Corporate Services

1. **Position Title:** Manager Employee Wellness

**Department:** Corporate Services

**Unit:** Employee Wellness

**Number of Posts:** 1

**Salary:** (R 510 047.73 - R 662 062.04) Basic Salary

**Role Purpose**

To manage, monitor and evaluate implementation of Employee Wellness, Quality of Work Life, and Occupational Health and Safety (OHS) framework and strategies to promote and maintain a well-balanced lifestyle for ORTDM employees.

To develop and review integrated Employee Wellness Program Policy, manage implementation of employee wellness strategy and render management consultation and training.

**Key Responsibilities:**

- Manage Employee Wellness Programs
- Manage HIV and AIDS prevention Program in the ORTDM
- Manage Occupational Injuries and Diseases Prevention Programs
- Manage Crisis Intervention Programs

**Requirements**

- Degree in Industrial Psychology/ Clinical Psychology or related fields
- Computer Literacy

**Experience**

- 4 Years

**Reporting Structure**

- Reports to the Director Corporate Services.

2. **Position Title:** ICT Project Manager

**Department:** Corporate Services

**Number of Posts:** 1

**Term:** One Year Contract

**Salary:** Highly Negotiable

**Key Responsibilities:** The project manager will implement the following:

- ICT MCOA Compliance
- ICT Governance
- Security Management Controls
- Network Security Risk Assessment
- Firewall Management Controls
• User Account Management Procedures
• Periodic reviews of employees’ access logs and rights for Venus, Payday and Cashdrawer Applications
• Change Management Controls

Requirements: A Post Graduate Qualification in ICT
Vast and demonstrable experience in the ICT field

Reporting Structure: Reports to the Director: Corporate Services

3. Position Title: Administration Officer Registry

Department: Corporate Services
Unit: Records, Archives and Auxiliary Services

Number of Posts: 1

Salary: (R 197 517.98 – R256 409.92) Basic Salary

Role Purpose
To facilitate all procedures and systems with regards to the flow of documents in and out of the Council, and facilitate the storage and disposal of documents, pertaining to the Registry function.

Key Responsibilities:
• Allocate file numbers to all incoming records
• Keep council agreements and contracts safe and maintain a Register of all relevant documents and records
• Provide a service to auditors and attorneys with access to records, whenever required, from the Registry.
• Keep and update various register and schedules of items and place on files after finalisation
• All general enquiries and administrative work pertaining to the registry section like ordering stationery.
• Receiving and recording of invoices, pertaining to Registry

Requirements
• National Diploma/Degree in Public Administration/Public Management or related fields
• Driver’s License
• Computer Literacy Certificate

Experience
• 2 Years

Reporting Structure
• Reports to the Senior Administration Officer Registry

4. Position Title: Records Officer: Archives

Department: Corporate Services
Unit: Records, Archives and Auxiliary Services

Number of Posts: 2

Salary: (R 262 549. 63 – R 340 805. 28) Basic Salary

Role Purpose
Facilitates records management applications associated with controlling the registering, recording and distribution of records for ORT in accordance with laid down National Archives Act, PAIA Act no. 7 of 1993.

Key Responsibilities:
• Provide records management services to agreed customer service levels within the organisation.
• Advance organisational business practices through innovative use of Records Management.
• Provide advice to managers and departments regarding compliance with the State Records Act, and standards for Records Management.
• Provide advice and direction to employees on the implementation of effective and compliant records management.
• Ensure archival storage, transfer of records to State Archives, and regular records destruction program, in accordance with relevant standards and approved destruction schedules.
• Administer Council’s electronic records management system.

Requirements
• National Diploma/Degree in Public Administration/Public Management or related fields
• Driver’s License
• Computer Literacy Certificate

Experience
• 2 Years

Reporting Structure
• Reports to the Senior Administrator Officer (Records)

5. Position Title: Registry Clerk

Department: Corporate Services
Unit: Records, Archives and Auxiliary Services
Number of Posts: 1
Salary: (R 128 892.85 – R 167 312.25) Basic Salary

Role Purpose
Performs tasks/activities associated with administrating the registering, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing the applications associated with the registry functionality of the Section, and the storage and disposal of documentation in terms of the National Archives Act.

Key Responsibilities:
• Performs activities/tasks associated with registering and recording of incoming/outgoing mail/correspondence
• Performs specific tasks/activities associated with monitoring the circulation and retrieval of document and correspondence files
• Performs tasks/activities associated with the provision of general office support
• Examine customers’ documents for correctness, before Registering on the system

Requirements
• Grade 12
• Driver’s License

Experience
• 1 Year

Reporting Structure
• Reports to the Administrator Officer: Registry

Legislative Services

6. Position Title: Legal Advisor to Council and Proceedings

Department: Legislative Services
Unit: Administration
Number of Posts: 1
Salary: (R510 047. 73 - R662 062. 04) Basic Salary

Role Purpose

Providing Strategic legal advice and guidance to the Council and legal services to the organisation as a whole. The duties will include managing all legal risks to the council, ensuring legal compliance and proper legal management within the council, and providing opinions and advice, legal services and litigation management.

Key Responsibilities:

- Give input into the drafting of Council Standing Rules in accordance with the Constitution and other relevant and applicable legislation.
- Provide advice to Council on legal matters
- Put together legal briefs as required by Council
- Represent Council in legal matters
- Engage external legal support where required
- Serve as the liaison between external legal support and Council

Requirements

- Law Degree
- Admitted Attorney
- Driver’s License

Experience

- 5 Years

Reporting Structure

- Reports to the Director: Legislature Support Services

7. Position Title: Financial Administration Officer: General Administration

Department: Legislative Services

Unit: Admin & Finance

Number of Posts: 1

Salary: (R 155 833. 66 – R 202 261. 37) Basic Salary

Role Purpose

Execute the application of administrative procedures and sequences associated with the processing of transactional documentation, preparation and/or communication of responses upon approval in respect of correspondence and queries pertaining to statutory requirements. Responsible for all general administrative duties within the sub-section.

Key Responsibilities:

- Referring to schedule of Legislature Committee meetings before arranging and confirming the venue with due consideration given to the number of delegates attending and facilities required
- Preparing correspondence arising from meetings, including following up the implementation of recommendations
- Provide Secretarial and Administrative Support to staff members
- Performs administrative activities associated with preparation of documents and correspondence for circulation
- Facilitate word processing applications to prepare minutes and notifications of meetings.
- General filling and recordkeeping duties

Requirements

- Diploma/Degree in Public Administration or related field
- Computer Literacy- Office Applications
- Driver’s License

Experience

- 2 Years
8. **Position Title:** Messenger Driver  
**Department:** Legislative Services  
**Unit:** Council and Committees  
**Number of Posts:** 1  
**Salary:** (R99 303.15 - R 125 874.34) Basic Salary  

**Role Purpose**

Undertakes tasks/activities for the Directorate of Legislative Support Services associated with the collection and distribution of mail and other related correspondence /documentation /files (notices/agendas/minutes) to/from internal departments and external sources (Councilors) in order to ensure laid down instructions are complied with and deadlines/priorities attended to.

