

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 One-year Renewable Contract

INTERNSHIP (1 POST)

● **Centre: Moorreesburg** ● **Salary: R96 000 - R144 000 per annum (all-inclusive)** ● **Ref: FS 3** ● **Focus Areas: Finance/Internal Auditing**
● **Term of Contract: One-year contract with the option of renewal for a further year.**

Requirements: ● At least a three-year Bachelor's degree or National diploma with majors in Accounting, Economics or Finance, including either Risk Management and/or Auditing ● Willingness to sign an internship agreement in addition to the employment contract (in order to ensure commitment to the programme which requires, amongst other things, full participation in the educational and workplace assignments and observance of policies and procedures) ● 21 - 35 years of age ● Fluent in two of the three official languages of the Western Cape.

Internship Overview: ● The MFMP is a structured professional training and work experience programme with the goal of providing high-quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office, which is governed by the Municipal Finance Management Act, 2003 (Act 56 of 2003) and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during university and technician training. It ends where appropriate, with the credits for a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

Division: Resorts

RESORT ADMINISTRATOR (1 POST)

● **Centre: Ganzekraal** ● **Salary: R182 114 - R236 381 per annum (TASK Grading 10)** ● **Ref: FS 15**

Requirements: ● Grade 12 ● A valid Code B driver's licence ● Supervisory, managerial and reporting skills ● Planning and organising skills ● Computer literate (Ms Word/Excel/Outlook) ● Attention to detail ● Good interpersonal and communication skills ● Ability to work independently ● Good technical maintenance skills with reference to maintenance of chalets, ablution and conference facilities ● Good technical report writing ● Good marketing skills ● Good public relations skills ● 3 years relevant experience.

Duties: ● Perform activities/tasks associated with the management, monitoring, maintaining and co-ordinating of the resort's operational activities and administrative functions at Ganzekraal resort to ensure an effective and high quality community recreational service delivery to the West Coast District Municipality.

Department: Administration and Community Services

Division: Municipal Health Services

REGIONAL MANAGER: ENVIRONMENTAL HEALTH (1 POST)

● **Centre: Vredenburg** ● **Salary: R321 761 - R417 647 per annum (TASK Grading 14)** ● **Ref: MHS 20**

Requirements: ● A National diploma in Environmental Health/Public Health ● Registration with the Health Professions Council of South Africa ● A valid Code B driver's licence ● Managerial skills ● Planning and organising skills ● Good interpersonal and communication skills ● Attention to detail ● Computer literate (MS Word / Excel / PowerPoint / Outlook) ● Fluent in two of the three official languages of the Western Cape ● 5 years managerial experience in a similar post in a similar municipal environment ● Candidates will be subjected to a Core Competency test.

Duties: ● Effective management and delivery of sub-regional Municipal Health Services, according to the portfolio within the geographical area appointed and supply support to the Senior Manager Municipal Health Services ● Manage, supervise, coordinate and ensure the implementation of an effective Municipal Health Service as contemplated by the National Health Act, 2003 and other applicable legislation.

ENVIRONMENTAL HEALTH PRACTITIONER (1 POST)

● **Centre: Velddrif** ● **Salary: R214 990 - R279 079 per annum (TASK Grading 11)** ● **Ref: MSH 06**

Requirements: ● Three-year tertiary qualification for Environmental Health Practitioners ● Code B driver's licence ● Proof of registration with HPCSA ● Attention to detail ● Reporting and organising skills ● Ability to work independently ● Computer literate (MS Word / Excel) ● Fluent in two of the three official languages of the Western Cape ● Good administration, typing, organising and cash handling skills ● Good interpersonal and communication skills ● 1 year community service experience.

Duties: ● Implement strategies, programmes and action plans in accordance with the principles of Municipal Health Services (as defined in the National Health Act, 2003, as well as the National Environmental Health Norms and Standards for premises and monitoring standards for Environmental Health Practitioners, Notice 1229 of 2015) that are in line with the Provincial and National Health Plan, the IDP, Community Health Business Plans and legislation to ensure an effective municipal health service in the Sub-District.

