

Matzikama Municipality is situated in the West Coast of the Western Cape Province and serves the following towns: Vredendal, Vanrhynsdorp, Klawer, Lutzville, Koekenaap, Doringbaai, Strandfontein, Ebenhaeser, Papendorp, Bitterfontein, Nuwerus, Kliprand, Stofkraal, Molsvlei, Putsekloof and Rietpoort.

Competent and experienced persons who meet the minimum requirements are invited to apply for the following vacancies:

DIRECTORATE TECHNICAL SERVICES

1. ARTISAN (ELECTRICIAN) - VREDENDAL

Key performance areas: Undertake and coordinate activities associated with the construction and installations of overhead and underground high and low voltage power lines and networks

- Coordinate and control the progress of projects and specialized tasks / activities associated with the installation and maintenance of electrical network
- Performs electrical and technical tasks associated with the installation of transformers and electrical networks
- Performs functional and safety-related duties in terms of the Occupational Health and Safety Act (85 of 1993)
- Performs tasks / activities associated with supervision of personnel, planning of tasks and managing of resources
- Performs functions / activities associated with the transportation of personnel, tools, equipment and material
- Performs other general administrative functions
- Be prepared to do standby duties after hours
- Performs HV/MV switching.

Minimum requirements: Trade Certificate (Qualified Electrician) • 1-2 years' experience required • Valid Code C Driver's License with Professional Driving Permit (PDP) • Computer literate • Good communication skills in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Good supervisory, human relations, interpersonal and communication skills.

Salary scale: R264 588 per annum (TASK post level T10) and participation in the Municipality's Essential Motor Vehicle Scheme, if required (subject to certain conditions)

Enquiries: Mr Lavendran Pillay

The Competency level for this position is a level 2 of the Artisan Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Professional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Managing Work • Problem Solving • Planning and Organising • Quality Orientation 	<ul style="list-style-type: none"> • Workplace Safety • Discipline Specific Skills 	<ul style="list-style-type: none"> • Service Delivery Orientation • Interpersonal Relationship • Communication • Customer orientation and customer focus 	<ul style="list-style-type: none"> • Action orientation • Resilience • Accountability and Ethical Conduct • Learning Orientation 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Team Orientation • Coaching and Mentoring

2. FOREMAN (WATER & SANITATION, ROADS, STORM WATER, PARKS, SPORT GROUNDS, CEMETERIES & STREET CLEANING) – EBENHAESER & PAPENDORP

Key performance areas: To exercise control and supervision over the functions and activities of his/her immediate subordinates who perform labourer, driver and operator duties and tasks regarding the maintenance of the storm water- and sewerage services, the maintenance and care taking of the sport grounds, parks, cemeteries, the maintenance of the storm water- and road network, the cleaning of the streets, parking areas and sidewalks, the removal of garden and other refuse and the care taking of the dumping site in Ebenhaeser & Papendorp • Perform artisan and skilled duties and tasks associated with the repair, installation and maintenance of the water reticulation network, the water pump station, the sewerage network, the sewerage / oxidation dam plant/system, the sport grounds, parks, cemeteries, community halls and the road- and storm water infrastructure / network of the municipality • Performs duties, tasks and activities associated with the driving and the maintenance of the pick-up van of his/her sub-section, the transportation of relevant personnel, tools, equipment and materials to and from work sites with the pick-up van • Performs administrative tasks with regards to the purchasing of material, stock, tools, equipment or fuel of his/her sub-section • Performs tasks associated with the care, store and cleaning of the tools and equipment used for the abovementioned work • Performs other general administrative tasks with regards to municipal services.

Minimum requirements: Grade 10 or equivalent technical qualification • 3 – 5 years relevant experience • Valid code EB driver’s license with Public Driver’s Permit (PDP) • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Must be able to do elementary surveys and calculations • Good human relations, leadership qualities, communication- and organisational skills

Salary: R312 384 per annum (TASK post level T11) and participation in the Municipality’s Essential Motor Vehicle Scheme, if required (subject to certain conditions)

Enquiries: Mr Bernard Ovis

The Competency level for this position is a level 2 of the Supervisors / Foreman Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Problem Solving • Planning and Organising • Organisational awareness 	<ul style="list-style-type: none"> • Discipline Specific Skills • People Management • Task Management • Workplace Safety • Budgeting 	<ul style="list-style-type: none"> • Interpersonal Relationship • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action & Outcome Orientation • Resilience • Ethics & Accountability 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Team Orientation • Coaching and Mentoring

