

MALUTI-A-PHOFUNG LOCAL MUNICIPALITY



NOTICE NO 40/2010

Maluti-a-Phofung hereby invites the application for the following position:

Applications are hereby invited from competent bilingual persons for appointment in the below mentioned vacancies.

LABOUR RELATIONS OFFICER

Requirements:

- Matric
- A relevant tertiary qualification (NQF5)
- Computer Literacy
- 2-3 Years experience
- Strong interpersonal and communication skills
- Ability to work to deadlines and under pressure
- Maintain absolute confidentiality.

Core responsibilities:

1. Co-ordinates and controls procedures and research sequences associated with Disciplinary and Grievance cases and enquiries
2. Interpreting the nature of the case through studying of literature / transcripts from enquiries.
3. Researching case law and interpreting the relevance of outcomes to the charges against the member.
4. Scheduling meetings with the Management Representatives and providing guidance on the approach / strategy to be adopted during the enquiry / hearings.
5. Preparing and submitting the necessary documentation / application forms indicating the Municipalities intention to proceed with the disciplinary action or, defend the grievance lodged or appeal against an outcome / award.
6. Prepares and represents the Municipality in cases referred for Conciliation / Arbitration.
7. Presenting the case, calling on and questioning witnesses and presenting closing arguments.
8. Participating in Committees and Working Groups and providing advice / guidance on the interpretation of policies and procedures impacting / influencing conditions of employment
9. Preparing reports on Disciplinary / Grievance cases referred and attended to, outlining outcomes / awards for submission to the Manager; Human Resources and specific Committees for perusal and comment.

10. Compiling and presenting reports, referring to statistics to describe the industrial relations climate in the organization.
11. Maintaining cases files containing all documents, correspondence and outcome / award determination and / or accessing / retrieving information upon request.

Remuneration:

Post level 5 of a grade 9 municipality.

HUMAN RESOURCES OFFICER

Requirements:

- Matric
- A relevant tertiary qualification (NQF5)
- Computer Literacy
- Relevant generalist experience in Human Resources 2-3 Years experience
- Strong interpersonal and communication skills
- Ability to work to deadlines and under pressure
- Maintain absolute confidentiality.

Core responsibilities:

1. Coordinates administrative requirements associated with the Human Resources functionality
2. Preparing notifications using pro-forma types associated with the confirmation of employment, contracts, regret letters, termination of services.
3. Completing standardized forms and documentation reflecting details / information and / or descriptions in respect of medical boarding, injury on duty, appointment / termination instruction and / or leave applications and forwarding to specific internal / external departments for processing.
4. Co-ordinates specific sequences associated with the employment of personnel
5. Receiving and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criteria / standards.
6. Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
7. Applying specific statutory and procedural sequences on engagement of the successful applicant (Unemployment Insurance Fund Registration, Income Tax, Banking details, medical checks, etc)
8. Collects and prepares qualitative and quantitative information for inclusion into specific statutory reports
9. Making available verified information to facilitate the compilation of statutory reports for submission to official regulatory bodies depicting the employment and skills profile of the organisation.

10. Attending the meeting and recording the discussion and / or providing interpretation in the official language to facilitate understanding of arguments and / or responses to discussion items.

Remuneration

Post level 5 of a grade 9 municipality.

BUILDING CONTROL OFFICER (1)

Requirements:

- Matric
- National Diploma or Equivalent qualification as stipulated in the National Building Standard Act, 1799 (Act 103 of 1977)
- At least three (3) years experience
- Knowledge in town planning, quantity surveying, building construction and architecture.
- Good report writing and high level of communication skills are essential.
- A valid driver's licence is required.
- Computer Literacy.

Core responsibilities:

1. Direct all functions and deploy all the resources of the Building Control division so as to ensure proper management of the built environment through the strategic and tactical implementation of the National Building Regulation and Building Standards Act No. 103 of 1977.
2. Exercise the discretionary, advisory and obligatory powers and functions assigned to the Building Regulations, the Building Standards Act No. 103 of 1977 and all other applicable by-laws.
3. Assist in the formulation and the implementation of a policy towards addressing illegal and non-compliant structures.
4. Formulate procedures for the approval of building plans and implementing penalties for the non-compliant offenders.
5. Advise other directorates within the Municipality on the application of the national building regulations and building standards.