**Key Responsibilities:**
- Delivers a messenger driver service
- Driving staff to appointments, and functions during the working day and after hours as necessary
- Performs specific tasks associated with the delivery and collection of items/mail/documents to/ from external/internal sources
- Performs specific tasks/ activities associated with the provision of general driving support to the Directorate
- Give general Office Support

**Requirements**
- Grade 10
- Code EB driving license.
- PDP

**Experience**
- 1 Year

**Reporting Structure**
- Reports to the Senior Admin Officer

9. **Position Title:** General Assistant  
**Department:** Legislative Services  
**Unit:** Council and Committees  
**Number of Posts:** 1  
**Salary:** (R 96 962.25 – R 114 447, 88) Basic Salary  

**Role Purpose**

Execute cleaning duties in order to maintain a clean and safe working environment for users of the Municipality sites. Working independently or in a team, cleaning designated areas; e.g. offices, toilet areas, corridors, and stairways. Deliver services during functions, or meetings held by Council, deliver general clerical Services

**Key Responsibilities:**
- Cleaning of Municipal Terrains, Offices, Toilets and Buildings
- Replenish consumable items (soap, toilet rolls, and paper towels)
- Emptying all litter containers and delivery of rubbish to the main refuse areas.
- Ensuring that areas are properly secured after cleaning work is completed and that any breaches of security are reported.
- Collection of cleaning materials from stores as required
- Maintaining safe and hygienic working practices

**Requirements**
10. **Position Title:** Senior Public Participation Officer: Petitions, Outreach & Traditional Leadership  
**Department:** Legislative Services  
**Unit:** Public Participation  
**Number of Posts:** 1  
**Salary:** (R 262 549.63 – R 340 805.28) Basic Salary  

**Role Purpose**  
Coordinate the handling of Petitions; municipal Outreach Programmes and provision of support to Traditional Leaders Participating in Council. Coordinate Programmes of Ward Committees, CDWs and Civil Society Organizations and provide administrative and technical support thereof.  

**Key Responsibilities:**  
- Provide support in the development of Public Participation Policies, Strategies, Guidelines and Procedure Manuals to enable community participation in the affairs of the municipality;  
- Coordinate the establishment of Public Participation Structures for effective coordination of Public Participation in the affairs of the municipality;  
- Prepare budget for Petitions and Public Participation Committee, Outreach Programmes and provision of support to Traditional Leaders participating in Council;  
- Coordinate the provision of support to Traditional Leaders participating in Council;  
- Coordinate logistical arrangements for municipal events/programmes, and ensure the participation of Communities and Community Organizations in Council Programmes;  

**Requirements**  
- Degree in Public Administration/Development Studies  
- Computer Literacy - Office Applications  
- Code EB Driver’s License  

**Experience**  
- 3 Years  

**Reporting Structure**  
- Reports to the Manager: Public Participation  

11. **Position Title:** Constituency Officers  
**Department:** Legislative Services  
**Unit:** Whippery Support & Constituency Services  
**Number of Posts:** 5  
**Salary:** (R 155 833.66 – R 202 261.37) Basic Salary  

**Role Purpose**  
Performs tasks/activities associated with logistical arrangements for Constituency work/outreach programmes, Constituency meetings, Local Constituency Management Committee meetings and Local Constituency Fora. Provide secretarial support through application of laid down procedures, supervision of subordinate personnel, developing a comprehensive filing system, assessing and making information available, translating documents and performing administrative in relation to Constituency Work.
Key Responsibilities:
- Performs specific logistical arrangements associated with Whippery operations during Constituency Outreach
- Administer and exercise control on all activities associated with the operations of the office
- Performs administrative activities associated with preparation of documents and correspondence for circulation

Requirements
- Relevant post matric qualification
- Computer Literacy
- Code EB Driver’s License

Experience
- 2 Years

Reporting Structure
- Reports to the Senior Constituency Officer

12. Position Title: Admin Officer- Councillor Support
Department: Legislative Services
Unit: Councillor and Committees
Number of Posts: 1
Salary: (R 155 833. 66 – R 202 261. 37) Basic Salary

Role Purpose
Facilitate tasks/ activities associated with facilitation of the logistical requirements for Councillor Support, provision of secretarial support through the application of laid down meeting procedures, developing a comprehensive filing system, accessing and making available information and performing related administrative sequences.

Key Responsibilities:
- Facilitates specific logistical requirements associated with Council’s meetings
- Facilitate secretarial support to Councillors within the Region
- Performs administrative activities associated with preparation of documents and correspondence for circulation

Requirements
- ND/Degree in Public Administration or related field
- Computer Literacy
- Driver’s License

Experience
- 2 Years

Reporting Structure
- Reports to the Senior Administration Officer: Council Support and Constituency

13. Position Title: Messenger Driver
Department: Legislative Services
Unit: Whippery
Number of Posts: 1
Salary: (R 99 303. 15 – R 125 874. 34) Basic Salary
Role Purpose

Undertakes tasks/activities for the Directorate of Legislative Support Services associated with the collection and distribution of mail and other related correspondence /documentation/files (notices/agendas/minutes) to/from internal departments and external sources (Councillors) in order to ensure laid down instructions are complied with and deadlines/priorities attended to.

Key Responsibilities:

- Delivers a messenger driver service
- Driving staff to appointments, and functions during the working day and after hours as necessary
- Performs specific tasks associated with the delivery and collection of items/mail/documents to/from external/internal sources
- Performs specific tasks/activities associated with the provision of general driving support to the Directorate
- Give general Office Support

Requirements

- Grade 10
- Code EB driving license.
- PDP

Experience

- 1 Year

Reporting Structure

- Reports to the Admin Officer Operations

14. Position Title: Admin Officer Operations

Department: Legislative Services

Unit: Whippery

Number of Posts: 1

Salary: (R 155 833.66 - R 202 261.37) Basic Salary

Role Purpose

Facilitates the Councillor Support and Constituency Services Section’s administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information.

Key Responsibilities:

- Facilitates the administrative requirements associated with the Council Chief Whip and constituency activities
- Implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/operational information and activities associated with the functionality.
- Facilitates the section’s services with reference to financial control, equipment and transport control.
- Dealing with queries/complaints/requests, in terms of delegated powers and authority.
- Liaising with the Human Resource Departments on training needs analysis and requirements.
- Liaising with members of the public, industry and commerce, other Municipal departments and Provincial/Government authorities on matters pertaining to areas of responsibilities (service delivery performance)
- Performs specific activities associated with providing administrative support to line Functions

Requirements

- ND/Degree in Public Administration or related field
- Computer Literacy- Office Applications
- Driver’s License

Experience

- 2 Years

Reporting Structure

- Reports to the Senior Administration Officer: Council Support and Constituency
15. Position Title: Admin Officer- Whippery
Department: Legislative Services
Unit: Whippery
Number of Posts: 1
Salary: (R 155 833.66 – R 202 261.37) Basic Salary

Role Purpose
Facilitates tasks/ activities associated with facilitating the logistical requirements for Whippery, provision of secretarial support through the application of laid down meeting procedures, developing a comprehensive filing system, accessing and making available information and performing related administrative sequences.

