



# GREATER TZANEEN Municipality

## VACANCIES

The following positions are being advertised, and applicants are invited to apply.

### ENGINEERING SERVICES DEPARTMENT

#### 1 X MANGER: MECHANICAL WORKSHOP

(Job Id Number 5/4/0/001)

Salary: R 744 027. 00 per annum (Job level 3)

The job purpose: To manage Mechanical Workshop services. Key performance areas: The Manager Mechanical Workshop must ensure that the daily work is done to satisfaction and achieve the objectives of council. He/she will be responsible for: ☐ Monitoring the development, implementation and review of the organization policies, procedures and processes ☐ Develop Organizational vision and strategy and provide strategic support to the municipality ☐ Manage activities of the division ☐ Prepare budget for mechanical workshop ☐ Manage Performance of employees in the division ☐ Manage Human Resources ☐ Financial Management.

Requirements: ☐ B Degree in Mechanical Engineering or relevant qualification ☐ Driver's License ☐ Five (5) years relevant experience with at least 3 years' experience on supervisory position.

### ENGINEERING SERVICES DEPARTMENT

#### 1 x Superintendent (Water and Sewer)

(Job Id Numbers: 5/2/1/002)

Salary: R 625 656. 24 per annum (Job level 5)

The job purpose of Superintendent is to supervise plumbing and maintenance of water and sewer reticulation. Key performance areas: The Superintendent must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ☐ Monitor and supervise activities of staff ☐ Monitor the utilisation, application and maintenance of machinery, equipment, tools and materials, performing administrative and human resources related activities ☐ Performing driver activities.

Requirements: National Diploma in Civil Engineering or relevant qualification, Trade Test Certificate, Driver's license with PRDP. Communication skills. Three (03) years' relevant experience.

#### 1 x Superintendent

(Job Id Numbers: 5/2/1/073)

### ENGINEERING SERVICES DEPARTMENT

Salary: R 625 656. 24 per annum (Job level 5)

The job purpose of Superintendent is to supervise sewerage purification plants and maintenance on water and sewerage treatment plants as well as pump stations. Key performance areas: The Superintendent must

ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ☐ Monitor and supervise activities of staff ☐ Supervise the utilisation, application and maintenance of machinery, equipment, tools and material ☐ Perform administrative and human resources related activities. ☐ Perform driver activities.

Requirements: National Diploma in Water Care, or relevant qualification, Registered as Class V Process Controller, Driver's license with PRDP. Communication skills. Three (03) years' relevant experience.

### CORPORATE SERVICES DEPARTMENT

#### 1 X ASSISTANT OHS PRACTITIONER

(Job Id Number 4/1/3/004)

Salary: R 566 555. 16 per annum (Job level 6)

The job purpose of Assistant OHS Practitioner is to coordinate Occupational Health and Safety services. Key performance areas: The Assistant OHS Practitioner must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ☐ Perform safety inspections ☐ Assist in organising and conducting training sessions on health and safety practices ☐ Perform safety equipment maintenance ☐ Perform

administrative functions; capturing and filing of OHS information ☑ Perform emergency response.  
Requirements: National Diploma in Environmental Health or Safety Management (NQF Level 6) and Driver's license. Two (02) years' relevant experience.

#### ENGINEERING SERVICES DEPARTMENT

##### 1 X CHEMICAL ANALYST

(Job Id Number 5/2/2/035)

Salary: R 566 555. 16 per annum (Job level 6)

The job purpose of Chemical Analyst is to coordinate chemical laboratory services under prescribed conditions. Key performance areas: The Chemical Analyst must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ☑ Analyse samples in the laboratory for Microbiological, chemical and Physical Quality of consumable☑ Investigate new source of industrial discharge. ☑Conduct inspections, monitoring and reports concerning industrial effluents in the systems. ☑Conduct improvement of water pollution control. ☑Coordinate the regulation of sewerage purification. ☑Coordinate examination of consumable water☑ Provide staff supervision.

Requirements: National Diploma in Analytical Chemistry or Water Care or relevant qualification, Driver's license and Three (03) years relevant experience.

#### COMMUNITY SERVICES DEPARTMENT

##### 1 X SUPERINTENDENT

(Law Enforcement)

(Job Id Number 6/1/1/001)

Salary: R 566 555. 16 per annum (Job level 6)

The job purpose of Superintendent is to promote road safety through effective and efficient law enforcement services. Key performance areas: The Superintendent must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ☑ Enforce Road traffic legislations and other relevant legislations☑ Facilitate joint law enforcement activities and projects☑ Coordinate traffic control and crime prevention activities •Assess Road conditions• Educate and train public traffic law adherence. ☑Provide staff supervision.

Requirements: National Diploma in Traffic Management (NQF Level 6), Vehicle and Driver's License Examiners Diploma, Code ECand A

Driver's License and Two (02) Years relevant Experience.

#### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

##### 1 X ADMINISTRATIVE OFFICER

(Job Id Number 2/3/3/001)

Salary: R 625 656. 24 per annum (Job level 5)

The job purpose of Administrative Officer is to coordinate the administration, maintain and updating of properties and related database and the transfer of properties relating to the Valuation Roll.

Key performance areas: The Administrative Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: ☑ Coordinate the administration of transfer of property ☑ Maintain and update all properties and related database ☑Administer changes to stand information as per occupation certificates to update valuation roll and ensure correct income.

Requirements: National Diploma in Financial Management or relevant qualification, Driver's license and Three (03) years relevant experience

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*Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850*

*Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.*

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

**Closing date: 11 April 2025 at 15:00**

**Enquiries: Mr. TE Selowa (015) 307 8284/8006.**

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

**MR D MHANGWANA- MUNICIPAL MANAGER**