DEPARTMENT: COMMUNITY SERVICES
POSITION: OPERATIONS MANAGER – MUNICIPAL HEALTH SERVICES
LEVEL: 4
SALARY SCALE: R404 477.01 – R 446 505.22 (Excluding benefits)
REQUIREMENTS: A National Diploma or B. Tech in Public Health or Equivalent qualification coupled with a minimum of five (05) years’ experience as Chief Environmental Health Practitioner or related work. Must have a valid driver’s licence. Knowledge of computer Microsoft packages would be an added advantage.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Knowledge of legislative frameworks governing Municipal Health Services; Good communication, report writing and analytical skills.
KEY PERFORMANCE AREAS: Manage and coordinate the food quality monitoring and sampling programs, water sampling programs; evaluate waste sites and projects programs; Manage and monitor notifiable cases; Define, implement and monitor the objectives for the Municipal Health function in line with the SDBIP; Produce employee related reports to Management as and when required; Participate in formulation and implementation of procedures, systems and controls; Manage staff within the sub-unit, Prepare monthly report.

DEPARTMENT: COMMUNITY SERVICES
POSITION: CHIEF ENVIRONMENTAL HEALTH PRACTITIONER
LEVEL: 06
SALARY SCALE: R300 422.90 - R3 317 280.07 (EXCLUDING BENEFITS)
MINIMUM REQUIREMENTS: National Diploma in Environmental or B Tech/Degree in Environmental Health or relevant equivalent qualification. Must be currently registered with the Health Professions Council of South Africa. Four (04) years working experience in Environmental Health. Computer literacy and a valid driver’s license.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Ability to work under pressure, Report writing, Communication and Interpersonal skills.
KEY PERFORMANCE AREAS: Supervises and coordinates inspections and investigations of Environmental Health projects; Carry out follow-up inspections to ensure compliance; Seek approval and serve compliance orders and notifications to stop or correct specific sequence to enable compliance; Manage performance of personnel in the Section.

DEPARTMENT: COMMUNITY SERVICES
POSITION: DISASTER MANAGEMENT COORDINATOR
LEVEL: 07
SALARY SCALE: R252 652.03 – R278 926.01 (EXCLUDING BENEFITS)
REQUIREMENTS: National Diploma in Disaster Management or Equivalent NQF Level 07, Valid Code 10 driver’s licence. At least two (2) years’ experience working in a related field.
KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Knowledge and understanding of the all legislation and policies applicable to the field of Disaster Management and the ability to interpret and apply same; Must be able to make input on the development and review of policies. The incumbent must be physically fit as he/she may be required to work odd hours under very strenuous conditions especially after disaster situations.
RESPONSIBILITIES: Conduct risk assessment, planning and establish a uniform approach to assess and monitoring disaster risks that will inform disaster management planning and risk reduction undertaken by organs of state and other roleplayers. Ensure that risk reduction programs are in accordance with the applicable framework. Conduct and promote stakeholder awareness, training and education; Administer
and coordinate Disaster Management Services activities; Conduct the local and district forum and provide support to sector departments.

DEPARTMENT: INFRASTRUCTURE SERVICES
POSITION: LABORATORY ASSISTANT (CHEMISTRY)
LEVEL: 8
SALARY SCALE: R 223 100.15 747.57 – R 246 426.57 (Excluding benefits)
REQUIREMENTS: B.Sc. in Chemistry, Biochemistry or Applied Science, National Diploma in Analytical Chemistry or Water Care, B.Sc. (Community Water Services and Sanitation), NIII(N3) in Laboratory Assistance. Minimum of six (06) months experience working in a private or public laboratory providing semi-technical support to professional laboratory staff.
KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Ability to apply principles, techniques to understand terminology used in the water testing laboratory, Be able to add, subtract, multiply and divide in all units of measures using whole numbers, common fractions and decimals.
KEY PERFORMANCE AREAS: Provide support to laboratory professionals and analysts to ensure that the water quality testing laboratory maintains its accreditation status in accordance with South African National Accreditation System requirements for compliance in terms of testing all drinking water and wastewater samples by performing variety of tasks in accordance with the South African National Standards (SANS 241) and Wastewater Effluent Quality Standards.

DEPARTMENT: INFRASTRUCTURE SERVICES
POSITION: BOREHOLE OPERATOR (X30)
LEVEL: 13
SALARY SCALE: R1 111 829.59 – R124 178.86 (EXCLUDING BENEFITS)
REQUIREMENTS: Grade 10 or 5 years’ experience as a Borehole Operator, Grade 12 and a valid driver’s license will be an added advantage.
KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Knowledge of the operations of water sector and / or local government sector, operation of boreholes; good listening and communication skills, ability to follow instructions and work with a team.
RESPONSIBILITIES: Control values for reticulation; inspect pipe line reticulation e.g. leaks and burst pipes; Transportation of an engine to the borehole; Inspection of the pump house , borehole , and daily check-ups of a diesel engine and run the engine , Reservoir levels monitoring with the inflow and outflow check ; inspection of the pump house, borehole and daily check-ups of an electrical motor and run the engine .

