

WEST COAST DISTRICT MUNICIPALITY



West Coast District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction.

As an Employment Equity employer, we currently offer these vacancies to appropriately qualified and experienced individuals:

Department: Financial Services
Division: Supply Chain Management

SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (1 POST)

● **Centre: Moorreesburg** ● **Salary: R214 990 - R279 079 per annum (TASK Grading 11)** ● **Ref: FS 28**

Requirements: ● National diploma in Financial Management or equivalent three-year tertiary qualification ● A valid Code B driver's licence ● Supervisory skills ● Interpersonal and communication skills ● Ability to work independently ● Attention to detail ● Knowledge of relevant legislation and policies ● Good administrative skills ● Fluent in two of the three official languages of the Western Cape ● 3 years relevant experience.

Duties: ● Coordinate and control the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to address the identification, acquisition or disposal of items, monitoring to fair, equitable, transparent and cost-effective procurement practices that is consistent with policies and laid down requirements encapsulated in the legislative framework.

Division: Financial Management and Control

ASSET CONTROL OFFICER (1 POST)

● **Centre: Moorreesburg** ● **Salary: R182 114 - R236 381 per annum (TASK Grading 10)** ● **Ref: FS 4**

Requirements: ● National diploma in Financial Management or equivalent three-year tertiary qualification ● A valid Code B driver's licence ● Computer literate in MS Office (Excel, Outlook and Word) ● Adhere to deadlines on a regular basis ● Supervisory skills ● Ability to analyse problems, to work accurately and pay attention to detail ● Ability to work under pressure ● Fluent in two of the three official languages of the Western Cape ● 2 years relevant experience.

Duties: ● Keep an updated GRAP compliant asset register on Council's financial system in order to report to all stakeholders on Council's assets ● Update all new assets, dispose obsolete assets and verify existing assets and barcode new assets ● Update insurance register.

Division: Resorts

RESORT CLERK (CASHIER/HOUSEKEEPER) (1 POST)

● **Centre: Ganzekraal** ● **Salary: R105 542 - R137 005 per annum (TASK Grading 6)** ● **Ref: FS 16**

Requirements: ● Grade 12 ● A valid Code B driver's licence ● Good interpersonal and communication skills ● Attention to detail ● Supervisory skills ● Reporting and organising skills ● Ability to work independently ● Computer literate in MS Office (Word, Excel, Samras [DB4]) ● Fluent in two of the three official languages of the Western Cape ● Good administration, typing, organising, cash handling and housekeeping skills ● 1 year relevant experience.

Duties: ● Perform activities/tasks associated with the rendering of a housekeeping and cashier support function at the Ganzekraal Resort regarding supervising and handling all cleaning operations of chalets and venue of the resort, assist with cashier, admin and booking functions when needed.

Department: Technical Service

Division: Water

SENIOR SUPERVISOR: WATER DISTRIBUTION (1 POST)

● **Centre: Withoogte** ● **Salary: R143 653 - R186 485 per annum (TASK Grading 8)** ● **Ref: TSW 5b**

Requirements: ● Grade 12 / National Certificate: Water and Waste Water Retiulation (NQF Level 4) ● A valid Code EC1 driver's licence and PDP ● Supervisory skills ● Reporting skills ● Planning and organising skills ● Ability to read technical plans ● Good interpersonal and communication skills ● Ability to work independently ● Good technical, maintenance, writing and calculating skills ● Fluent in 2 of the 3 official languages of the Western Cape ● 3 years relevant experience.

Duties: ● Perform activities/tasks associated with the planning and execution of maintenance works on bulk water distribution pipelines, repairing broken water pipes and leakages to ensure a quality water distribution service delivery to the community.

Division: Water Supply

PROCESS CONTROLLER: PURIFICATION (3 POSTS)

● **Centre: Withoogte (2) & Misverstand (1)** ● **Salary: R127 599 - R165 625 per annum (TASK Grading 7)** ● **Ref: TSW24a & TSW24a (1)**

Requirements: ● Grade 10 with Mathematics and Science and Waste Water Treatment Practice 1 & Class 1 Operator Certificate (DWA) / NTC1 in Water and Waste Water Treatment (4 subjects completed) and Class 1 Operator Certificate (DWA) / Classification will be accepted if applied by the West Coast District Municipality at DWA ● A valid Code B driver's licence ● Good interpersonal and communication skills ● Ability to work independently ● Reporting skills ● Supervisory skills ● Attention to detail ● Fluent in 2 of the 3 official languages of the Western Cape ● Good operator and calculating skills ● 2 years relevant experience.

Duties: ● Perform activities/tasks associated with the effective physical, chemical and bacteriological acceptance of water purification for household use within the area of the West Coast District Municipality.

Division: Water Purification

SENIOR SUPERVISOR: TERRAINS (1 POST)

● **Centre: Moorreesburg** ● **Salary: R127 599 - R165 625 per annum (TASK Grading 7)** ● **Ref: TSW 18**

Requirements: ● Grade 10 with organising skills ● Horticulture Courses (NQF Level 2) ● A valid Code C1/PDP driver's licence ● Planning skills ● Attention to detail ● Good interpersonal and communication skills ● Ability to work independently ● Reporting skills ● Fluent in two of the three official languages of the Western Cape ● Good technical, writing and calculating skills ● 5 years relevant open area maintenance experience within Local Government.

Duties: ● Responsible for the caretaking service of open areas at the water purification works and pump stations to ensure quality caretaking service delivery in the open area of the Water Supply Division open terrains.

CLOSING DATE: 24 MARCH 2017 AT 14H00

In addition to the salary mentioned for the permanent position and subject to certain conditions, the District Municipality offers competitive fringe benefits, such as housing subsidy, a bonus, membership of pension/retirement and medical aid funds.

The prescribed application forms are available during office hours from Ms PS. Boer, tel. 022 433 8400 or on the website at www.westcoastdm.co.za/vacancies.html. Completed application forms, accompanied by comprehensive CVs and certified copies of diplomas/certificates/registrations and driver's licence, are to be forwarded to West Coast District Municipality, Human Resources: Recruitment and Selection, P.O. Box 242, Moorreesburg, 7310.

Please Note: Council reserves the right not to make an appointment. No late applications or applications via fax or email will be accepted. CVs will not be returned to candidates. Canvassing will disqualify a candidate.

Should no feedback from this office be received within 60 days of the closing date, candidates may assume that their applications have been unsuccessful.