Department: Technical Services

Division: Roads

SAFETY OFFICER (1 POST)

● **Centre: Moorreesburg** ● **Salary: R214 990 - R279 079 per annum (TASK Grading 11)** ● **Ref: TSR 3**

Requirements: ● Senior Certificate ● Tertiary qualification in Safety Management ● NOSA Accredited Certification / SACPCMP Registered ● A valid Code B driver's licence ● Attention to detail ● Good interpersonal and communication skills ● Ability to work independently ● Fluent in two of the three official languages of the Western Cape ● Good writing and reporting skills ● Computer literate (MS Word / Excel / Outlook / PowerPoint and CoId System) ● Technical and specialised field ● Ensuring legal compliance with the Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Road Accident Fund Act, Road Traffic Act, Hazardous Substances Act, etc. ● Ability to analyse, guide, integrate and implement different risks and safety plans ● Able to think independently and provide best practice advice ● Knowledge of relevant Health and Safety legislation and regulations ● Knowledge of policy development ● 3 years relevant experience.

Duties: ● Co-ordinate, advise on, implement and monitor operational Occupational Health and Safety systems (SHE-Safety, Health and Environment), to ensure best practice, adherence to and compliance with relevant policies, procedures and legislation such as the Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Road Traffic Act and Regulations, etc. ● Ensuring legal compliance with Occupational Health and Safety, Mine Health and Safety Act.

Division: Roads - Construction and Concrete

WATER TRUCK DRIVER (1 POST)

● **Centre: Cederberg** ● **Salary: R105 542 - R137 005 per annum (TASK Grading 6)** ● **Ref: TSR 14c**

Requirements: ● Grade 10/National Certificate: Construction Roadworks (NQF Level 2) ● A valid Code EC driver's licence with PDP ● Attention to detail ● Ability to work independently ● Fluent in two of the three official languages of the Western Cape ● Good interpersonal and communication skills ● Good verbal and written reporting and technical skills associated with driving and operating a water truck ● Supervisory and reporting skills ● 6 months relevant experience ● Knowledge required in order to perform the job functions.

Duties: ● Perform tasks/activities associated with the transporting of material and equipment / personnel with general driving of the water truck/Lorry and to prepare the working site and deliver water to the re-gravel and construction sites.

GENERAL ASSISTANT (RE-GRAVEL AND CONSTRUCTION) (2 POSTS)

● **Centre: Cederberg** ● **Salary: R79 413 - R93 742 per annum (TASK Grading 3)** ● **Ref: TSR 19b**

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

Duties: ● Perform tasks/activities related to general worker duties regarding re-graveling, construction and maintenance works on roads in the Roads Division within the West Coast District Municipality's area of jurisdiction.

Division: Roads - Maintenance

GENERAL ASSISTANT (GRADER) (2 POSTS)

● **Centre: Porterville and Kliprand** ● **Salary: R79 413 - R93 742 per annum (TASK Grading 3)** ● **Ref: TSR 22(3a) and TSR 22b(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 maintenance works on roads in the Roads Division within the West Coast District Municipality's area of jurisdiction.

GENERAL ASSISTANT (MAINTENANCE) (5 POSTS)

● **Centre: Vredendal; Malmesbury; Riebeeck West; and Vanrhynsdorp** ● **Salary: R79 413 - R93 742 per annum (TASK Grading 3)**

● **Ref: TSR 26c; TSR 26(2); TSR 26(3); and TSR 26(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; to ensure a good quality of roads in the Roads Division within the West Coast District Municipality's area of jurisdiction.

Department: Technical Services

Division: Watersupply

ARTISAN ATTENDANT (CARPENTRY) (1 POST)

● **Centre: Withoogte** ● **Salary: R81 308 - R103 066 per annum (TASK Grading 4)** ● **Ref: TSW 15**

Requirements: ● Ability to read, write and measure ● Attention to detail ● Good interpersonal and communication skills ● Ability to work independently ● Fluent in two of the three official languages of the Western Cape ● Good carpentry and building maintenance skills ● 6 months relevant experience.

Duties: ● Perform activities/tasks associated to execute specific basic artisan works related to general building maintenance, carpentry and painting as well as elementary plumbing related works according to standards and procedures on interior and exterior Council property by using the most effective working methods and safety aspects.

CLOSING DATE: 30 JUNE 2017 AT 14H00

In addition to the salary mentioned for the internship position and subject to certain conditions, the District Municipality offers competitive fringe benefits, such as housing subsidy, a 13th cheque, membership of pension/retirement and medical aid funds, as well as conditional coverage of furniture removal costs. 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. Convassing 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.