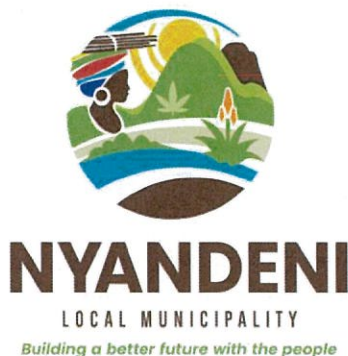


NYANDENI LOCAL MUNICIPALITY

Municipality Building,
B.N. Nomandela Drive,
Libode 5160



T 047 555 5000
E nyandeni@nyandenilm.gov.za
www.nyandenilm.gov.za

06 September 2023

**EXTERNAL VACANCY ADVERTISEMENT
04 OF 2023/2024**

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

**1. PROJECT MANAGER: HUMAN SETTLEMENTS - TASK GRADE 14
(3-YEAR FIXED-TERM CONTRACT)**

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

Preferred Requirements

- ✓ Degree/B Tech in Building or Quantity Surveying
- ✓ Registered with a relevant professional body
- ✓ Certificate in Project Management
- ✓ Computer Literacy
- ✓ Valid driver's License
- ✓ 3 years' experience

Key Performance Areas:

- ✓ Coordinates the activities associated with project management for the human settlement section
- ✓ Properly monitored, maintain and comply with all relevant policies, procedures and legislations
- ✓ Conforming to the requirements of the National Building Regulations, relevant legislation and other municipal requirements
- ✓ Scrutinizing all human settlement proposals in accordance with the building plan procedures
- ✓ Ensuring that the examination process complies with the requirements of the National Building Regulations, NHBRC and other relevant Municipal requirements.
- ✓ Advising beneficiaries on National Building Regulations requirements as well as any other department's relevant requirements.
- ✓ Advising beneficiaries of amendments necessary in terms of these branch requirements by assisting them in interpretation and manner in which to rectify the plans.



- ✓ Implements the national building regulations on-site inspections.
- ✓ Verifying tender documents and making recommendations to the immediate superior for further processing.
- ✓ Confirming supervision of maintenance projects by regular inspections in consultation with the relevant officials.
- ✓ Confirming that projects remain within budget and timeframes by weekly recording and monitoring of progress and costs incurred and committed, and implementing corrective action where required.

2. LANDFILL SITE ADMINISTRATOR - TASK GRADE 11

Salary Scale: R419 764.00 – R463 843.00 per annum

Preferred Requirements

- ✓ National Diploma in Environmental Sciences
- ✓ Computer Literacy - Office application
- ✓ Valid Driver's License
- ✓ 4 years of experience

Key Performance Areas:

- ✓ Compiling landfill site reports, relevant documentation and detailed records of completed landfill site work programme.
- ✓ Providing cumulative inputs towards the identification and development of landfill site operational plans.
- ✓ Presenting and submitting the draft landfill site operational plans to the immediate superior for further processing.
- ✓ Receiving the final approved Landfill site operational plans from the immediate superior for implementation.
- ✓ Keeping abreast with Legislation developments in the Landfill site and Waste management regulations.
- ✓ Assessing and aligning requirements with operating capacity and capability.
- ✓ Preparing, presenting, monitoring and controlling annual and capital budgets for the Section.
- ✓ Conducting awareness and capacitating communities and to encourage maximum participation on Waste management issues.
- ✓ Identify potential and existing conflict situations relating to Waste management activities and report to the immediate superior.
- ✓ Provide backup information and support to immediate superior during resolution of potential and existing conflict.

3. WEIGHBRIDGE CONTROLLER X2 –TASK GRADE 7

Salary Scale: R238 006.00 –R261 695.00 per annum

Preferred requirements

- ✓ Senior Certificate (Grade 12)
- ✓ 6 months' relevant experience
- ✓ Computer Literacy

- ✓ Mathematical Literacy will be an added advantage

Key Performance Areas:

- ✓ Receiving instructions and guidance from the immediate superior on activities to be carried out.
- ✓ Verifying that all the vehicles carrying waste or recyclables are weighed on entering and exiting the landfill site in compliance with all statutory regulations and operational plan requirements. Checking and verifying the accuracy of recorded data.
- ✓ Processing all relevant data into system in an accurate and punctual manner in order assist the site supervision in their day-to-day tasks.
- ✓ Providing a prompt & efficient service to customers moving in and out of the landfill site.
- ✓ Assisting the customers with safe, practical and necessary service they require.
- ✓ Ensuring that all Health & Safety measures are adhered to by any member of staff/person at the weighbridge facility, including the wearing of Personal Protective Equipment and advising them accordingly.
- ✓ Extracting and submitting reports from the system to the immediate superior for perusal, analysis and comment.
- ✓ Informing the customers about hazardous areas and showing them the alternative routes

4. TRAFFIC OFFICERS X 2 - TASK GRADE 8

Salary Scale: R317 923.00 –R351 510.00 per annum

Preferred Requirements

- ✓ Traffic Training Diploma accredited by the Institute of Traffic and Municipal Officers of Southern Africa.
- ✓ Valid Code 10 Driver's License
- ✓ Fire Arms License
- ✓ 2 years of relevant experience

Key Performance Areas:

- ✓ Performs activities/ tasks associated with maintaining law, order and safety through the application of laid down policing, protection, and rescue procedures; In order to ensure compliance with regulation, policies and procedures.
- ✓ Attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion.
- ✓ Monitors the local area and attends to specific security operations and acts on situations/ behavior deemed to be inappropriate or non-conforming by patrolling and observing the streets and suburban areas and identifying with non-conforming practices.
- ✓ Enforces specific by-laws, road traffic and safety regulations, by participating in routine checks and setting up and operating speed timing devices and, stopping vehicles and

conducting inspection of driver licenses, vehicle registration and roadworthiness requirements and/ or attending to specific infringement of road safety rules.

- ✓ Conducting inspections of premises, checking validity of business licenses and conformance with specific by-laws and regulations.
- ✓ Attending to the documentation and notification procedures, serving of summons, compliance orders, executing warrants of arrests and preparing statements.
- ✓ Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the court of law, including the issuing of summons, giving evidence in court.
- ✓ Recording the statements of witnesses and offender's and/ or completing details of traffic offences/ contraventions prior to issuing the fines.
- ✓ Cleaning speed trapping equipment and firearm, dismantling and assembling components and testing functionality.
- ✓ Taking responsibility of the vehicle in their possession

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 sensitise 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 Councilors/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: 29 September 2023 @ 15h00



G.N. CEKWANA
ACTING MUNICIPAL MANAGER