



# MTUBATUBA LOCAL MUNICIPALITY • UMASIPALA WASE-MTUBATUBA

Mtubatuba Municipality invites qualified, suitable, experienced, innovative, committed individuals to apply for the following positions:

## O&M TECHNICAL OFFICER / TECHNICIAN

(PERMANENT)

Task Grade 10 of a Category 1 Municipality

### Key Requirements

- A minimum qualification of an appropriate National Diploma: Civil Engineering, NQF Level 06
- At least 1 to 3 years' experience (preferably) in Local Government (Local Municipality) Engineering Dept.
- Valid code EB Drivers License is essential

### The successful candidate will report to the O&M Manager: Infrastructure & Technical Services and will be responsible for:

- The job purpose of an O&M Technical Officer / Technician is to Implement Routine / Periodic Maintenance of Roads & Stormwater and other Infrastructure.
- Prepare and organize Weekly Routine Maintenance Plan of Roads & Stormwater and other Infrastructure.
- Monitor Routine / Periodic Maintenance of Roads & Stormwater and other Infrastructure.
- Prepare and Write Maintenance Weekly Report.

### Key Performance Areas:

- The Engineering Technician must ensure that the daily work is done to Satisfy and to achieve the objectives of Council.
- He / she will be responsible to ensure that activities are executed on Site and provide Technical guidance / monitoring to Departmental Supervisor's, Team Leaders and General Workers
- Reporting to the O&M Manager the Work carried out Daily, Weekly and Monthly,
- Provide General administrative activities to ensure the development and utilizing of resources
- Coordinates and ensures utilization, application and maintenance of resources to maintain control over activities
- Implement, execute, co-ordinates and ensures provision of Municipal Roads & Stormwater and other infrastructural services
- Monitor Infrastructure construction and maintenance activities / projects
- Monitor Municipal New & Upgrade of Infrastructure Projects / Programmes

## PMU TECHNICAL OFFICER

(PERMANENT)

Task Grade 10 of a Category 1 Municipality

### Key Requirements

- A minimum qualification of an appropriate Diploma / Bachelor's degree in Civil Engineering or related equivalent level Five (NQF level 6)
- At least 1 to 3 years' experience (preferably) in Local Government specifically PMU & MIG Programme
- Extensive and practical knowledge of the Local Government environment
- Registration with the Civil Engineering Council of South Africa or South African Council of Planners would be advantageous
- Good understanding of MIG Framework
- The proven ability to communicate and negotiate at all spheres and levels of Government
- Sound knowledge of legislations applicable to Local Government
- Valid code EB drivers license is essential

### The successful candidate will report to the PMU Manager and will be responsible and accountable for:

- Interacting, Project Identification and Prioritisation in conjunction with specialist consultants, outlining objectives and goals for presentation.
- Analysing the status of projects in progress, preparing reports, attending Project Steering Committee Meetings.
- Assessing and costing key project phases with due considerations given to design, material specification, construction.
- Interacting with Consultants & Contractors to ensure Quality workmanship and value for money
- Monitoring Consultant & Contractors performance standards against deliverables and executing specific corrective to address deviations.
- Preparing and processing interim and final payment certificates referring to work in progress and completed assessments and reports, project budgets and contractors cash flow position.
- Arranging for the handover of completed projects to the community, interacting with Project Committee and/or influential role-players/ stakeholders to determine and attend to requirements, to facilitate involvement and ownership at community level.
- Participating in various meetings (council, internal and external forums, steering committees) and provides comments/ opinions on matters affecting or concerning the functionality.
- Project Pre-Feasibility Studies; Project Consultant, Contractors & other Service Providers immediate Supervision / Liaison
- Monitoring i.e. Daily Site inspections on all MIG Projects;
- Administrative and co-ordination support to the PMU- Manager / Administrator and related functions;
- Support and assist with all administrative duties required by the PMU team i.e. input of required information for all project related reports;
- Registration of MIG Projects on the MIS;
- Register maintenance: site-visit reports, OH&S register etc.;
- Assisting in the maintenance of the national monitoring database;
- Provision and quality control of data and information technology;
- Setting up progress meetings and site handover meetings;

## BUILDING INSPECTOR

(PERMANENT)

Task Grade 10 of a Category 1 Municipality

### Key Requirements

- A minimum qualification of an appropriate Diploma / Bachelor's degree in Building or related equivalent level Five (NQF level 6)
- At least 2 to 3 years' experience (preferably) in Local Government specifically as Building Inspector
- Extensive and practical knowledge of the National Building Regulations, Town Planning Schemes and Occupational Health & Safety Laws
- Good understanding of National Building Regulations
- The proven ability to communicate and negotiate at all spheres and levels of Government
- Sound knowledge of legislations applicable to Local Government associated with Building regulations
- Valid code EB drivers license is essential

### The successful candidate will report to the General Manager: Planning & LED and will be responsible and accountable for:

- Co-ordinates tasks/ activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new building, additions and renovations to existing structures or demolitions, by
- Visiting specific work-sites and conducting inspections to establish materials, the construction of the works and procedures are in accordance with approved design drawings, specifications, statutory regulations (National Building Regulations) and Town Planning Schemes.
- Undertaking specific tests at various stages of construction to check tolerances, compaction, etc and compares findings with stipulated specifications / requirements.
- Measuring and determining conformity to specifications of screen walls, openings and interior angles and arches and checking the use of protective materials and layers to prevent water penetration or, cracks etc.
- Informing owner of issues of non-conformity / problems on site and forwarding details of observations and findings to facilitate problem solving sequences prior to approval
- Issuing compliance notices to facilitate the demolition of illegal constructions and / or corrective measures necessary to address encroachments and aesthetics of buildings.
- In order to ensure agreed standards, measures and specifications applicable to building construction works are complied with.
- Inspects, evaluates and assesses the adequacy and compliance of building fittings, fixtures and systems (e.g. ventilation and waste water drainage and, electrical systems), by
- Comparing installations against material specifications as prescribed in the Act and approved plan.
- Testing installations to check functionality and ease of access to safety systems.
- Checking fittings and installations comply with elevation and other requirements in relation to safety and by law provisions.
- In order to ensure the regulations relating to building fittings and fixtures comply with the installation and safety requirements proved for in the act.
- Provides advice and guidance on the National Building Regulations and Standards Act and other provisions contained in policies and by laws, by
- Communicating with the immediate superior and determining key interventions and processes required to improve access to information to clients
- Participating in site meetings and making available information and opinion to guide discussions and decision-making processes.

- Providing input to the clients proposed plans on addressing specific risks/ deviations based on specifications, understanding and instructional guidelines on the provisions of the Act.

## TOWN PLANNER

(PERMANENT)

TASK GRADE 14 OF CATEGORY 1 MUNICIPALITY

### Minimum Requirements:

- A National Diploma or Degree in Urban / Town and Regional Planning; and
- At least 3 - 5 years in Town Planning or similar environment;
- A valid code EB/08 driver's license.
- Proof of Registration with the South African Council for Town & Regional Planners or in the process of being registered.
- Extensive Computer literacy in Microsoft Outlook, Excel and Word.
- Good presentation and communication skills in both IsiZulu and English.
- Report Writing Skills.
- Ability to work under pressure to meet deadlines.

### The successful candidate will report to the General Manager: Technical, Planning and Economic Development Services and will be responsible and accountable for:

- To perform, review and support the management and provision of town and regional planning services;
- Perform planning functions and activities in accordance with town and regional planning principles in land development-
  - ◊ Provide technical assistance to professional teams on all aspects regarding town and regional planning projects;
  - ◊ Adhere to legal requirements in town and regional planning
  - ◊ Co-ordinate the implementation of development compliance with applicable legislation and town and regional planning standards and guidelines;
  - ◊ Provide support in the compilation and adoption of technical and planning standards, norms and guidelines;
  - ◊ Implement planning legislation, guidelines, policies and regulations;
  - ◊ Co-ordinate site clearance processes in terms of Project Execution Plans;
  - ◊ Support the planning and design of sustainable human settlement; and
  - ◊ Provide technical assistance in the compilation of spatial development frameworks (SDF) (as part of the IDP process).
- Research and development-
  - Keep up with new technologies and procedures;
  - Research / literature on new town and regional planning expansion and renewal processes;
  - Liaise with relevant bodies / councils on town and regional planning-related matters; and
  - Follow approved programme of development for registration purposes
- Managing areas associated with Development Control, aligning functional requirements against objectives, assessing statutory applications for compliance with Town Planning Scheme and Planning & Development Act (2008); and
- Providing comments, opinion and explanation on functional outputs and professional principles to support and guide decision making processes.
- Responsible for compiling spatial planning strategies or ensuring development strategies.
- Responsible identifying the need for land and township establishment in line with the Spatial Development Framework.
- Attend to public enquiries, site inspections and land use surveys.
- er and other infrastructural services
- Monitor Infrastructure construction and maintenance activities / projects
- Monitor Municipal New & Upgrade of Infrastructure Projects / Programmes

## MANAGER: LED & TOURISM

(PERMANENT)

TASK GRADE 15 OF CATEGORY 1 MUNICIPALITY

### Minimum requirements:

- A minimum qualification of an appropriate B-Degree or National diploma in Development Studies, Tourism or any relevant NQF level 6 qualification unless the candidate can demonstrate that he/she has developed the necessary competencies through experience.
- A Senior Certificate (Matric)
- A minimum of 3-5 years experience in LED;
- A valid code 08 driver's license;
- Must be computer literate;
- Experience in working with rural and urban communities;
- Must be able to organise work and work under pressure.

### The successful applicant will be responsible and accountable for:

- Assist in the review and implementation of the LED and SMME;
- Assist in the identification of LED project;
- Market Mtubatuba economic opportunities;
- Assist in conducting research on economic growth , potential and LED issues;
- Prepare business plans to source funding for the implementation of LED projects;
- Support the implementation of Agricultural projects;
- Monitor the implementation of LED implementation of LED projects within Mtubatuba and interact with beneficiaries to ensure the sustainability of projects;
- Design and implement SMME support programmes;
- Assist with tourism functions and attend meeting as and when required;
- Complete marketing plans and, when instructed, attend various National and provincial Tourism Indaba and exhibitions;
- Conduct cultural shows and take photographs for the tourism library;
- Attend workshops regarding LED;
- Investigate applications for new Tourism and LED projects and prepare report for submission to the relevant committees;
- Handle correspondence emanating from the minutes of LED and Tourism meetings, including writing items for inclusion in the ExCo, LED and Tourism Committee as well as other committees;
- Keep records of all project-related correspondence in project files;
- Liaise with Government Departments, companies, NGOs, CBO's, UMKhanyake District LED Forum and Mtubatuba LED Forum.

Enquiries can be directed to the Human Resources Section on 035-550 0069 during office working hours.

Applications together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to:

The Municipal Manager, Mtubatuba Municipality,  
P. O. Box 52, Mtubatuba, 3935 on / or before 30<sup>th</sup> of June 2016

Ms. N.Q. Mzimela  
Acting Municipal Manager

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.

Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful.