



MARULENG MUNICIPALITY

65 SPRINGBOK
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HOEDSPRUIT
1380

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MOPANI DISTRICT

CORPORATE SERVICES

ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions. Women and people with disabilities are also invited to apply.

Position : Building Inspector
Directorate : Spatial Planning and Economic Development
Type : Permanent
Remuneration : R264 041.81 per annum

Requirements. Grade 12 plus National Diploma in Building Science/ Architecture/ Quantity Survey. Minimum of 2 years experience in building environment. Able to interpret building drawings and filing of building plans. Good in measurements of construction work. Driver's license will be advantageous. Competencies: In-depth knowledge and extensive understanding of building regulations. Ability to work long hours and under pressure. Interpretation and implementation of policies, legislative and national policy frameworks. Good report writing, computer, communication, negotiation and supervisory skills.

Responsibilities: Attend to the control of all building activities; take action and enforce regulations where non conformity or breach of National Building Regulations, SABS Codes of Practice and Occupational Health and Safety Laws occurs. Examine and facilitate approval of building plans according to the provisions of the building, town planning and other relevant regulations; must be able to prepare bill of quantities. Monitor compliance and conduct inspections to establish whether construction of the work and procedures are in accordance with approved design and drawings. Check and verify design details and construction specifications on building plans. Complete statutory forms and notices. Issue compliance notices to facilitate the demolition of illegal constructions and/or corrective measures necessary to address encroachments and aesthetics of buildings.

Position : Management Rep
Directorate : Community Services
Type : Permanent
Remuneration : R293 060 .87 per annum

Requirements: Grade 12 plus Diploma Examiner for Driving Licenses (Grade B). Minimum of 3 years' experience as an Examiner for Driving Licenses. A valid Code EC Driver's license and Registered as Grade B Examiner for Driving Licenses. Computer literacy. Must have a clean criminal record. Competencies: In-depth knowledge and extensive understanding of testing and licensing. Ability to work long hours and under pressure. Interpretation and



7.9

implementation of policies, legislative and national policy frameworks. Good report writing, computer, communication, negotiation and supervisory skills.

Responsibilities: Plan and coordinate operations of Driving Licenses Testing Centre. Allocate and supervise work of support staff. Ensure adherence to legislations, regulations and operating procedures and standards. Liaise with internal and external clients and stakeholders. Keep records and compile reports on duties performed. Manage testing equipment. Coordinate registration of users on the eNatis System. Serve as a relieve Examiner. Coordinate internal and external audit processes. Verification of work performed. Perform any other official duties delegated by the supervisor.

Position : Manager: IT
Directorate : Corporate Services
Type : Permanent
Remuneration : R505 459.91 per annum plus 30% car allowance

Requirements: Bachelor/BTech degree in Information Technology/ Computer Science or relevant equivalent qualification. A minimum four (4) years' experience in ICT environment. Have problem solving skills. Ability to work under pressure. A valid driver's license. Good management, interpersonal and communication skills. Analytical skills. Excellent reporting writing skills. High level of responsibility. Ability to give attention to detail. Good understanding of risk and performance management. Excellent presentation and project management skills. Work after normal working hours, during emergencies and planned overtime

Responsibilities: Develop divisional vision and strategy. Manage the development and monitoring of systems, policies, procedures and processes. Manage helpdesk and IT related statistics and statements. Manage and oversee compilation and control of annual information technology operational and capital budgets. Management and involvement with information technology project from the planning stages through to the implementation of a solution. Assigns tasks, develops a time line, and sets the budget for the project. Resolve conflicts and obstacles to keep projects on track. Analyze the results against a defined set of criteria during the implementation of project. Identify and correct weaknesses. Provide sponsors or upper management personnel with detailed reports of the project's progression Coordinate ICT Steering committee meetings and monitoring their ongoing progress. Manage utilisation of resources. Manage performance of employees in the division.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of municipal application form obtained from our website: www.maruleng.gov.za, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 25 February 2021 at 12H00. Direct your enquiries to Mrs. Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 793 2409.

Ramohlola
29/01/2021