Key Responsibilities:
- Facilitates specific logistical requirements associated with Whippery meetings
- Facilitates secretarial support to various Committee and Sub Committee sittings within the Region under control of the Whippery Section
- Performs administrative activities associated with preparation of documents and correspondence for circulation

Requirements
- ND/Degree in Public Administration or related field
- Computer Literacy- Office Applications
- Driver’s License

Experience
- 2 Years

Reporting Structure
- Reports to the Senior Administration Officer

16. Position Title: Senior Administration Officer
Department: Legislative Services
Unit: Whippery
Number of Posts: 1
Salary: (R 262 549.63 – R 340 805.28) Basic Salary

Role Purpose
Coordinates tasks/ activities associated with coordinating the logistical requirements for Whippery, provision of secretarial support through the application of laid down meeting procedures, supervising of subordinate personnel, developing a comprehensive filing system, accessing and making available information, documents and performing related administrative sequences.

Key Responsibilities:
- Communicating with internal departments and/ or external service providers in respect of the catering requirements and/ or stationery and equipment needed for specific sessions.
- Allocating secretarial resources in accordance with the status and complexity of meetings and submitting completed schedules for approval and execution.
- Coordinating programmes for Whippery accountability of the municipality through the development of programmes for Imbizos, and coordinating logistics for road shows and other public participation programmes.
- Coordinates administrative activities associated with preparation of documents and correspondence for circulation
- Coordinates secretarial support to various Committee and Sub Committee sittings within the Region under control of the Whippery sub-section

Requirements
- ND/Degree in Public Administration or related field
- Computer Literacy - Office Applications
- Driver's License

**Experience**
- 3 Years

**Reporting Structure**
- Reports to the Manager Whippery

**Human Settlements**

17. **Position Title:** Project Manager  
**Department:** Human Settlements  
**Unit:** Research, Planning and Compliance  
**Number of Posts:** 1  
**Salary:** (R 392 920.95 – R 510 047.73) Basic Salary

**Role Purpose**
Coordinate projects and project plans under Human Settlements from Initiation, planning to completion phase.

**Key Responsibilities:**
- Coordinate the District housing developmental project management processes associated with the scoping, resourcing, implementation, monitoring and communication
- Evaluate feasibility and state of readiness of projects
- Planning of housing projects in all aspects of the project i.e. social, admin, technical and other aspects
- Coordinate development of Project implementation plans
- Coordinate implementation of housing projects according to planned principles
- Coordinate training of contractors and other project staff
- Liaise with service providers and department of human settlements for monitoring of programmes
- Preparation and delivery of project progress and close out reports

**Requirements**
- ND/Degree in Project Management  
- Code EB Driver’s License.  
- Computer Literacy

**Experience**
- 4 Years

**Reporting Structure**
- Reports to the Manager Research, Planning and Compliance

18. **Position Title:** Manager: Housing Administration  
**Department:** Human Settlements  
**Unit:** Housing Administration

**Number of Posts:** 1  
**Salary:** (R 510 047.73 – R 662 062.04)

**Role Purpose**
The Manager Housing Administration manages the house subsidy processes, ensures data is collected in the field of human settlement. S/he plays a vital role in communicating human settlement information to the local communities.
Manage stakeholder engagement in relation to Human Settlements Development and facilitate Housing Development opportunities for vulnerable groups in the District. Identifies and defines the immediate, short and long term objectives/plans associated with the provision of administrative support to the Department. Manage all housing related activities and access funding for human settlements operations.

Key Responsibilities:

- Manages filling of subsidy application forms, procedural checking, capturing on HSS, record and submission of housing subsidy application forms to Department of Human Settlements.
- Manages collection of data on Human Settlements related fields, disaster and special cases, provision of temporal and permanent solution in cases of emergency situations.
- Manages the assistance given to communities to understand policy stipulations with regards to Housing Development, Consumer education, responsibilities of home ownership maintenance and all other matters related to housing development.
- Manages alignment of policies as required by the National Housing Code
- Planning of housing programmes in consultation with Local municipalities
- Management of housing forum meetings and sector forums

Requirements

- Relevant post graduate qualification in the built environment
- Registration with the relevant National Body
- Driver's License

Experience

- 5 Years

Reporting Structure

- Reports to the Director: Human Settlement

19. Position Title: Manager: Quality Assurance

Department: Human Settlements

Unit: Quality Assurance

Number of Posts: 1

Salary: Salary: (R 510 047.73 – R 662 062.04) Basic Salary

Role Purpose

The Role’s main purpose is to ensure quality standards are met within the human settlement unit

Key Responsibilities:

- Ensure building and housing projects remains within budget
- Verify quality of contractor’s, materials and building activities
- Ensure all construction is within time span plan, and to national standards
- Ensure blue prints and building plans is up to standard, and according to national legislation.
- Monitoring building progress against agreed completion dates, and continue to verify quality of building standards.
- Ensure building and construction site meets national quality standards
- Ensure quality policies and standards is in place for ORT
- Provision of technical assistance and overall supervision/monitoring of the construction work of Quality Control and Quality Assurance aspects
- Develop Quality System for construction of houses including quality plans
- Manages the formulation of specific contracts and tender documents
- and controls contractual obligations

Requirements

- Relevant post graduate qualification in the built environment
- Registration with the relevant National Body
- Driver's License
Experience

- 5 Years

Reporting Structure

- Reports to the Director: Human Settlement

20. **Position Title:** Executive Secretary to the Director Human Settlements

**Department:** Human Settlements

**Unit:** Office of the Director

**Number of Posts:** 1

**Salary:** (R 155 833.66 – R 202 261.37) Basic Salary

**Role Purpose**

Provide support services to the Director, by performing specific tasks/activities associated with the provision of administration and secretarial support as well as providing a client liaison service to ensure the efficient operation of the Directorate.

**Key Responsibilities:**

- Performs specific tasks/activities associated with the provision of Secretarial support to the Director
- Performs specific tasks/activities associated with the provision of Secretarial support to the Directorate
- Ensuring open lines of communication between various stakeholders, clients and staff within the Office of the Director
- Welcome and assist all stakeholders and visitors to the Directorate
- Maintains and access records of discussions, instructions and correspondence
- General Receptionist and telephonist duties within the Office of the Director

**Requirements**

- Relevant post matric qualification
- Computer Literacy

**Experience**

- 1 Year

**Reporting Structure**

- Reports to the Director: Human Settlement

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**Executive Mayoral Office**

21. **Position Title:** Researcher Policy Development and Compliance

**Department:** Executive Mayoral Services

**Unit:** Research

**Number of Posts:** 1

**Salary:** (R 222 405.37 – R 288 689.60) Basic Salary

**Role Purpose**

Performs specific tasks/activities associated with the provision of a Policy Analyst and Research service to the Mayoral Office.

