

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT OF THE LIMPOPO PROVINCE HEREBY INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE.

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DIRECTORATE : BUDGET AND TREASURY

Business Unit : Treasury Office and Financial Support
Position : Assistant Manager: AFS Reporting
Salary : R511 660(basic salary per annum excluding benefits)
Post Level : 03
Reference : EXT/19/20/01

Requirements: Grade 12 with BCom Degree in accounting or equivalent qualification. 5 years' experience in financial reporting of which 1 year should be at case wave. CA is highly recommended for this position. Communication skills. Computer literate. Sound planning and organisational skills. Analytical skills. Ability to work independently as well as within a team.
Duties: compilation of monthly, quarterly, yearly financial statements. Maintain the general ledger and vote structure to support GRAP and financial reporting standards and regulations. Provide support to audit functions i.e. internal Audit and AGSA. Manage cash flow and investments.

Business Unit : Revenue Management and Customer Care
Position : Chief Accountant: Customer Care and Billing
Salary : R452 081-R475 110 (basic salary per annum excluding benefits)
Post Level : 04
Reference : EXT/19/20/02

Requirements: Grade 12 with National Diploma/Degree in Finance. MFMP/CPMD will be an Added advantage. 5 years' experience in Customer Care and Billing of which 3 years at Supervisory level. Analytical skills. Good communication and administrative skills. Reporting skills. Computer literacy. Valid driver's license.

Duties: To effectively plan, coordinate, control, and manage meter reading and billing services. Analysing billing recording processes, meter reading and resolving billing exceptions options. Overall responsibility of the management of billing processes. Planning, delegating, allocating and controlling the work of team members. Ensure adjustment of the account of the consumers. Record and timeously resolve dispute of adjustments. Ability to deal with difficult customers with spontaneity and a professional attitude. Establish professional working relationship with all related SBUs to facilitate information and assist in the resolution of problems and complaints. Provide support with reconciliations of all revenue and receivable against General Ledger (GL). To instil discipline and assist the Assistant Manager to manage the Unit. Train a team of robust, reliable revenue protection team supervisors to process and record takings on site at events, implement the agreed procedures and report back on issues and suggestions. To serve as point of contact within the municipality and relay information to other departments and members of the revenue team as well as staff members from other departments. Ability to collaborate with other staff regarding revenue systems evaluations and improvements. Work with revenue management team and to help the Revenue and Customer Management achieve revenue objectives. To assist in preparation of departmental reports as well as documentations of financial arrangements. Perform monthly revenue analysis and reporting to management. Work in compliance with municipality policies, bylaws and regulations. Propose new approaches to achieve revenue maximisation. Work with revenue management in developing and implementing revenue management initiatives. Review and recommend improvements to existing revenue management functions. Assist in performing monthly account reconciliations to General Ledger (GL) activities. Analyse and resolve issues related to billing.

Business Unit : Revenue Management and Customer Care :
Position : Accountant: Revenue Protection
Salary : R361 715-R399 464(basic salary per annum excluding benefits)

Post Level : 06
Reference : EXT/19/20/03

Requirements: Grade 12 with National Diploma or Degree in Finance. 3 to 5 years' experience of which 2 years at supervisory level. Computer literate. Analytical skills. Excellent data cleaning skills. Valid driver's license.

Duties: Regularly analyse water and electricity consumption or purchase patterns and inform energy and/or Water Services of any irregularity for further investigations. Ensure adjustment of the account of the consumers. Record and timeously resolve dispute of adjustments. Ability to deal with difficult customers with spontaneity and a professional attitude. Planning, delegating, allocating and controlling the work of team members. Establish professional working relationship with all related SBUs to facilitate information and assist in the resolution of problems and complaints. Provide support with reconciliations of all revenue and receivable against General Ledger (GL). To instil discipline and assist the Assistant Manager to manage the Unit. Train a team of robust, reliable revenue protection team supervisors to process and record takings on site at events, implement the agreed procedures and report back on issues and suggestions. Supervise and support Revenue Protection Officers in the field. Take control of incidents, implement tasks and instructions and assist in the minimisation of lost revenue due to technical and non-technical losses. Maximise revenue and bringing to attention any issues regarding accounting and business. To serve as point of contact within the municipality and relay information to other departments and members of the revenue team as well as staff members from other departments. Ability to collaborate with other staff regarding revenue systems evaluations and improvements. Review revenue's financial transactions, sales and business practices. Work with revenue management team and to help the Revenue and Customer Management achieve revenue objectives. To assist in preparation of departmental reports as well as documentations of financial arrangements. Perform monthly revenue analysis and reporting to management. Work in compliance with municipality policies, bylaws and regulations. Propose new approaches to achieve revenue maximisation. Work with revenue management in developing and implementing revenue management initiatives. Review and recommend improvements to existing revenue management functions. Assist in performing monthly account reconciliations to General Ledger (GL) activities. Analyse and resolve issues related to revenue protection.

