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NYANDENI LOCAL MUNICIPALITY
Municipality Building,
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Libode 5160



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Enquiries: T. Tshisa- Ndamase

10 April 2024

EXTERNAL VACANCY ADVERTISEMENT

12 OF 2023/24

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following posts:

**1. OPERATIONS MANAGER: PLANT AND ANIMAL FEED -TASK GRADE 14
(3-YEAR FIXED-TERM CONTRACT)**

Salary Scale: R 995 759,17 per annum (All-inclusive total cost to employer package)

Requirements of the Post:

- ✓ National Diploma in Business Management or Equivalent
- ✓ Computer literate- Office applications
- ✓ Valid Code 08 Driver's License
- ✓ Understanding of Financial reporting
- ✓ 3 years' experience in operations management

Key Performance Areas:

Coordinates the process of the animal feed processing plant and confirm that it is equipped sufficiently in terms of resources and guidelines to operate effectively by:-

- ✓ Conducting inspections of all the plant and animal feed processing plant from the initial up to completion stages within the Municipal Jurisdiction as per the approved specification.
- ✓ Preparing strategic and operational plans of the plant and animal feed processing plant
- ✓ Providing guidance to project planning processes for the Municipality
- ✓ Identifying resources needed and outline processes to be adhered to.
- ✓ Effectively apply methodology and enforce project standards to minimize risk on the project.
- ✓ Creating and Executing project work plans and revised as appropriate to meet changing needs and requirements.
- ✓ Capturing all relevant information on building plan database, index cards or record,

statistics, tracking purposes and submit to the immediate superior for further processing.

- ✓ Negotiating and managing all contracts and agreements between the business and stakeholders
- ✓ Exploring investments and partnerships arrangements with other stakeholders.
- ✓ Monitoring and supervising the milling process from receiving intake, reclaim and processing product.
- ✓ Monitoring of adherence with to good agricultural practices, food manufacturing, handling and management procedures and policies.

2. SENIOR INTERNAL AUDITOR- TASK GRADE 14

Salary Scale: 609 896,00 - 639 536,00 per annum

Requirements of the Post:

- ✓ National Diploma / Degree in Auditing or equivalent
- ✓ Valid Code 08 driver's license
- ✓ Computer Literacy –Office Applications
- ✓ Certificate of professional registration with the Institute of Internal Auditors - South Africa (IIASA) as Professional Internal Auditor (PIA) .
- ✓ Internal Audit Technician (IAT) Designation
- ✓ 4 years relevant work experience.

Knowledge and Competencies:

- ✓ Sound knowledge of the International Professional Practices Framework (Standards for Professional Practice of Internal Auditing), Code of ethics, Local Government Legislation and Regulations.
- ✓ Sound knowledge of general financial administration, risk management and performance management.

Key Performance Areas:

- ✓ Developing draft operational internal audit plan and submit to immediate superior for review prior to approval by the audit committee.
- ✓ Performing all audit process planning phases of audits
- ✓ Specifying the scope, audit objectives and timing of the audit engagement needed to conduct the audit
- ✓ Developing audit notification letter and engagement letter for approval by the immediate superior.
- ✓ Coordinate and oversee logistics to ensure that the scheduled audit entry meeting is held with the client.
- ✓ Designing audit program to ensure that the audit objectives in the Audit Notification and Engagement letter will be met and audit procedures are linked with audit objectives, operational risks prior final approval by the immediate

- superior.
- ✓ Supervising that internal auditors compile working papers during the audit, determining accuracy, completeness and compliance in terms of internal audit standards.
 - ✓ Ensuring that all audit assignments are completed within budgeted hours and by assigned due dates.
 - ✓ Coordinating draft audit findings identified by the internal auditors and develop draft audit report communicating audit findings to the immediate superior for further processing
 - ✓ Overseeing follow up audit process to track progress and verify whether agreed action plans have been implemented and effectiveness of the corrective action.
 - ✓ Monitor submissions of weekly plans and monitor progress on the implementation of set weekly targets.
 - ✓ Reviewing and signing off audit files for all audit assignments for completeness, validity and accuracy.
 - ✓ Providing secretariat services to the Audit Committee and other required services for the effective performance of the committee.
 - ✓ Participating in various meetings (internal and external forums) and provides necessary comments on matters effecting or concerning the Internal Audit functionality

3. ADMINISTRATION OFFICER (PUBLIC SAFETY)- TASK GRADE 11

Salary Scale: 419 764,00 – 463 843,00 per annum

Requirements of the Post:

- ✓ National Diploma in Public Management or Equivalent
- ✓ Computer Literacy – Office Applications
- ✓ Valid Code 08 Driver's License
- ✓ 2 – Years' Experience

Key Performance Areas:

- ✓ Coordinating the implementation of procedures, system and controls related to the receiving, updating and recording of transactional/ operational information and activities associated with the Public Safety sub-section.
- ✓ Coordinating and controlling the department's services with reference to financial control, equipment and transport control, buildings, general maintenance and cash receipts.
- ✓ Consolidating the estimates pertaining to the department operating budget requirements and the control of the budget expenditure in consultation with immediate supervisor.
- ✓ Dealing with queries/ complaints/ request, in terms of delegated powers and authority.
- ✓ Receiving and verifying relevant Law Enforcement documentation and ensuring that supporting documents have been attached.