**Key Responsibilities:**

- Develop, design and Analyse policies in line with the overall O R Tambo DM strategy
- Develop policies and make recommendations on the strategic, thematic and procedural issues of return.
- Compiling statistics, reading reports and synthesizing the information into a meaningful document, and helping with the actual drafting of policy, helping in fund raising, preparation of documents, policy research, development issues, community support and service delivery programmes.
- Guide the design and oversight of evaluation action research related to innovative solutions Keep abreast of and disseminate new research findings related to strengthening and fostering policy.
- Lead the research and analysis of O R Tambo DM service delivery problems and priorities.
• Liaise with Innovations project strategic partners and other Innovations staff on a regular basis to ensure that high standards of research, monitoring and evaluation are developed and maintained
• Participate in relevant research activities within OR Tambo District Knowledge Management unit

Requirements
• Degree in Public Administration/Development Studies/Political Studies
• Driver’s License
• Computer Literacy Certificate

Experience
• 2 Years

Reporting Structure
• Reports to the Chief Policy Analyst Policy Research and Compliance

22. Position Title: Administration Officers: Executive Secretariat and Mayoral Support

Department: Executive Mayoral Services

Unit: Office of the Director: Executive Mayoral Services

Number of Posts: 1

Salary: (R 155 833.66 – R 202 261.37) Basic Salary

Role Purpose
Execute the application of administrative procedures and sequences associated with the processing of transactional documentation, preparation and/ or communication of responses upon approval in respect of correspondence and queries pertaining to statutory requirements. Responsible for all general administrative duties within the office.

Key Responsibilities:
• Processes documents and/ or attends to enquiries/ correspondence pertaining to statutory compliance requirements contained in by-laws and Acts
• Receiving, registering, sourcing and maintaining the legislation database (manual and/or electronic).
• Circulating memorandums to internal departments and interacting and seeking comments on content.
• Collating and providing information extracted from acts to support the enquiries and/ or preparing responses to information required.
• Maintaining records of documents and responses using alphanumeric sequential codes to store and facilitate retrieval.
• Execute specific clerical requirements associated with the functioning of the Office

Requirements
• ND/Degree in Public Administration or related field
• Computer Literacy
• Driver’s License

Experience
• 2 Years

Reporting Structure
• Reports to the Manager: Executive Secretariat & Mayoral Committee Support
23. **Position Title:** Executive Secretary to the Executive mayor  
**Department:** Executive Mayoral Office  
**Number of Posts:** 1  
**Salary:** (R 175 443.77 – R 227 723.72) Basic Salary  

**Role Purpose**  
Provides secretarial/administration support to the Mayoral Committee and attends to specific office support/clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/correspondence and, communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Executive Mayor’s Office.

**Key Responsibilities:**  
- Performs specific tasks/activities associated with the provision of Secretarial support to the Executive Mayor  
- Performs specific tasks/activities associated with the provision of Secretarial support to the Directorate  
- Ensuring open lines of communication between various stakeholders, clients and staff within the Office of the Executive Mayor  
- Welcome and assist all stakeholders and visitors to the Office of the Executive Mayor  
- Maintains and access records of discussions, instructions and correspondence  
- General Receptionist and telephonist duties within the Office of the Executive Mayor

**Requirements**  
- Relevant post matric qualification  
- Computer Literacy  
- Driver’s License – Code EB  

**Experience**  
- 1 Year

**Reporting Structure**  
- Reports to the Executive Mayor

24. **Position Title:** Personal Assistant to the Chief of Staff  
**Department:** Executive Mayoral Office  

**Unit:** Office of the Chief of Staff  
**Number of Posts:** 1  
**Salary:** (R 243 809-R 298 442.) Basic Salary

**Role Purpose**  
Provides administration and correspondence support for the Office of the Chief of Staff and attends to specific office support/clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/correspondence and, arranging travel and accommodation, communicating with council members, visitors, officials sourcing and making available routine information pertaining to scheduled activities

**Key Responsibilities:**  
- Performs specific tasks/activities associated with the provision of Secretarial support  
- Maintains and access records of discussions, instructions and correspondence  
- Accompany the Chief of Staff to various meetings and functions to deliver support in official duties as required by the Chief of Staff  
- Ensure that protocol is maintained as per protocol guidelines, pertaining to the Chief of Staff  
- Ensure that the Chief of Staff is always informed of his/her schedule, in order to ensure that the Chief of Staff can be punctual for meetings  
- Travel in advance to ensure, that venues, travelling arrangements are in place before the arrival of the Chief of Staff  
- Ensure that the Chief of Staff with all relevant documents and tools of trade to relevant meetings and functions.

**Requirements**
• Relevant post matric qualification
• Certificate in Computer Literacy
• Code EB Driver’s License

Experience
• 1 Year

Reporting Structure
• Reports to the Chief of Staff

25. Position Title: Development Coordinator: Youth

Department: Executive Mayoral Services

Unit: Office of the Director

Number of Posts: 1

Salary: (R 222 405.37 – R 288 689.60) Basic Salary

Role Purpose

Co-ordinates the development and promotion of youth initiatives, establishment of youth structures/forums, and attends to the implementation of procedures, reporting and upliftment of people with the youth programmes within the District region.

Key Responsibilities:
• Implements the administrative and procedural requirements associated with youth activities
• Co-ordinates the administrative dimension associated with the facilitation/implementation of youth programmes
• Performs specific activities associated with providing support to line functions pertaining to Youth Development

Requirements
• Relevant ND/Degree.
• Code EB driving license.
• Computer Literacy

Experience
• 2 Years

Reporting Structure
• Reports to the Manager Special Programmes

26. Position Title: Messenger Driver: Office of the Deputy Executive Mayor

Department: Executive Mayoral Services

Unit: Office of the Deputy Executive Mayor

Number of Posts: 1

Salary: (R 99 303.15 – R 125 874.34) Basic Salary

Role Purpose

Undertakes tasks/activities for the Directorate associated with the collection and distribution of mail and other related correspondence/documentation/files (notices/agendas/minutes) to/from internal departments and external sources (Councillors) in order to ensure laid down instructions are complied with and deadlines/priorities attended to.

Key Responsibilities:
• Delivers a messenger driver service
• Driving staff to appointments, and functions during the working day and after hours as necessary
• Performs specific tasks associated with the delivery and collection of items/mail/documents to/from external/internal sources
• Performs specific tasks/activities associated with the provision of general driving support to the Directorate
• Give general Office Support

Requirements

• Grade 10
• Code EB driving license.
• PDP

Experience

• 1 Year

Reporting Structure

• Reports to the Executive Secretary

Budget and Treasury Office

27. Position Title: Manager GL Reconciliation and AFS
Department: Budget and Treasury Office
Unit: GL Reconciliation and AFS
Number of Posts: 1
Salary: (R 510 047.73 – R 662 062.04) Basic Salary

Role Purpose

Manages accurate bank reconciliations through prudent assurance that the monthly, quartile and annual transactions are all in order and books balanced. Ensure that objective and accurate data is captured into the general ledgers and by extension, the municipal life system and other subsidiary ledgers. Ensure that the books balance and the municipality remain in a positive cash flow.

