



BEAUFORT WEST MUNICIPALITY

STAFF VACANCY

NOTICE NR 29/2020

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DEPARTMENT: INFRASTRUCTURE SERVICES

SENIOR MANAGER: ELECTRO-TECHNICAL SERVICES SECTION: ELECTRO-TECHNICAL SERVICES STARTING SALARY T17: R589 091.00 – R764 697.00 PER ANNUM

JOB PURPOSE:

To manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with programmes designed to accomplish key service delivery objectives with respect to electrical services & mechanical workshop services through the co-ordination of operations against departmental, statutory and audit guidelines in order to ensure that the services are managed and maintained in accordance with laid down quality standards and customer focussed supporting a better quality of life to the public.

REQUIREMENTS AND EXPERIENCE:

B Degree/ N Diploma or appropriate technical qualification.* 5 years management experience

SKILLS REQUIRED:

Code B drivers' license, Good management, human relations. Interpersonal and communication skills. Conflict handling skills. Ability to give attention to detail. High level of responsibility. Ability to work under pressure. Proficiency in at least two of the official languages of the Western Cape. Computer literate (office applications). Financial management skills. Negotiation skills. Report writing skills

DUTIES:

SUPERVISION AND CONTROL: Give direct and indirect supervision and instructions to subordinates

PLANNING ACTIVITIES

Plans, coordinates and manages activities of the Electrical Services & Mechanical **Workshop Division:** Planning, Compliance & Operations. Electrical Services. Mechanical Workshop. Fleet Administration.

FORWARD PLANNING

Develops divisional vision and strategy and ensure implementation to provide effective service delivery.

SYSTEMS, POLICIES, PROCEDURES AND PROCESSES:

Coordinate the development and maintenance of systems, policies, procedures and processes

CONTRACT AND SUPPLY CHAIN MANAGEMENT:

Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility

RESOURCES: Plans and manages utilisation of resources

MAINTENANCE OF NETWORKS, TRANSFORMERS, MACHINERY AND VEHICLES:

Monitors, utilization and maintenance of networks, transformers, machinery and vehicles

SPECIFIC ADMINISTRATIVE:

Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

OCCUPATIONAL HEALTH AND SAFETY

Responsible for the following safety related duties and responsibilities in terms of the Occupational Health and Safety Act, 85/1993.

OPERATIONAL MANAGEMENT

Directs and controls the professional, technical and operational outcomes associated with the functions related to electrical and mechanical services.

COMMUNICATION

Disseminates information on outcomes, current developments, problems and constraints and/or makes strategic presentations regarding the functionality. Informal Reporting and Formal Reporting. Production of Documents.

BENEFITS: *Attractive benefits are offered such as Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Housing Subsidy * Ample leave * Sick leave.*

CLOSING DATE: FRIDAY 28 FEBRUARY 2020 AT 16:15

*NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment. **NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.***

Full particulars and prescribed application forms can be obtained from **mrs. Leonie Barnard/ms. Imelda F Dourie** at telephone **023-4148165/8190**. **Completed applications should be sent to or handed in at –**

THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

KJ HAARHOFF
MUNICIPAL MANAGER

2020/02/07