

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: Technical Services

Division: Water Supply and Waste Management (Electrical Services)

MANAGER: ELECTRICAL AND INSTRUMENTATION SERVICES (1 POST)

●Centre: Moorreesburg ●Salary: R321 761 - R417 647 per annum (TASK Grading 14) ●Ref: TSW 34

Requirements: ●T3 / National diploma Electro-Technical ●Trade Tested Artisan ●A valid Code B driver's licence ●Planning and organising skills ●Supervisory skills ●Attention to detail ●Reporting skills ●Good interpersonal and communication skills ●Ability to work independently ●Negotiating skills ●Fully computer literate on Operating Systems / MS Office and good understanding of OPC, PLC's HMI's; SQL Database; SCADA System; Networks; and PABX ●Good understanding of instrumentation and programming of the instrument ●Good knowledge of electronics to component level ●Fluent in two of the three official languages of the Western Cape ●Good electro technical, instrumentation and calculating skills ●6 years relevant experience.

Duties: ●Managing, monitoring, maintaining and coordinating of the Electrical Systems and Sub-Systems and managing, monitoring, maintaining and coordinating of the Instrumentation/Electronic Systems and Sub-Systems (Telemetric/PC/Servers) to give a true and accurate representation, control and continuous monitoring and managing of the three B-municipalities (21 Towns) ●Management of short and longer term projects within the Council's capital budget relating to Electrical/Networks/Projects/SCADA/Motors and Pumps in the Water Supply Division consisting of three water purification plants and two Main Substations 11kV and one 66kV/6.6kV Substation for the bulk distribution (1000km) of potable drinking water to towns and rural schemes and end users within the jurisdiction of the West Coast District Municipality and DMA area (7 towns).

Division: Roads - Maintenance

GENERAL ASSISTANT (MAINTENANCE) (1 POST)

●Centre: Clanwilliam ●Salary: R79 413 - R93 742 per annum (TASK Grading 3) ●Ref: TSR26b(1)

Requirements: ●Basic Adult Literacy ●Ability to read and write ●Basic Life skills ●Attention to detail ●Reporting skills ●Ability to work independently ●Fluent in two of the three official languages of the Western Cape ●Good interpersonal and communication skills ●Good general worker skills ●3 months relevant experience.

Duties: ●Perform tasks/activities related to general worker duties regarding construction and maintenance works on surfaced and gravel roads ●Ensure a good quality of roads in the Roads Division within the West Coast District Municipality's area of jurisdiction.

Department: Office of the Municipal Manager

Division: Strategic Services (Social and Community Development)

COMMUNITY DEVELOPMENT OFFICER (2 POSTS)

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

Requirements: ●National diploma in Community Development or equivalent ●Computer literacy in (MS Word, Excel and PowerPoint) ●A valid Code B driver's licence ●Interpersonal and communication skills ●Managerial skills ●Planning, organising and facilitating skills ●Administrative and delegating skills ●Conflict handling ●Fluent in two of the three official languages of the Western Cape ●2 years relevant experience.

Duties: ●Render an effective community development service to the community in order to improve quality of life.

Division: Human Resource Management

SENIOR CLERK - SUPPORT (HUMAN RESOURCE MANAGEMENT) (1 POST)

●Centre: Moorreesburg ●Salary: R105 542 - R137 005 per annum (TASK Grading 6) ●Ref: MM 21

Requirements: ●Three-year relevant tertiary qualification / equivalent (N6) in Human Resource Management (NQF Level 6) ●Good typing skills (35 wpm) ●Good minute taking skills ●Planning and organising skills ●Attention to detail ●Reporting skills ●Good interpersonal and communication skills ●Ability to work independently ●Able to perform under pressure ●Computer literacy (MS Word, Excel, PowerPoint and Outlook) ●Fluent in two of the three official languages of the Western Cape ●2 years relevant experience.

Duties: ●Responsible to assist the Human Resource Management Division with effective and efficient skills development and administration support function.

CLOSING DATE: 5 MAY 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 P.S. 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.