DEPARTMENT: INFRASTRUCTURE SERVICES
POSITION: GENERAL WORKER (X4) (Lepelle Nkumpi X2, Blouberg X2)
LEVEL: 14
SALARY SCALE: R 94 830.27 – R 111 829.59 (EXCLUDING BENEFITS)
REQUIREMENTS: Minimum qualification of Grade 10/Standard 8;
KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Knowledge of water sector or local government sector; good listening and communication skills, must be able to follow instructions and work with them a team, be able to operate under extreme hot weather.
RESPONSIBILITIES: Undertakes general labouring tasks associated with providing support during installation, repair and maintenance of water reticulation systems by using hand held tools to excavate defined areas, laying of pipes and lines, cleaning or clearing of overgrown vegetation interfering with water and waste water systems.
DEPARTMENT: FINANCIAL MANAGEMENT SERVICES
POSITION: SENIOR ACCOUNTANT – EXPENDITURE
LEVEL: 04
SALARY SCALE: R404 477.01 – R446 505.22 (EXCLUDING BENEFITS)
REQUIREMENTS: B Com. Honours Degree in Accounting; Five (5) years’ experience in a financial department of which (two) 2 years’ should have been acquired in middle management.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Knowledge of the Municipal Finance Management Act, financial principles and related legislations.
KEY PERFORMANCE AREAS: Manage the creditors’ sub-section by ensuring that the payments source documents are correct, reconcile the suspense and control accounts for accuracy and to prepare the electronic fund transfer before release. Manage the payroll sub-section by overseeing the reconciliation of payroll on a monthly basis and review payroll journals. Assess performance of subordinates in the creditors and payroll sub-sections. Perform any other duties assigned by the supervisor.

DEPARTMENT: FINANCIAL MANAGEMENT SERVICES
POSITION: ACCOUNTANT – PAYROLL
LEVEL: 5
SALARY SCALE: R348 651.16 - R384 911.28 (EXCLUDING BENEFITS)
REQUIREMENTS: B Com: Accounting; Minimum of two (02) years’ experience in the payroll, experience in SAP, and VIP will be an added advantage.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication and report writing skills.
KEY PERFORMANCE AREAS: Reconciliation between payroll systems and GL Accounts; Processing of all salary transactions; Calculations and processing of third party payments such as SARS, medical aid and pension funds.

DEPARTMENT: FINANCIAL MANAGEMENT SERVICES
POSITION: ADMIN CLERK - FINANCE SERVICES
LEVEL: 8
SALARY SCALE: R 223 100.15 747.57 – R 246 426.57 (EXCLUDING BENEFITS)
REQUIREMENTS: Grade 12 or Equivalent; Minimum of 3 years’ experience in records management environment. National Diploma in Finance or Accounting will be an added advantage.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication skills.
KEY PERFORMANCE AREAS: Provide administrative support to the Financial Management Department by keeping records of all outgoing documents, keeping manual and electronic filing system of documents to ensure proper administration and easy retrieval of such documentation whenever required.

DEPARTMENT: FINANCIAL MANAGEMENT SERVICES
POSITION: METER READING SUPERVISOR
LEVEL: 8
SALARY SCALE: R 223 100.15 747.57 – R 246 426.57 (EXCLUDING BENEFITS)
REQUIREMENTS: Relevant NQF 5 or equivalent qualification in Public Administration; Minimum of 3 years’ experience in the reading environment, Valid driver’s licence.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication and report writing skills.
KEY PERFORMANCE AREAS: To effectively plan, coordinate, control, and manage Meter Reading; Validate readings for billing; Process water disconnection and reconnection activities for credit control purposes.