Business Unit : Supply Chain Management
Position : Assistant Manager: Contract Management (Re- Advertisement)

Salary : R511 660(basic salary per annum excluding benefits)
Post Level : 03
Reference : EXT/19/20/04

Requirements: Bachelor's Degree in Commerce/Purchasing Procurement/Supply Chain Management. MFMA will be an added advantage. 3 to 5 years working experience in supply chain management. Experience in municipal environment will be an added advantage. Valid driver's license. Computer literate. Management, Leadership and customer services skills.
Duties: Management of contract system. Develop contract management system. Co-ordinate and monitor the implementation of contracts and Service Level Agreement. Compile and develop a dashboard or system for the management, cancelation, re-negotiation and renewal of contracts. Proactively identify supply risk and develop mitigating strategies. Provide leadership for managing contract database and all associated files. Lead all aspects of supplier negotiations, including contracts terms, pricing, price re-determination, and performance management. Management of price adjustment, draft of appointment letters, Service Level Agreement, delays in supplier performance, penalties and termination of contracts/services. Management of settlement of dispute. Transfer of contracts and Transfer of payment.

DIRECTORATE : COMMUNITY SERVICES

Business Unit : By-Law Enforcement and Security
Position : Chief Security Services (Re-Advertisement)
Salary : R452 081-R475 110(basic salary per annum excluding benefits)

Post Level : 04
Reference : EXT/19/20/05

Requirements: Grade 12 with three years Diploma/Degree in Security/Risk/Policing or equivalent qualification. Computer literacy. Supervisory experience, crisis management, crowd management, knowledge of legislations governing the Municipality. 5 years' experience. Physically fit, fire arm competency, be prepared to work under pressure. Travelling and working after hours. Valid driver's license.

Duties: Coordinate assert protection and by-law enforcement activities. Coordinates section 4 committee meetings. Liaise with law enforcement agencies on crime prevention operations around the municipal jurisdiction. Prepare event and special operational plans. Conduct security breach investigation. Supervision of personnel and resources. Oversee compliance of municipal fire control and general security access control at all municipal premises. Coordinates Community Safety Forums and attend to Community Policing Forums.

DIRECTORATE : PLANNING AND ECONOMIC DEVELOPMENT

Business Unit : City and Regional Planning
Position : Senior Town Planner: Planning Control and Outdoor Advertisement
Salary : R452 081-R475 110(basic salary per annum excluding benefits)

Post Level : 04
Reference : EXT/19/20/06

Requirements: Grade 12 with Degree/Diploma in Town & Regional Planning. Should be legible to register as a Professional Planner (technical Planner in terms of Planning Professions Act (Act 36 of 2002) with SACPLAN. Must have knowledge of SAMOAC. A minimum 3 years' experience in Outdoor advertising and Planning Control. In-depth and working knowledge of areas of responsibility in town planning and building control. Knowledge and understanding of applicable legislation, regulations and policies. Computer literacy in Ms Office. Valid driver's license.

Duties: Provide input in the preparation of tender bids documents and service level agreements. Identify all unauthorized bill boards on the existing projects. Provide comments on the advertisement applications. Processing of street names and renaming applications. Evaluate applications for outdoor advertisement and forward to the supervisor for recommendations. Ensure that input are provided from a town planning perspective. Recommend building plan in so far as it relates to town planning issues. Processing applications for relaxation of building lines and coverage. Processing of occupation certificate. Confirm illegal land use activities and zoning. Inspection of occupation certificate. Inspection of authorized outdoor advertising boards for compliance to by-laws. Inspection of bill boards sites applications. Liaising with service providers appointed by council in relation to planning control and outdoor advertisement. Circulations of applications to other SBU, ward councilors and sector departments for comments. Attend technical meetings in relation to the Site Development Plan. Implementation of outdoor By-laws & Council resolutions. Coordinate the prosecution of illegal land use and outdoor advertisement. Testify in court where necessary. Processing and monitoring all legal correspondence relating to illegal outdoor advertising transgressions.