- ✓ Liaising with the Department of Justice about the Municipal traffic fines.
- ✓ Reconcile information on Traffic fines with fines the revenue section.
- ✓ Reconcile information Traffic fines with the revenue section.
- ✓ Retrieving and issuing documentation in accordance with request or information received.
- ✓ Extracting and submitting reports for perusal, analysis and comment
- ✓ Preparing and extracting statistical Public Safety performance reports for submission to the immediate superior detailing the status of the department
- ✓ Provide guidance on the development of weekly plans to the junior staff members.
- ✓ Monitor submissions of weekly plans and monitor progress on the implementation of set weekly targets.
- ✓ Providing guidelines and guidance to personnel on the application of audit procedures.

4. EMPLOYEE WELLNESS AND OHS OFFICER-TASK GRADE 11.

Salary Scale: 419 764,00 – 463 843,00 per annum

Requirements of the Post:

- ✓ National Diploma in Human Resource management or Equivalent
- ✓ Computer Literacy – Office applications
- ✓ Valid Code 08 Driver's License
- ✓ 3 –Years' experience

Key Performance Areas:

- ✓ Formulating guidelines and project plans for Employee wellness and Occupational Health & Safety programs.
- ✓ Designing and coordinating the implementation of Employee wellness and OHS programs.
- ✓ Developing the draft of Employee wellness and OHS policies, programmes and forward to the immediate superior for further processing.
- ✓ Assessing all Employee wellness and OHS programmes, determining the efficiency and effectiveness of results on interventions and making changes where necessary to allow for improvements.
- ✓ Facilitating the formulation of guidelines, measures and standards for designing, implementing, monitoring and evaluation of Employee wellness and OHS programmes
- ✓ Participating in discussions and forums related to the EAP, and presenting qualitative and quantitative information on the status of development initiatives, strengths and weaknesses of current interventions, opportunities

- ✓ Making decisions in consultation with the client/s pertaining to possible treatment options/ interventions available and conducting research projects for the efficient performance of service.
- ✓ Implementing interventions for the psycho -social problems and concerns of internal stakeholders.
- ✓ Consulting with internal stakeholders pertaining to possible programs and interventions available.
- ✓ Facilitating the establishment and functioning of the Employee Wellness Committee as per the relevant legislation.
- ✓ Consolidating and analysing information to facilitate the preparation of a comprehensive EAP plan, identifying and prioritising specific interventions.
- ✓ Conducting workplace inspections and recommending correction measures to relevant directorates and to immediate superior.
- ✓ Coordinating the functioning of Occupational Health & Safety Committees.
- ✓ Facilitating legislative appointments such as Fire Marshals, Health & Safety Reps, and First Aiders including committees.
- ✓ Facilitating the training of all legal appointments on occupational health and safety processing e.g. Fire Marshals, Health & Safety Reps, and First Aiders
- ✓ Conducting internal investigations on health hazards and report to the OHS Committee.
- ✓ Compiling statistical returns required by Department of Labour.
- ✓ Organising workshops on Occupational Health and Safety policies and COIDA to all municipal employees.
- ✓ Analyzing and reviewing reports of injuries, property damage, occupational diseases and public liability incidents and submit to the immediate superior for further processing.
- ✓ Liaising and networking with all relevant stakeholders for sharing and dissemination of information.
- ✓ Discussing and investigating workplace accidents and incidents, seeking reasons from supervisory personnel on any non-compliance or deviation and providing direction on courses of action for execution.

5. SUPERINTENDENT SECURITY SERVICES –TASK GRADE 11

Salary Scale: 419 764,00 – 463 843,00 per annum

Requirements of the Post:

- ✓ Grade 12
- ✓ National Diploma in Safety and Security Management.
- ✓ Advance VIP Protection Course
- ✓ Firearm Handling Course
- ✓ Valid Code EB Driver's License
- ✓ Firearms License.
- ✓ Certificate in Computer Literacy

- ✓ 3 years' experience

Key Performance Areas:

- ✓ Promoting and enhancing of a safe and crime free crime society within the jurisdiction of the municipality and detecting crime prone area, protection of the municipal assets or properties including staff and visitors.
- ✓ Interpreting and consolidating the expenditure estimates for the Security Services.
- ✓ Preparing the draft budget, monitoring financial performance with a view to correcting and reviewing applications and processes.
- ✓ Advising and promoting synergy and intergovernmental relationship on issues of security and law enforcement and planning for an effective working environment of important effects.
- ✓ Preparing and presenting to the Immediate Superior plans, operational interventions necessary to sustain and/ or improve current Security and VIP Protection performance and service levels.
- ✓ Communicating with the immediate superior, presenting the status of the functionality with respect to resources, capability and constraints and,
- ✓ Establishing key priorities, interventions and procedures requiring implementation to support service delivery standards and compliance with legislation.
- ✓ Interacting internally and externally, participating in formal meetings with a view to providing critical information and requirements pertaining to the safety of the VIPs, personnel, important delegations and visitors, and Council property and assets.