Key Responsibilities:

• Manages MTEF and budget adjustment process in the district municipality
• Manages the accuracy and the integrity of general ledger and all subsidiary ledgers of the district municipality
• Manages the proper and accurate preparation of Annual financial statements and their submission to the auditor general as per the requirements of the legislation.
• Manage a strict adherence to section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003). This act determines that a municipality must introduce an appropriate and effective cash management and investment arrangement.
• Manage a full adherence to the IDP and budget process plan of the District Municipality.
• Manage that all monies due to the Council and due by the Council emanating from Council activities pass through the primary bank account.

Requirements

• BCom Degree in Accounting
• Relevant post graduate qualification will be an added advantage
• Computer Literacy Certificate
• EB Driver’s License

Experience

• 5 Years

Reporting Structure

• Reports to the General Manager: Expenditure, Revenue, Reporting, AFS
28. **Position Title:** Chief Accountant - Management Accounts and Analysis

**Department:** Budget and Treasury Office

**Unit:** Budget and Reporting

**Number of Posts:** 1

**Salary:** (R 510 047.73 – R 662 062.04) Basic Salary

**Role Purpose**

Supervises, co-ordinates and controls the key performance and result indicators associated with the Management Accounts and Analysis Subsection through the implementation of laid down policies, procedures and relevant legislation

**Key Responsibilities:**

- Act as an advisor to department managers in formulating their budget submissions
- Review proposed budget submissions from department managers for accuracy and completeness
- Examine capital budget requests and issue recommendations to the approval committee or council
- Coordinate capital budgeting approvals
- Review the budget model for calculation errors
- Create a consolidated budget version for management approval
- Provide financial advice to management officials.
- Provide leadership for budget preparation, formulation, presentation, and execution.
- Efficiently allocate limited financial resources.
- Examine past budgets.
- Estimate future financial needs.

**Requirements**

- BCom Degree
- Relevant post graduate qualification will be an added advantage
- Computer Literacy Certificate
- EB Driver’s License

**Experience**

- 4 Years

**Reporting Structure**

- Reports to the Manager Budget and Reporting

29. **Position Title:** Chief Accountant - Statutory reporting

**Department:** Budget and Treasury Office

**Unit:** Budget and Reporting

**Number of Posts:** 1

**Salary:** (R 510 047.73 – R 662 062.04) Basic Salary

**Role Purpose**

Coordinates and controls the key performance and result indicators associated with the Statutory Section through the implementation of laid down policies, procedures and relevant legislation

Co-ordinates and controls the application of accounting procedures within the Statutory Reporting section.

The Incumbent will be responsible for Statutory reporting which is the mandatory submission of financial and non-financial information to government agencies as per national and international laws and accounting principles.

**Key Responsibilities:**

- Preparation and submission of the Annual Report and all Statutory Reporting
- Preparation and submission of all statutory financial reports requirements for ORT
- Completion of financial Regulatory and Statistical returns for ORT
• Assistance in the monitoring and development of internal controls and risk management throughout the finance function
• Ensures the timely and accurate posting, balancing, and reconciliation of the general ledger for each entity in terms of budget and compliance reports.
• Prepares work papers, financial statements, and various reports for internal accounting and auditing.
• Works with independent auditors and internal auditors to ensure compliance with financial reporting requirements.
• Prepares ORT quarterly and annual statements
• Recommends changes in accounting systems and procedures.

Requirements

• BCom Degree in Accounting
• Relevant post graduate qualification will be an added advantage
• Computer Literacy Certificate
• EB Driver’s License

Experience

• 4 Years

Reporting Structure

• Reports to the Manager Budget and Reporting

30. Position Title: Chief Accountant- Bank GL Reconciliation

Department: Budget and Treasury Office

Unit: Financial Accounting and Treasury

Number of Posts: 1

Salary: (R 510 047.73 – R 662 062.04) Basic Salary

Role Purpose

Ensuring and maintaining accurate bank reconciliations through prudent assurance that the monthly, quartile and annual transactions are all in order and books balanced. Ensure that objective and accurate data is captured into the general ledgers and by extension, the municipal life system and other subsidiary ledgers. Ensure that the books balance and the municipality remain in a positive cash flow.

Key Responsibilities:

• Ensure all monies due to the Council and due by the Council emanating from Council activities pass through the primary bank account.
• Coordinates Cheque confirmations and MIFT (Manually initiated funds transfers) instructions and internal/ inter-account/ interbank transfers
• Ensure that the Venus finance modules are configured to support accounting and financial system

Requirements

• BCom Degree in Accounting
• Relevant post graduate qualification will be an added advantage
• Computer Literacy Certificate
• EB Driver’s License
• Registered with a relevant Professional Body.

Experience

• 4 Years

Reporting Structure

• Reports to the Manager GL Reconciliation and AFS
31. **Position Title:** Chief Accountant - Treasury and Investments  
**Department:** Budget and Treasury Office  
**Unit:** Financial Accounting and Treasury  
**Number of Posts:** 1  
**Salary:** (R 510 047.73 – R 662 062.04) Basic Salary

**Role Purpose**  
Ensure that objective and accurate data is captured into the general ledgers and by extension, the municipal life system and other subsidiary ledgers. Ensuring adequate management of the municipal Treasury section and maintenance of accurate reconciliation statements. Ensure that the books balance and the municipality remain in a positive cash flow. Ensure maximized returns from authorized investments, while ensuring the risk of losing money, on investments are minimized. Ensure strict compliance to all legislation governing investment funds

**Key Responsibilities:**  
- Ensure that the Venus finance modules are configured to support accounting and financial system  
- Ensure proper and accurate preparation of Annual financial statements and their submission to the auditor general as per the requirements of the legislation.  
- Coordinate a strict adherence to section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003). This act determines that a municipality must introduce an appropriate and effective cash management and investment arrangement.

**Requirements**  
- BCom Degree in Accounting  
- Relevant post graduate qualification will be an added advantage  
- Computer Literacy Certificate  
- EB Driver’s License

**Experience**  
- 4 Years

**Reporting Structure**  
- Reports to the Manager GL Reconciliation and AFS

32. **Position Title:** Manager: Asset Management  
**Department:** Budget and Treasury Office  
**Unit:** Asset Management  
**Number of Posts:** 1  
**Salary:** (R 510 047.73 – R 662 062.04) Basic Salary

**Role Purpose**  
To establish an asset management and implementation strategy and develop asset financial plans, to coordinate the development of asset management plans and asset registers in line with MFMA.

**Key Responsibilities:**  
- Establish and Implement an Asset Management Strategy for the District Municipality  
- Manage the Safeguarding and Maintenance of the Municipality’s Assets  
- Manage Good Governance, Ethics and Values in Asset Management  
- Manage Risk and Change Management within Asset Management processes  
- Manage Projects pertaining to Asset Management  
- Manage Audit Assurance within Asset Management

**Requirements**  
- BCom Degree
- Relevant post graduate qualification will be an added advantage
- Computer Literacy Certificate
- EB Driver’s License

**Experience**

- 5 Years

**Reporting Structure**

- Reports to the General Manager

**33. Position Title:** Chief Accountant- Acquisition Management

**Department:** Budget and Treasury Office

**Unit:** Supply Chain Management

**Number of Posts:** 1

**Salary:** (R 510 047.73 – R 662 062.04) Basic Salary

**Role Purpose**

To coordinate a professional compliant procurement process for allocated User stakeholders within the O. R. Tambo District Municipality which achieves value for money and high stakeholder satisfaction.

**Key Responsibilities:**

- Rendering Administrative Function to Bid Evaluation Committees
- Coordinate the Processing of transactional information on specific computerized applications and completes forms, schedules and documents pertaining to Acquisition Management
- Coordinate secretarial duties to the Bid Evaluation Committees
- Maintains Proper Document Control for Audit Purposes pertaining to Acquisition Management

**Requirements**

- BCom Degree
- Relevant post graduate qualification will be an added advantage
- Computer Literacy Certificate
- EB Driver’s License

**Experience**

- 4 Years relevant experience

**Reporting Structure**

- Reports to the Manager Supply Chain Management

**34. Position Title:** Chief Accountant- Demand Management

**Department:** Budget and Treasury Office

**Unit:** Supply Chain Management

**Number of Posts:** 1

**Salary:** (R 510 047.73 – R 662 062.04) Basic Salary

**Role Purpose**

Coordinates timely development and implementation of procurement plans, pertaining to Demand Management

**Key Responsibilities:**

- Coordinate Demand Analysis processes.
- Implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives
- Administer the process drafting specifications/terms of reference and special conditions of contracts.
- Provide administrative support in the bid/quotat process.
- Assist in the production in the production of option appraisals, contract and tender documentation.
- Manage timely development of procurement plans
- Ensure compliance to supply chain management delegations
- Provide on-going advisory and institutional support to internal and external clients especially with regards to analysis of commodity and supplying industry to support the municipality’s core function.
- Ensure compliance with MFMA and Treasury Regulations.
- Maintains documentation, records and specific administration procedures pertaining to Demand Management

Requirements

- BCom Degree
- Relevant post graduate qualification will be an added advantage
- Computer Literacy Certificate
- EB Driver’s License

Experience

- 4 Years

Reporting Structure

- Reports to the Manager Supply Chain Management

35. Position Title: Chief Accountant- Logistics and Disposal Management

Department: Budget and Treasury Office

Unit: Supply Chain Management

Number of Posts: 1

Salary: (R 510 047.73 – R 662 062.04) Basic Salary

Role Purpose

Coordinates tasks/activities associated with developing, implementing and maintaining logistics and disposal management policy and procedures that will facilitate effective, efficient, economical and transparent procurement of goods and services and compliance with the District Municipality’s supply chain management requirements and procedures

Key Responsibilities:

- Monitoring and rendering logistic and management services.
- Maintain an effective and efficient logistics and disposal register
- Implement policies and procedures and ensure they are adhered to
- Ensure municipal records are kept safely, used and disposed procedurally.
- Developing strategies for the disposal of assets
- Monitoring the compliance to the GRAP standards with respect to inventory
- Directing the quarterly update of the municipal records with regards to inventory counts.
- Advising on the disposal of redundant stock and slow moving inventory
- Implementing and monitoring compliance with asset management policy
- Ensuring that council assets are recorded in the fixed assets register and that all movable assets are bar coded and updated
- Coordinates Maintenance of documentation, records and specific administration procedures pertaining to Logistics and Disposal Management

Requirements

- BCom Degree
- Post graduate qualification will be an added advantage
- Computer Literacy Certificate
- EB Driver’s License

Experience

- 4 Years

Reporting Structure

- Reports to the Manager Supply Chain Management
36. **Position Title:** Senior Accountant Movable Assets  
**Department:** Budget and Treasury Office  
**Unit:** Asset Management  
**Number of Posts:** 1  
**Salary:** (R 348 977.87 – R 453 003.87) Basic Salary

**Role Purpose**
Coordinates tasks/ activities associated with maintaining the council’s assets, physical verification and safe-keeping of bar coded assets, preparing and controlling the asset register against loss, damage and theft in the Section and complying with the District Municipality’s asset management requirements and procedures.

**Key Responsibilities:**
- Monitoring the bar coding of assets on delivery to ensure assets can be identified as Council property.
- Reviewing the detailed record of bar coded assets and instructing on conducting physical verifications and entering assets into the Asset Register, including generating of the Inventory List report for submission to the Chief Accountant: Asset Management.
- Ensure that bar coded Council assets are insured for unforeseen circumstances e.g. fire, theft disaster, and accidents, and liaising with the Insurance Broker to insure bar-coded assets.
- Review reconciliation of insurance reports against the Asset Register to verify if additions are insured, printing Asset Register Report and filing reports accordingly.
- Follow up on the missing or misallocated bar coded assets, verifying with relevant personnel, keeping track and listing missing assets, and reporting missing assets to the Chief Accountant: Asset Management.
- Review reconciled Asset Register with annual General Ledger, including processing of journals to income statement and submitting to the Chief Accountant: Asset Management.

**Requirements**
- Degree in Accounting
- Certificate in Computer Literacy
- EB Driver's License

**Experience**
- 3 Years

**Reporting Structure**
- Reports to the Chief Accountant

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Community Services

37. **Position Title:** Principal Officer  
**Department:** Community Services  
**Unit:** Municipal Health Services  
**Number of Posts:** 1  
**Salary:** (R 392 920.95 – R 510 047.73) Basic Salary

**Role Purpose**
Oversees the key performance areas associated with Municipal Health in a cluster of municipalities, through the provision of professional guidance and support, defining and designing programmes/ project methodologies, approaches and concepts, analyzing and evaluating the adequacy of proposals to meet objectives , managing and controlling project outcomes and, communicating and/ or providing explanations/ recommendations based on best practices associated with the arrangement, designing projects and programmes that support the section and Community.

**Key Responsibilities:**
- Overseeing Law Enforcement pertaining to disease control
- Analysing and oversee requirements associated with specific investigations arising from notifications of communicable diseases from health facilities and public.
- Analysing and oversee requirements associated complaints received from the public with respect of conditions that are a threat to human health and environment.
- Oversee and present cases in court pertaining to transgressions against Municipal by-laws or national legislation pertaining to Environmental Health Issues.
- Consider and make recommendations on the Food Safety Reports from the Chief Environmental Health Practitioner, consult the Manager on complex issues.
- Oversee all programs pertaining to Water Quality Control, Pollution Control, Waste Management, Vector Control and Disposal of the Dead within the District.

Requirements
- Degree in Environmental Health Management
- Driver’s License Code B.
- Certificate in Computer Literacy

Experience
- 5 Years relevant experience

Reporting Structure
- Reports to the Manager Municipal Health Services

38. Position Title: Chief Environmental Health Practitioner

Department: Community Services
Unit: Municipal Health Services
Number of Posts: 1
Salary: (R 348 977.87 – R 453 003.87) Basic Salary

Role Purpose
Monitors, at a local municipal level, the implementation, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives and statutory requirements related to environmental health in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the local community.

Key Responsibilities:
- Monitors and performs Environmental Health duties as they are laid down or prescribed in the National Health Act, (Act no 63 of 2001)
- Monitoring Surveillance and Prevention of Communicable Diseases
- Monitor Environmental Health Management in Local Municipalities

Requirements
- Relevant Degree
- Registration with health profession of South Africa.
- Certificate in Computer Literacy
- Driver’s License

Experience
- 4 Years

Reporting Structure
- Reports to the Principle Officer
39. **Position Title:** Environmental Health Practitioners  
**Department:** Community Services  
**Unit:** Municipal Health Services  
**Number of Posts:** 3  
**Salary:** (R 262 549.63 – R 340 805.28) Basic Salary  

**Role Purpose**  
To carry out at an operational level, functions necessary for the protection of public health from an environmental and consumer perspective in order to ensure an environment not detrimental to human health, prevent and abate environmental health nuisance and health hazards, thereby secure the basic human rights to health of all residence with regard to relevant legislation. National Health Act (61, 2003) Food Cosmetics and Disinfectants Act (54, 1972)  

**Key Responsibilities:**  
- Conducts inspections and investigations of residential, rural communities, commercial or other occupied premises and/ or open spaces and/ or public facilities to determine compliance to by-laws and statutory legislation  
- Facilitate Food Control Services  
- Facilitate Water Quality Monitoring Services  
- Facilitate Health Surveillance of Premises Services  
- Facilitate Waste Management and General Hygiene Monitoring Services  
- Facilitate Surveillance and Prevention of Communicable Diseases Services  
- Facilitate Disposal of the Dead Services  

**Requirements**  
- ND/Degree in Environmental Health  
- Driver’s License Code B  

**Experience**  
- 2 Years  

**Reporting Structure**  
- Reports to the Senior Environmental Health Practitioner  

40. **Position Title:** District Officer: Libraries, Information and Education  
**Department:** Community Services  
**Unit:** Library Services  
**Number of Posts:** 3  
**Salary:** (R 262 549.63 – R 340 805.28) Basic Salary  

**Role Purpose**  
Performs sequences/ requirements associated with the provision of a Library Service to meet customer objectivities, attending to the acquisition, organization of information and, interacting and providing communities (users) with information from various media, creating an environment conducive to learning through the arrangement of displays and signage of new library materials.  

**Key Responsibilities:**  
- Facilitates the activities, procedures and outcomes associated with the provision of a comprehensive information service to the community  
- Communicates and facilitates specific procedural applications associated with the organization and communication of information  
- Facilitates specific activities associated with promoting reader awareness and interest and, provides information to users  

**Requirements**  
- ND/Degree in Library Information Systems  
- Driver’s License  
- Computer Literacy Certificate
Experience

- 2 Years

Reporting Structure

- Reports to the Chief Development Officer: Libraries, Information and Education

Position Title: Community Safety Officers: Coastal and Public Safety
Department: Community Services
Unit: Community Safety
Number of Posts: 3
Salary: (R 262 549.63 – R 340 805.28) Basic Salary

Role Purpose

Implement community safety initiatives with specific partnerships and specific service departments of the District Municipality in ensuring crime reduction along the coast, falls, and the tourist destination throughout. To ensure safety of local communities and visitors (tourists) to designated areas.

Key Responsibilities:

- Contribute to the development, preparation, maintenance and implementation of Coastal and Public Safety Action Plans by advising as per the area of operation.
- Partake in Community Coastal and Public Safety Projects
- Implementation and enforcement of comprehensive Municipal By-Laws pertaining to Coastal and Public Safety
- Prepare case information and attend court Main Activities relating to Coastal and Public Safety activities
- Conduct investigations into violations of municipal by-laws pertaining to Coastal and Public Safety
- Ensures that all orders or notices are executed as they relate to regulations violated and ensures timely response and action to all Coastal and Public Safety enquiries

Requirements

- Grade 12 Certificate
- Certificate in Law Enforcement Course Acquired from a Relevant Accredited Training Institution
- Code EB Driver’s License
- Computer Literacy Certificate
- Fire Arm Competence Certificate

Experience

- 1 Year

Reporting Structure

- Reports to the Senior Community Coastal and Public Safety Officer

41. Position Title: Social Crime Officers

Department: Community Services
Unit: Community Safety
Number of Posts: 5
Salary: (R 262 549.63 – R 340 805.28) Basic Salary

Role Purpose

To partake in community safety initiatives with specific partnerships and specific service departments within the District in ensuring Social Crime reduction. To liaise as required with external organizations, departments, and Local Municipalities, to support and contribute to the work of the Community Safety Unit in particular pertaining Social Crime prevention.

Key Responsibilities:

- Contribute to the development, preparation, maintenance and implementation of Social Crime Prevention Action Plans by advising as per the area of operation.
- Partake in Community Social Crime Projects
- Implementation and enforcement of comprehensive Municipal By-Laws pertaining to Social Crime Prevention
- Prepare case information and attend court Main Activities relating to Social Crime Prevention activities
• Conduct investigations into violations of municipal by-laws pertaining to Social Crime Prevention
• Ensures that all orders or notices are executed as they relate to regulations violated and ensures timely response and action to all Social Crime Prevention enquiries
• Conducts investigations and attend to complaints that relates to Social Crime Prevention by-laws by the public

Requirements

• Grade 12 Certificate
• Certificate in Enforcement Course Acquired from a Relevant Accredited Training Institution
• Code EB Driver’s License
• Computer Literacy Certificate
• Fire Arm Competence Certificate

Experience

• 1 Year

Reporting Structure

• Reports to the Senior Social Crime Prevention Officer

42. Position Title: Chief Social Development Practitioner

Department: Community Services

Unit: Social Development

Number of Posts: 1

Salary: (R 392 920.95 – R 510 047.73)

Role Purpose

Coordinates the operations of Social Welfare Services and monitors the execution of procedural sequences/requirements associated with aligning standards to meet customer objectivities, attending to the acquisition, organization of information and, ensure that Social Welfare and Therapeutic programs are provided and attending to administrative reporting and record updating requirements.