3. FOREMAN (WATER & SANITATION, ROADS, STORM WATER, PARKS, SPORT GROUNDS, CEMETERIES & STREET CLEANING) – LUTZVILLE

Key performance areas: To exercise control and supervision over the functions and activities of his/her immediate subordinates who perform labourer, driver and operator duties and tasks regarding the maintenance of the storm water- and sewerage services, the maintenance and care taking of the sport grounds, parks, cemeteries, the maintenance of the storm water- and road network, the cleaning of the streets, parking areas and sidewalks, the removal of garden and other refuse and the care taking of the dumping site in Lutzville • Perform artisan and skilled duties and tasks associated with the repair, installation and maintenance of the water reticulation network, the water pump station, the sewerage network, the sewerage / oxidation dam plant/system, the sport grounds, parks, cemeteries, community halls and the road- and storm water infrastructure / network of the municipality • Performs duties, tasks and activities associated with the driving and the maintenance of the pick-up van of his/her sub-section, the transportation of relevant personnel, tools, equipment and materials to and from work sites with the pick-up van • Performs administrative tasks with regards to the purchasing of material, stock, tools, equipment or fuel of his/her sub-section • Performs tasks associated with the care, store and cleaning of the tools and equipment used for the abovementioned work • Performs other general administrative tasks with regards to municipal services.

Minimum requirements: Grade 10 or equivalent technical qualification • Basic Computer Literacy: MS Word / Excel • 3 – 5 years’ relevant experience • Valid code EB driver’s license with Public Driver’s Permit (PDP) • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Must be able to do elementary surveys and calculations • Good human relations, leadership qualities, communication- and organisational skills

Salary: R312 384 per annum (TASK post level T11) and participation in the Municipality’s Essential Motor Vehicle Scheme, if required (subject to certain conditions)

Enquiries: Mr Bernard Ovis

The Competency level for this position is a level 2 of the Supervisors / Foreman Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Problem Solving • Planning and Organising • Organisational awareness 	<ul style="list-style-type: none"> • Discipline Specific Skills • People Management • Task Management • Workplace Safety • Budgeting 	<ul style="list-style-type: none"> • Interpersonal Relationship • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action & Outcome Orientation • Resilience • Ethics & Accountability 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Team Orientation • Coaching and Mentoring

4. FOREMAN (WATER & SANITATION, ROADS, STORM WATER, PARKS, SPORT GROUNDS, CEMETERIES & STREET CLEANING) – VANRHYNSDORP

Key performance areas: To exercise control and supervision over the functions and activities of his/her immediate subordinates who perform labourer, driver and operator duties and tasks regarding the maintenance of the storm water- and sewerage services, the maintenance and care taking of the sport grounds, parks, cemeteries, the maintenance of the storm water- and road network, the cleaning of the streets, parking areas and sidewalks, the removal of garden and other refuse and the care taking of the dumping site in Vanrhynsdorp • Perform artisan and skilled duties and tasks associated with the repair, installation and maintenance of the water reticulation network, the water pump station, the sewerage network, the sewerage / oxidation dam plant/system, the sport grounds, parks, cemeteries, community halls and the road- and storm water infrastructure / network of the municipality • Performs duties, tasks and activities associated with the driving and the maintenance of the pick-up van of his/her sub-section, the transportation of relevant personnel, tools, equipment and materials to and from work sites with the pick-up van • Performs administrative tasks with regards to the purchasing of material, stock, tools, equipment or fuel of his/her sub-section • Performs tasks associated with the care, store and cleaning of the tools and equipment used for the abovementioned work • Performs other general administrative tasks with regards to municipal services.

Minimum requirements: Grade 10 or equivalent technical qualification • Basic Computer Literacy: MS Word / Excel • 3 – 5 years’ relevant experience • Valid code EB driver’s license with Public Driver’s Permit (PDP) • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Must be able to do elementary surveys and calculations • Good human relations, leadership qualities, communication- and organisational skills

Salary: R312 384 per annum (TASK post level T11) and participation in the Municipality’s Essential Motor Vehicle Scheme, if required (subject to certain conditions)