6. BUILDING TECHNICIAN –TASK GRADE 11

Salary Scale: 419 764,00 – 463 843,00 per annum

Requirements of the Post:

- ✓ National Diploma in Building Construction or Equivalent
- ✓ Computer Literacy
- ✓ Valid Code 08 Driver's License
- ✓ 3 years' relevant experience

Key Performance Areas:

- ✓ Keeping abreast with new directions, recent trends and potential advances in the design and construction affecting and influencing the building procurement phase
- ✓ Coordinating the supervision of construction sites with emphasis on safety matters, and ensuring that sub-contractors comply with standards of building performance, quality and cost schedules

- ✓ Coordinating the supply of labour and material, interpreting plans and estimating costs and quantities of material needed
- ✓ Providing accumulative inputs in conceptual framework of current and future interventions necessary to achieve acceptable cost-effective building construction standards to the immediate superior for consideration and inclusion into the Section's short/ long-term performance and service delivery plans
- ✓ Preparing construction schedules, milestones, and monitors progress against established schedules and submit to the immediate superior for further processing.
- ✓ Verifying information provided in the elemental estimate against the concept drawings and preparing a brief on the design and specification, approval procedures, contractual documentation, execution of the works, commissioning and completion.
- ✓ Checking and verifying relevant documentation (building contracts) including project brief, design parameters and technical documentation with a view to determining applicability to defined outcomes.
- ✓ Coordinating and implementing communication mediums to serve as avenues to facilitate transfer of functional information and receive client comments and complaints
- ✓ Providing guidelines or guidance to personnel on the application of procedures
- ✓ Attending to queries from the public and community structures in order to provide information on beneficiary list with respect to specific low-income housing projects
- ✓ Attending to the beneficiary applicants with completion of relevant documentation
- ✓ Obtaining outstanding documentation from beneficiary applicants required by the Department of Human Settlement and conveyances by contacting individuals.
- ✓ Liaising with conveyances with regard to obtaining up-to-date information on the transfer of sites to beneficiaries and update records.
- ✓ Coordinating the capacitation of project beneficiaries and to encourage maximum participation on Human Settlement projects

7. GRADER OPERATOR - TASK GRADE 08

Salary Scale: R317 923, 00 - R351 510, 00- per annum

Requirements of the Post:

- ✓ Standard 8 or Grade 10 certificate
- ✓ Valid Code C1 driving license + PrDP
- ✓ Certification of competency in the operation of Grader/Heavy Plant.
- ✓ 3 years' experience

Key Performance Areas:

Operates the Grader at allocated sites by:

- ✓ Communicating with the Supervisor and members of the community on site and confirming the requirements/ specifications.
- ✓ Driving and manoeuvring the Grader and engaging controls to operate mechanisms to enable digging, demolition, loading and levelling sequences.
- ✓ Identify potential and existing conflict situations relating to grader activities and report to the immediate superior.
- ✓ Provide backup information and support to immediate superior during resolution of potential and existing conflict.
- ✓ Performs specific tasks/ activities at the prior to and on completion of allocated assignments
- ✓ Receiving instructions and or details of tasks/ requirements from the immediate supervisor.
- ✓ Inspecting safety devices, controls, lubricant levels, etc. on grader
- ✓ Verbally reports defects to the immediate supervisor.
- ✓ Washing and cleaning Grader, removing debris using pressurized hose and specific cleaning material
- ✓ Attending to the basic removal/ replacement of defective parts.
- ✓ Providing support in erecting, assembling and removing compressors, trailers, whackers, generators, concrete mixers, etc. from site.
- ✓ Checking the clearing and unblocking of inlets, outlets, valves, filters and connections, removing debris using hand held tools (shovel, fork, etc.) and pressurized water systems to remove/ flush blockages.
- ✓ Applying laid down guidelines (burning, burying) in respect of the removal and destruction/ disposal of debris to avoid health related risks.

NB! Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at www.nyandenilm.gov.za and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy and valid driver's licence (**which may not be certified**). Failure to submit documents listed above will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People with disabilities must disclose the nature of their disability in the space provided in the application form.

The words "APPLICATION FOR VACANCY" should appear on the same side of the envelope but separate from the address in the same envelope to sensitize the Registry Office of the closing date.

FAXED AND E-MAILED APPLICATIONS WILL NOT BE CONSIDERED

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful.

The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements.

Canvassing of Councillors/Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.

NB: In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandenilm.gov.za

Applications clearly marked "Application for Employment" should be addressed to:
The Acting Municipal Manager
Nyandeni Local Municipality
Private Bag X504
LIBODE 5160

For enquiries, contact Corporate Services Department at 047- 555 5028/24 and at Ngqeleni Offices at 047- 568 0300/1

CLOSING DATE FOR APPLICATIONS: 09 May 2024 @ 15h00



G.N. CEKWANA
ACTING MUNICIPAL MANAGER