Remuneration

Post level 4 of a grade 9 municipality.

BUILDING INSPECTORS (2)

Requirements:

- Matric
- NQF Level 5. Trade Tested Artisan in the civil/ construction industry
- 3 years tertiary education in Civil Engineering, Building Science and Architecture
- Code ED
- 2-3 Years experience

Core responsibilities:

1. Physically visiting specific work sites.
2. To establish materials, the construction of the work and procedures are in accordance with approved design drawings, specifications, statutory regulations (National Building Regulations) and Town Planning Schemes.
3. Taking samples of material on specific work-sites
4. To check tolerances, compaction, etc and compares findings with stipulated specifications / requirements.
5. Issuing compliance notices to facilitate the demolition of illegal constructions
6. To ensure public safety and adherence to building regulations standards.

Remuneration

Post level 7 of a grade 9 municipality.

SIGNAGE ADMINISTRATOR (1)

Requirements:

- Matric
- NQF Level 5. Trade Tested Artisan in the civil/ construction industry
- 3 years tertiary education in Civil Engineering, Building Science and Architecture
- Code ED
- 2-3 Years experience

Core responsibilities:

1. Developing an action plan for the administration and implementation of the Council's Outdoor Advertising By-Laws.
2. Ensure that poster administration and regulation is outsourced, and monitor the performance of the contractor so as to regulate the collection of revenue and the administration and displaying of poster in accordance with the Outdoor Advertising and Signage By-Laws.
3. Provide an advisory service to the public in particular the outdoor Advertising industry and to assist the public in designing and erecting aesthetically pleasing, structurally safe, outdoor advertising installations.

4. Ensure that appropriate court action is instituted in instances of the contravention of the Council's Outdoor Advertising and Signage By-Laws so as to achieve an orderly and regulated built environment.
5. In consultation with the Building Control Officer reviewing the Council's Outdoor Advertising Signage By-Laws annually to ensure that they make account of current commercial, environmental and other development in the Outdoor Advertising industry as well as changes in National and Provincial legislation (SAMOAC).
6. Ensure that the signage application approval process is expedited and without compromising the technical quality.
7. Provide regular reports on Outdoor Advertising Signage.

Remuneration

Post level 7 of a grade 9 municipality.

TOWN PLANNERS (2)

Requirements:

- Matric
- Tertiary Qualification in Town and Regional Planning
- Minimum of One (1) year experience

Core responsibilities:

1. Land use Management through the application of the Town Planning Scheme
2. Correspond with the public on matters relating to development and land use issues.
3. Supply information to members of the public and other officials regarding town planning practices (as well as any other information about the urban environment) within the municipality.
4. Provision of residential, business and other erven to the public through township establishment.
5. Handling of town planning applications for the Municipality, such as subdivision, rezoning and consolidation of Municipality property.
6. Evaluation of applications from the public for township establishment, subdivision, rezoning and consolidation of erven within the municipal area and commenting on these applications to the Free State Province.
7. Advice other departments within the municipality on town planning issues.
8. Check building plans to ensure that the plan conform to building regulations as stipulated in the Town Planning Scheme.

Remuneration

Post level 5 of a grade 9 municipality.

LAND SURVEYING TECHNICIAN (1)

Requirements:

- Matric
- Tertiary Qualification in Town and Regional Planning
- Minimum of One (1) year experience

Core responsibilities:

1. Locate land surveyor pegs that demarcate erf boundaries
2. Attend to boundary disputes and encroachments
3. Do contour surveys in the municipal area.
4. Deal with any other land surveying related issues.

Remuneration

Post level 5 of a grade 9 municipality.

Closing date: 10 June 2010

Applications should be submitted to:

**The Municipal Manager
Maluti-a-Phofung Municipality
Private Bag X805
WITSIESHOEK
9870**

For administrative enquiries please contact Mr N.K Rens at (058) 718 3734/7183736.

Applicants are advised that if they have not heard from us within 30 days from date of closure, they should accept that their applications were not successful.

**RS KAU
MUNICIPAL MANAGER**