Key Responsibilities:

• Co-ordinates and controls the activities, procedures and outcomes associated with the provision of a comprehensive welfare service to local communities through established case work and group work
• Coordinates and executes professional therapeutic services specific procedural applications associated with case and group work in organize and non-organized settings

Requirements

• Degree in Social Work
• Computer Literate
• Driver’s License

Experience

• 3 Years relevant experience

Reporting Structure

• Reports to the Manager: Social Development
43. **Position Title:** Chief Social Development Officer Counselling Services

**Department:** Community Services

**Unit:** Social Development

**Number of Posts:** 1

**Salary:** (R 348 977.87 – R 453 003.87) Basic Salary

**Role Purpose**

Coordinates the operations of Community Development and monitors the execution of procedural sequences/requirements associated with aligning standards to meet customer objectivities, attending to the acquisition, organization of information and, ensure that Community Development programs are provided and attending to administrative reporting and record updating requirements.

**Key Responsibilities:**

- Co-ordinates and controls the activities, procedures and outcomes associated with the provision of a comprehensive welfare service to local communities through established Community Development work.
- Coordinates and executes professional services specific procedural applications associated with Community Development.

**Requirements**

- Bachelor of Social Sciences Degree
- Computer Literate – Office applications
- Driver’s License

**Experience**

- 3 Years

**Reporting Structure**

- Reports to the Manager: Social Development
44. **Position Title:** Development Officers

**Department:** Community Services

**Unit:** Social Development

**Number of Posts:** 2

Salary: (R 262 549.63 – R 340 805.28) Basic Salary

**Role Purpose**

To professionally implement social work services in the most coordinated and specialized nature within (a) defined area(s) of operation with regards to the care, support and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders

**Key Responsibilities:**

- Implement welfare service to local communities through establishing case work and group work
- Implement professional therapeutic services specific procedural applications associated with case and group work in organize and non-organized settings

**Requirements**

- ND/Degree in Social Sciences
- Computer Literate – Office applications
- Driver’s License

**Experience**

- 1 Year

**Reporting Structure**

- Reports to the Chief Social Development Office
45. **Position Title:** Development Officers (Arts, Culture and Heritage)

**Department:** Community Services

**Unit:** Sport

**Number of Posts:** 2

**Salary:** (R 262 549.63 – R 340 805.28) Basic Salary

**Role Purpose**

Facilitate the development of Cultural implementation of Arts, Culture, Visual Arts and Heritage programs and attends to the implementation of procedures, reporting and up-liftment of Arts and Culture programmes. Looking after the museum(s) and heritage sites in the district ensuring and preservation of cultural traditions within the District Municipal region. To ensure the preservation of cultural heritage

**Key Responsibilities:**

- Providing and implementing Arts and Culture development programs ensuring that it reaches ward levels with a view of improving opportunities for development in this area e.g. assessing status quo of Cultural Villages and Arts Centres in, developing Arts and culture facilities
- Identifying heritage sites and resources for the District to ensure their conservation, preservation and proper grading by relevant authorities e.g. liaising with the department of Sport, Arts and Culture, to ensure integrations of services that will promote optimum resource mobilization.
- Involving traditional leadership and oral historians to obtain relevant information regarding heritage issues
- Implementing Arts and Culture/Film/Visual and Performing Arts programs/projects to ensure preservation of traditions by liaising with traditional groups, leaders, healers, ensuring a plan of their activities
- Developing annual programmes, events and Festivals to commemorate the Arts, Culture and Heritage figures and associated events.
- Protect, promote and look after all heritage sites and museums within the district
- Actively promote the visual arts, also actively design and implement programs and events to promote the visual, performing and film arts.

**Requirements**

- ND/Degree in Arts, Culture and heritage
- Code EB driving license.
- Computer Literacy – Office Applications
- Customer Care Certificate

**Experience**

- 2 Years

**Reporting Structure**

- Reports to the Chief Development Officer Arts, Culture and Heritage

46. **Position Title:** Study Support Educational Coach X 1

**Department:** Corporate Services Department

**Unit:** Human Resources Development

**Salary:** Negotiable (1 Year Contract)

**Role Purpose**

The O.R. Tambo District Municipality is looking for a qualified professional Training Facilitator to render services of mentoring & coaching to the Officials and Councillors within the Municipality who are studying formal qualifications form in higher institutions of learning.

**Minimum Requirements**

The incumbent must be able to meet the following requirements:
Recognized tertiary qualification equivalent to NQF Level 9
Computer Literacy
Mentoring and Coaching certificate
Registered Assessor with relevant institutions
Minimum of 10 years rendering student support programme in education and training field

Key Responsibilities:

- To equip Students with necessary metacognitive skills on academic Reading, Writing and, Studying Approaches and Techniques for all formal qualifications from various Institutions of Higher Learning.
- Must be able to expose students to the Techniques in interrogating and processing academic texts, critical thinking skills necessary for academic reading and writing, mastering of sound listening skills, structural patterns of essays and/ or assignments and, effective editing thereof emphasizing particularly on introductions, body and conclusions.
- Must ensure that the municipality is able to achieve a greater number of students who are competent upon completion of studies especially within the duration of each study.
- Conduct a situational analysis that will produce a tailor-made student support implementation plan that addresses the gaps identified.
- Develop schedules, timetable for students, offer online & telephonic assistance

The position reports to the Director: Corporate Services

1. Position Title : ICT Technician
   Department : Corporate Services
   Number of Posts : 2
   Salary : R262,549.62 to 340,805.28 (Basic Salary)

Role Purpose
Provide first line support to all ICT Infrastructure and Information Systems used in the municipality in order to ensure that users have less interrupted by infrastructure and systems downtime.

Key Responsibilities:

- Maintaining and Supporting ICT Infrastructure and Information Systems to ensure users are less affected by ICT Infrastructure and Information Systems downtime
- Performs specific hardware maintenance tasks to ensure that all infrastructure and network infrastructure is well maintained and fully functional

Requirements

- Diploma or Relevant Certificate in Information Technology
- Code EB driving license.

Reporting Structure

- Reports to the ICT Coordinator

Instructions

An application letter, certified copies of qualifications, CV with at least three contactable references, driver’s licence and ID copies must form part of the application package. Failure to submit the documents listed above will result in disqualification. **People with disabilities are encouraged to apply and disclose the nature of their disability.** The words “APPLICATION FOR VACANCY” should appear on the same side of, but separate from the address in the same envelope so as to sensitise the Registry Office to the closing date. If the applicant has not been notified of the results within three (3) months or (90) days from the closing date, the applicant should regard his/her application as unsuccessful. The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. Canvassing of Councillors/ Management is not permitted and proof thereof will result in disqualification. For any enquiries contact the Human Resources Department on the following Telephone numbers: 047 501 7065/79/80/35
Please address your application to the Municipal Manager, O.R. District Municipality Private Bag x 6043, Mthatha, 5099, hand delivered applications should be sent to the Registry Office at Magwa House, Nelson Mandela Drive, Mthatha. Faxed/Emailed applications will not be considered.

CLOSING DATE: 25 October 2017

O.N. HLAZO

MUNICIPAL MANAGER