

# EMTHANJENI MUNICIPALITY



## EXTERNAL/INTERNAL ADVERTISEMENT

**NOTICE NO: 40/2019**

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### **DIRECTORATES: INFRASTRUCTURE SERVICES**

#### **1. FOREMAN (HANOVER)**

**Salary: R 204 724.00 - R 265 750.00 (Task Level 9)**

**Abovementioned post offers the following benefits:**

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### **Key Requirements:**

- Grade 12
- NQF Level 4
- Code EB and PRDP driver's license
- 4 years relevant experience
- Supervisory skills
- Bilingualism
- The ability to act independently, to take decisions and initiative and to be accurate
- Creative and analytical thinking
- Plan, organize and co-ordinate the work flow
- Respond positively to and act under pressure

## **Duties and Responsibilities:**

### **The incumbent of the post will be responsible to:**

- Coordinates, monitors and controls road and storm-water repair and construction work at specific sites, to ensure priorities and requirements for maintenance work is confirmed and understood, effectively communicated to teams and progress monitored and deviations promptly addressed to support the accomplishment of laid down outcomes and objectives.
- Communicating work sequences from work orders/plans to construction personnel (Operators, General Workers; etc.) on site and determining the signage and safety signal controls necessary to accommodate traffic and pedestrian flow.
- Addressing workplace conflict/conduct through the consultative processes and implementation of specific disciplinary procedures.
- Investigating accidents/incidents on site with a view to accurately describing / detailing sequences to facilitate reporting/updating of registers and records.
- Performs specific tasks associated with the operation of heavy and/or specialized vehicles (Tip Trucks; Crane Trucks, Tractor, etc.) during road and storm water drainage maintenance activities in order to ensure activities are executed with laid down instructions and guidelines and general and specific safety procedures are complied with.
- Complete internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist) to ensure details of activities are accurately recorded enabling the process personnel, time and material allocation and utilization for specific assignments.
- Monitors and supervises activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed.
- Supervise technical maintenance activities in the division to ensure the executing of responsibilities in the following division, commonage, cemeteries, buildings, waterworks, public works, streets, sewerage distribution network and parks.

**Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Acting Director: Infrastructure Services, Mr MJV Owies at 053 632 9100.**

**Closing date: 24 OCTOBER 2019 at 12h00**

**I Visser  
Municipal Manager  
Emthanjeni Municipality  
PO Box 42  
De Aar  
7000  
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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**I VISSER  
MUNICIPAL MANAGER  
PO Box 42  
De Aar  
7000  
Tel: 053 632 9100**