Enquiries: Mr Mark Owies

The Competency level for this position is a level 2 of the Supervisors / Foreman Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Problem Solving • Planning and Organising • Organisational awareness 	<ul style="list-style-type: none"> • Discipline Specific Skills • People Management • Task Management • Workplace Safety • Budgeting 	<ul style="list-style-type: none"> • Interpersonal Relationship • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action & Outcome Orientation • Resilience • Ethics & Accountability 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Team Orientation • Coaching and Mentoring

5. FOREMAN (ROADS & STORM WATER) - VREDENDAL

Key performance areas: To exercise control and supervision over the functions and activities of his/her immediate subordinates who perform labourer, driver and operator duties and tasks regarding the maintenance of the road- and storm water network in Vredendal • Perform artisan and skilled duties and tasks associated with the repair, installation and maintenance of the road- and storm water infrastructure / network of the municipality • Performs duties, tasks and activities associated with the driving and the maintenance of the pick-up van of his/her sub-section, the transportation of relevant personnel, tools, equipment and materials to and from work sites with the pick-up van • Performs administrative tasks with regards to the purchasing of material, stock, tools, equipment or fuel of his/her sub-section • Performs tasks associated with the care, store and cleaning of the tools and equipment used for the abovementioned work • Performs other general administrative tasks with regards to municipal services.

Minimum requirements: Grade 10 or equivalent technical qualification • Basic Computer Literacy: MS Word / Excel • 3 – 5 years’ relevant experience • Valid code EB driver’s license with Public Driver’s Permit (PDP) • Proficiency in at least 2 official languages of the Western Cape (Afrikaans and English or Xhosa) • Must be able to do elementary surveys and calculations • Good human relations, leadership qualities, communication- and organisational skills

Salary: R312 384 per annum (TASK post level T11) and participation in the Municipality’s Essential Motor Vehicle Scheme, if required (subject to certain conditions)

Enquiries: Mr Mark Owies

The Competency level for this position is a level 2 of the Supervisors / Foreman Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Problem Solving • Planning and Organising • Organisational awareness 	<ul style="list-style-type: none"> • Discipline Specific Skills • People Management • Task Management • Workplace Safety • Budgeting 	<ul style="list-style-type: none"> • Interpersonal Relationship • Communication • Service Delivery Orientation 	<ul style="list-style-type: none"> • Action & Outcome Orientation • Resilience • Ethics & Accountability 	<ul style="list-style-type: none"> • Direction Setting • Impact and Influence • Team Orientation • Coaching and Mentoring

PLEASE NOTE:

- Enquiries can be made at telephone number (027) 201 3300.
- A service bonus equivalent to one month’s salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home-owners subject to certain conditions.
- Canvassing with any councillor and/or any member of the selection panel and/or any staff member of the municipality is inadmissible and will disqualify applicants immediately.
- If an applicant has not been contacted within 6 weeks after the closing date for applications, it must be accepted that the application was unsuccessful.

- All applicants will be subjected to reference checks from previous and current employers, verification of qualifications and credit and criminal record checks.
- By applying for any of these positions, the candidate consents to the abovementioned reference and verification checks and must complete the consent and indemnity form available on the municipality's website.
- A Valid SAPS Clearance Certificate or proof of application must accompany the application. Applicants must provide a valid police clearance certificate, not older than months, on the date of the interview.
- The municipality reserves the right not to make an appointment.
- The Municipality is an equal opportunity employer in terms of the Employment Equity Act and its Employment Equity Plan and preference will be given to candidates meeting the municipality's goals in terms of its Employment Equity Plan.
- Should there be any errors or omissions on this advert, the relevant job description, grading and/or municipal policies will supersede such error or omission.

The prescribed application form and consent & indemnity form is available at Ms Bongeka Mphahla and Ms Imelda Bowers (at tel. nr 027-201 3300 / 3474 / 3393) and on the Municipality's website at www.matzikamamunicipality.co.za. The completed application- and consent & indemnity form, a Curriculum Vitae and original certified copies of qualification certificates, ID and other relevant documentation can be posted or hand delivered before the closing date for the attention of Ms Cathy le Fleur.

CLOSING DATE: MONDAY, 29 April 2024 AT 17H00

KINDLY COMPLETE A SEPARATE APPLICATION FORM FOR EACH VACANCY THAT YOU WANT TO APPLY FOR.

ONLY hard copy applications will be considered. **NO** applications received electronically or by fax will be accepted.

**LJ PHILLIPS
MUNICIPAL MANAGER**

**Municipal Offices,
Kerk Street 37,
PO BOX 98, VREDENDAL, 8160**

REF NO: V6/2024