholders.
- Think both creatively and logically to resolve design, tender and contract documentation and resolve problems.
- Manage budget and other project resources.
- Correct any project deficiencies that affect production, quality and safety requirements prior to final evaluation and project reviews.

## CIVIL ENGINEER: PROJECT MANAGEMENT UNIT (PMU) FIVE YEAR FIXED TERM CONTRACT POSITION

**SALARY: : R999 600 p.a. (All-inclusive package)**

POST LEVEL: 3

### JOB PURPOSE

Manage, control and administration of all infrastructure projects within the entire Municipal area.

### ESSENTIAL REQUIREMENTS:

B Degree in Civil Engineering and a minimum of 5 years relevant experience. Computer literacy and Valid Driver's license. Registration as a Professional Engineer or registrable within the next 12 months.

### PREFERRED REQUIREMENTS:

At least 10 years experience in the civil engineering industry. At least 5 years proven managerial experience and 5 years supervisory experience.

### KEY PERFORMANCE AREAS:

- Report to the PMU Manager and support him in execution of his services.
- Undertake technical and feasibility studies and site investigations.
- Develop detailed designs, review project drawings, bill of quantities, tender and contract documentation.
- Use a range of design computer packages for designing projects.
- Assess the potential risks of specific projects, as well as undertake risk management on specialist roles.
- Support Supply Chain Management in tendering procedures and put together proposals.
- Manage, supervise and visit contractors on site and advice on Civil Engineering issues.

- Oversee the work of junior staff or mentor Civil Engineers throughout project process.
- Communicate and liaise effectively with all relevant stakeholders.
- Think both creatively and logically to resolve design, tender and contract documentation and resolve problems.
- Manage budgets and other projects resources.
- Manager change, as the client may change his/her view about the design and identity, formalize and notify relevant parties of the change in the project.
- Lead teams of other Engineers, perhaps from other spheres of Government or firms.
- Compile, check and approve reports.
- Undertake complex and repetitive calculations.
- Monitor material and equipment purchases and delivery through supervision Engineer.
- Adopt all relevant requirements around issues such as environmental regulations, designs, good construction practices and safety on all work assignments.
- Correct any project deficiencies that affect production, quality and safety requirements prior to final evaluation and project reviews.

- Candidates are requested to forward a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Main Building, Room 5, 3<sup>rd</sup> Floor, Welkom.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

**CLOSING DATE: 16 OCTOBER 2020**

*Please note:* If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

**MUNICIPAL MANAGER  
Ms : Zingisa Tindleni**