

# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

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## EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

- 1. POST : METER TECHNICIAN**  
**DEPARTMENT : ENGINEERING SERVICES**  
**CONTRACT : PERMANENT**  
**TASK GRADE : 10**  
**REFERENCE : MLM/JD10/MTECH**  
**REMUNERATION : R225 749.00 basic salary per annum**

### REQUIREMENTS

- ✓ Grade 12/Matric Certificate;
- ✓ NTC 4 (Level 4) in Electrical Engineering;
- ✓ Trade test certificate in Electrical engineering field of work (SETA Approved);
- ✓ Valid Certificate in metering (electrical);
- ✓ 1 Year or more experience in Installation, testing, Calibration and Maintenance of electrical meters and related metering equipment;
- ✓ Valid code 10 driver's license;
- ✓ Understanding of High Voltage and Occupational Health and Safety Regulations and
- ✓ Work independently without supervision.

### KEY PERFORMANCE AREA

- ✓ Perform electrical and Mechanical work in testing, installing, calibration and repairing meters;
- ✓ Operate transformers, tap changes and understanding of the electricity distribution system;
- ✓ Installs and inspect new meters to ensure proper working order;

- ✓ Installation of Current transformers, potential transformers and test blocks;
- ✓ Complete meter test forms and blue stake report;
- ✓ Perform all MV, LV electrical work as instructed by immediate supervisor;
- ✓ Attend to standby duties;
- ✓ Ensure compliance with Health and Safety Regulations;
- ✓ Ensure compliance with High Voltage working Regulations (HVRS);
- ✓ Maintain effective working relationship with co-workers and management and
- ✓ Must be able to work under pressure and beyond normal working hours.

**2. POST : IDP COORDINATOR**  
**DEPARTMENT : MUNICIPAL MANAGER'S OFFICE**  
**CONTRACT : PERMANENT**  
**TASK GRADE : 12**  
**REFERENCE : MLM/JD12/IDPC**  
**REMUNERATION : R314 663.00 BASIC SALARY PER ANNUM**

#### **REQUIREMENTS**

- ✓ Grade 12/Matric Certificate;
- ✓ National Diploma in Public Management/Administration/Economics & Management Science or equivalent qualification;
- ✓ 2-3 years' experience in the Local Government sphere;
- ✓ Be computer literate with office applications;
- ✓ Excellent communication skills (verbal & written);
- ✓ Be willing to work beyond working hours and
- ✓ Valid Code B Drivers' license.

#### **KEY PERFORMANCE AREA**

- ✓ Annually review, update and compile the Integrated Development Plan (IPD) of the municipality;
- ✓ Responsible for drafting of the IDP process plan and ensuring compliance thereof;
- ✓ Responsible for periodic reporting in terms of progress made and ensuring stakeholder participation and involvement all IDP phases;
- ✓ Ensuring proper alignment between the IDP, budget and SDBIP;
- ✓ Ensuring that all components of the IDP are reflected in the IDP as per section 26 of the LGMSA No.32 of 2000;
- ✓ Responsible for annual consolidation of the IDP document as the end product of the review process and
- ✓ Attend IDP forums and meeting organized by spheres of government

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: Ms N. Mshweshwe on 039-251 0230 during office hours. Closing date ~~19.08.2021~~ @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION;  
THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.

  
Mr. L. Mahlaka  
Municipal Manager

WINNIE MADIKIZELA-MANDELA  
LOCAL MUNICIPALITY  
HUMAN RESOURCE

19 AUG 2021

PO BOX 12 BIZANA 4800

TEL: 039 251 0230

SIGNATURE 