DEPARTMENT: FINANCIAL MANAGEMENT SERVICES
POSITION: FINANCIAL MANAGEMENT GRANT (FMG) INTERNSHIP PROGRAMME X3 (Three years contract)
TOTAL PACKAGE: R 100 000.00 (TOTAL PACKAGE)
REQUIREMENTS: B.Com Degree or three (03) year National Diploma in Accounting and unemployed; The candidate should not have participated in an internship of a similar nature before
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Must be eager to learn, be self-motivated with a passion for Accounting.
KEY PERFORMANCE AREAS: The appointed intern will work in the following areas over the period: Budget and Treasury, Supply Chain Management, Expenditure and Income units.
DEPARTMENT: CORPORATE SERVICES
POSITION: IT TECHNICIAN
LEVEL: 6
SALARY SCALE: R 300 422.90 – R 331 728.07 (EXCLUDING BENEFITS)
REQUIREMENTS: Degree/ Diploma /A+,N+ and NQF Level 5 in ICT and minimum of four (04) years’ experience in a related position.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Knowledge and understanding of the IT related policies, procedures and standards and the ability to interpret and apply same; Must have excellent communication skills, report writing, interpersonal skills and the ability to conduct training.
KEY PERFORMANCE AREAS: Install, configure and maintains software and hardware applications including peripherals for the purpose of ensuring ongoing operations of computers across multiple sites; Maintain inventory and services or repair vendor call records of supplies equipment, software and furnishings for the purposes of ensuring availability of items and proper working order. Implement regular housekeeping by updating the asset register daily and attending to logged queries; Communicate and interpret IT procedure to users and ensure compliance thereto and provide basic training on computer training. Provide day to day IT support to users.

DEPARTMENT: CORPORATE SERVICES
POSITION: HUMAN RESOURCES RECORDS CLERK
LEVEL: 08
SALARY SCALE: R 223 100.15 747.57 – R 246 426.57 (EXCLUDING BENEFITS)
REQUIREMENTS: A Bachelor degree in Administration / National Diploma in Archives/ Records Management; Minimum of two (02) years’ experience in Human Resources Records Management; Computer literacy will be an added advantage.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Honesty and integrity; Customer service orientation; Quality orientation and work standards; Ability to work under pressure; Pay attention to details as well as planning and organising.
KEY PERFORMANCE AREAS: Maintain physical and electronic records, Execute filing administration of termination records, File and retrieve recruitment records, personnel records as well as leave records. Ensure that the Municipality complies with the administrative prescripts of Human Resources records and archiving policy together with the legal provisions of applicable policies and systems; Ensures that access to records are strictly controlled in compliance with the National Archives Act of South Africa;

DEPARTMENT: CORPORATE SERVICES
POSITION: GENERAL ASSISTANT X3 (Polokwane, Ga-Mathapo and Turfloop)
LEVEL: 14
SALARY SCALE: R 94 830.27 – R 111 829.59 (EXCLUDING BENEFITS)
REQUIREMENTS: Grade 10 or equivalent; Must be able to read and write; Knowledge of building maintenance will be an added advantage; Minimum of one (01) year working experience in cleaning and/or maintenance environment.
KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES: Good listening and communication skills; ability to follow instructions and work well independently as well as in teams;
RESPONSIBILITIES: Cleaning of office building, rest rooms and surrounding areas to ensure neatness at all times; Eradicate weeds and unwanted plants and attend to adhoc maintenance activities in offices.

DEPARTMENT : STRATEGIC EXECUTIVE MANAGEMENT SERVICES
POSITION : DISABILITY AND ELDERLY COORDINATOR
LEVEL : 06
SALARY SCALE : R300 422.90- R331 728.07 (EXCLUDING BENEFITS)

REQUIREMENTS: Bachelor’s Degree / National Diploma in Social Science / Development Studies or equivalent NQF 5; Two (02) years working experience in a relate field or community development, computer literacy, valid driver’s license.
KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES: Strong interpersonal skills that enables interaction and maintenance of relationships with a wide range of stakeholders; Ability to work with people across all sectors; People and diversity management, Recognise the value of self-development; Pay attention to detail.
RESPONSIBILITIES: Support the Operations Manager Special Programmes in terms of design, delivery and coordination of developmental programmes for people living with disability and the elderly; Guide the integration of the elderly and people living with disability in all developmental programmes and operations in the municipality; Coordinate awareness raising programmes, calendar days events and socio-economic empowerment programmes; Liaise and collaborate with other stakeholders in conceptualising, implementing and monitoring development programmes for the elderly and people living with disabilities in the district, Establish links with Civil Society Organisations, Government departments and other relevant stakeholders relevant to the enhancement of these special programmes in the district; Coordinate mainstreaming of youth programmes in the IDP, Assist in monitoring and evaluation of the development of policies and programmes to advance internal transformation.

Interested candidates should forward an application letter indicating the position they are applying for, comprehensive CV, certified copies of qualifications and ID to the Municipal Manager, Capricorn District Municipality, P O Box 4100, Polokwane, 0700 or hand–deliver applications at 41 Biccard Street, Polokwane at the registry desk. Faxed and e–mailed applications will not be considered. Enquiries should be directed to Prudence Sieda at (015) 294 1230 or Priscilla Shilubane at (015) 294 1087.

Capricorn District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. CDM reserves the right to make appointments. If you do not hear from us 3 months after the closing date, kindly accept that your application was unsuccessful.

CLOSING DATE: FRIDAY, 29 APRIL 2016