Business Unit : City and Regional Planning
Position : Development Control Officer x 2
Salary : R361 715-R399 464(basic salary per annum excluding benefits)

Post Level : 06
Reference : EXT/19/20/07

Requirements: Grade 12 with Degree/Diploma in Town & Regional Planning. Should be registered as a Professional Planner/Technical Planner in terms of Planning Professions Act (Act 36 of 2002) with SACPLAN. Must have knowledge of SAMOAC. Three (3) year working experience in planning control and law enforcement function. Must be eligible for registration as a peace officer. Understanding of principles of law of evidence. In-depth and working knowledge of areas of responsibility in town planning and building control. Knowledge and understanding of applicable legislation, regulations and policies. Computer literacy in Ms Office packages, internet and outlook. May be required to visit informal settlements and potential unsafe buildings. Valid driver's license.

Duties: Investigate queries or complaints from Councilors, Management, other internal Departments, members of the public and carry out inspection/surveys. May be required to conduct follow up/ compliance inspections on town planning

approvals to ensure that the development/construction complies with the approval conditions as well as to confirm termination or on-going contravention/illegal activity by generating inspection reports. Liaising with complainants and transgressors on illegal land use activities, attending court hearings and giving evidence on land use enforcement related issues. Conduct surveys on problem areas/ hotspots. Perform a proper administration of the functions performed by the team of law enforcement officers/inspections. Serving notices where required. Assisting in updating relevant planning and legal tracking systems. May be required to attend service delivery meetings and forums. Interact with relevant stakeholders with regards to contraventions.

DIRECTORATE : STRATEGIC PLANNING, MONITORING AND EVALUATION

Business Unit : Project Management Unit
Position : Assistant Manager: Project Compliance
Salary : R1 068 454.62(all-inclusive package per annum)
Duration : Five (5) Year Fixed-Term Contract
Reference : EXT/19/20/08

Requirements: Grade 12 with Degree in Development studies, Environmental Studies or Sociology. 5 years' experience relevant to social/ society involvement or capacity building and development. Local government administration and Labour legislation. Basic managerial and leadership skills. Computer literate. Facilitation skills. Organizing and planning skills. Conversant with variety of languages. Report writing. Ability to work under pressure. Financial management. Valid driver's licenses.

Duties: Management of technicians for project compliance and their respective outputs. Implementation of social and environmental Programme related to municipal projects. Projects manage Labour intensive in line with the EPWP framework related reporting requirements as per MIG and municipal guidelines. Management of social and environmental consultants. Stakeholder involvement. Information management and reporting to other sector departments. Bid specification or Bid evaluation. Ensuring project compliance and policies applicable to MIG.

Business Unit : Project Management Unit
Position : Technician
Salary : R832 562.04 (all-inclusive package per annum)
Duration : Five (5) Year Fixed-Term Contract
Reference : EXT/19/20/09

Requirements: Grade 12 with National Diploma in Civil Engineering, Project Management or equivalent tertiary qualification. Project Planning and Management skills. Computer literacy. Registered with Professional body will be an added advantage. Three years working experience in project management field. Valid driver's license.

Duties: Technical support and evaluation of proposed projects in alignment with the respective Municipal IDP. Project-manage the labor-intensive projects in line with the EPWP framework and the related reporting requirements as per MIG guidelines. Arrange regular project progress meetings with service providers. Ensure compliance of all legal aspects and conditions, required from the different spheres of government. Conduct site visits /meetings to ensure compliance to business plan conditions as per MIG guidelines. Manage cash flow and committed project expenditure for MIG projects. Verify payment certificates and preparation of monthly payment schedule documentation for MIG funded projects. Monitoring and evaluation of projects. Assist with other related Municipal Infrastructure Programs.

Polokwane Municipality offers challenging opportunities, competitive packages and fringe benefits (Pension, Medical Aid and Housing Allowance).

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender and Disability status be specified. NOTE: Suitable candidates will be subjected to a Personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.**

Closing Date: 21 November 2019
Time: 12H30

Detailed CV's with a signed covering letter quoting the relevant position applied for, certified copy of ID and certified copies of qualifications and academic record should be **hand delivered on the 8th floor office no 802 or ground floor at the Civic Centre Cnr Landros Mare Street & Bodenstein Street, Polokwane 0699 or posted to PO Box 111 Polokwane 0700, Att: HR Manager.**

If you are applying for more than 1 position, please submit separate applications for each. Faxed, e-mailed and late applications will not be considered. Should you not hear from us within three months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.
Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/ 2031/2703/2004

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

Mr. DH MAKOBE
MUNICIPAL MANAGER



“The ultimate innovation and sustainable development”