



# BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308  
Bushbuckridge  
1280  
R533 Graskop Road opp. Mapulaneng DLTC  
Maviljan Region  
Bushbuckridge

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Fax: 013 799 1865

Email: [info@bushbuckridge.gov.za](mailto:info@bushbuckridge.gov.za)

Website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za)

**Post : Immovable Accountant**  
**Directorate : Finance**  
**Remuneration : R367 031.92**  
**Centre : Head Office**

## RESPONSIBILITIES

- Performance and management of movable assets acquisition process
- Performance and management of movable asset external and internal transfer process
- Ensure physical verification process on movable assets is done regularly
- Identification of movable assets to be disposed and management of the disposal process
- Initiation and management of movable asset maintenance process
- Ensure the facilitation and management of safeguarding of movable assets
- Facilitation and recording of loss and theft of movable assets
- Perform in any activity delegated by the assets Manager
- Maintenance of assets register

## REQUIREMENTS

- Matric plus national diploma in financial management or accounting
- 3 years' experience in asset management
- Knowledge of assets management
- Computer literacy
- Driver's license

**Post** : **Building Inspector x 01**  
**Remuneration** : **R 367 031.92**  
**Directorate** : **Technical Department (Human Settlements & Building)**  
**Centre** : **Head Office**

### **Responsibilities**

- Review, scrutinized and approves building plans that meet building codes, local ordinances and zoning regulations.
- Ensure that buildings are erected according to the approved building plans, which comply with National Building Regulation and Building Standards Act 103 of 1977.
- Apply and ensure the enforcement of all relevant Acts, including Occupational Health & safety Act and Fire Regulations during implementation.
- Monitor, evaluate and ensuring quality assurance on all Human Settlements housing projects on sites.
- Prepare Technical Reports and attend monthly site meetings with all relevant stakeholders.
- Monitoring and ensuring that rightfully and approved housing beneficiaries are benefiting
- Quality assurance of an adequate and sustainable human shelters
- Attend, analyses and sort all general building related complaints and enquiries.
- Issue violation notices and stop-work orders to building against non-compliance until building is Compliant, keep daily logs including photographs taken during construction.
- Conduct regular site inspection on all Municipal Buildings and prepare Bills of Quantities for maintenance purposes.
- Performs other related work as required by the Supervisor and Manager.

### **Requirements**

- Grade 12 plus National Diploma in building contraction
- Civil Engineering, Town Planning and understanding of Project Management
- Minimum of 3 years related experience in the field of Built & Environment (Construction Industry)
- Valid Driver's License
- Computerized and knowledge reporting, excellent interpersonal and communication skills.
- Ability to work under pressure when necessary to meet deadlines and work on site on different weather conditions
- Demonstrate experience and ability to relate to a cultural diverse client and staff.

**Post** : **AIR QUALITY OFFICER X1**  
**Remuneration** : **R367 031.92**  
**Directorate** : **EDPE**  
**Centre** : **Information Centre**

## **REQUIREMENTS**

- Grade 12.
- National Diploma/with a Bachelor's Degree in Environmental Management /Sciences as an added advantage
- Minimum three (3) years of practical experience in Environmental Management and Air Quality/Pollution Control and Climate change.
- Valid driver's license.
- Strong knowledge and understanding of air quality legislations. Competency with Microsoft Office.
- Designation as Environmental Management Inspector would be an added advantage.

## **RESPONSIBILITIES**

- Conduct monitoring and enforcement inspections to ensure implementation of Air Quality Management Plan.
- Mobilize stakeholder's participation in air quality and climate change matters.
- Analyse and collect data to improve status of Bushbuckridge Local Municipality in terms of air quality control.
- Implement the National Environmental Management: Air Quality Act 2004 (Act No. 39 of 2004) and relevant legislative tools
- Ensure effective planning and management of air quality programmers within the municipality.
- Participate in the application process of Atmospheric Emission Licenses by the District.

**Post** : **Town Planner X1**  
**Remuneration** : **R 367 031.92**  
**Directorate** : **EDPE**  
**Centre** : **Information Centre**

### **REQUIREMENT**

- Matric plus National Diploma in Town and Regional Planning.
- 3 years' work experience with local government/municipality working as a Town Planner
- Registered with SACPLAN as Technical or Professional Planner
- Communication and interpersonal skills, ability to work within groups, strong problem-solving and critical thinking abilities
- Experience or knowledge of CAD, GPS tools and equipment
- Valid driver's license

### **RESPONSIBILITIES**

- Evaluate land development applications
- facilitate for the removal of illegal structures within the municipality
- conducting awareness and workshops with regards to town planning policies, legislations and procedures
- preparation of lay-out plans for bulk site demarcations
- preparation of reports concerning projects and town planning related matters
- participate and facilitate meetings
- work with other professionals, such as architects, landscape architects, civil engineers, constructions managers and surveyors to achieve developmental goals
- liaise with the public and councilors on development within the municipal jurisdiction
- making policies and implementation of plans

**Post** : **LAND SURVEYOR X 1**  
**Remuneration** : **R 367 031.92**  
**Directorate** : **EDPE**  
**Centre** : **Information Centre**

## **REQUIREMENT**

- Matric plus National Diploma in Geomatics, Surveying, Cartography/GIS
- Registered with SAGC as Technician
- 2 years technical related experience in land development/built environment
- Communication and interpersonal skills, ability to work within groups, strong problem-solving and critical thinking abilities
- Experience or knowledge of CAD, GPS tools and equipment
- Valid driver's license

## **RESPONSIBILITIES**

- Make exact measurements and determine property boundaries.
- Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, land evaluation, construction, and other purposes.
- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.
- Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents.
- Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.

## **RE-ADVERTISEMENT**

**Post** : PMS Officer (Organizational)  
**Directorate** : Municipal Manager  
**Remuneration** : R 367 031.92  
**Centre** : Head Office

## **RESPONSIBILITIES**

- Plan for and monitor the implementation of all process of the organizational performance management system
- Coordination of the departmental programmers and projects with the strategy of the municipality. Compilation and review of the SDBIP of the municipality.
- Drafting of performance agreements of the Municipal Manager and the section 56 Managers.
- Performance monitoring and review.
- Departmental support to the regional officers in terms of performance management

## **REQUIREMENTS**

- Matric plus National diploma in auditing, Development studies or accounting with a b-degree as an added advantage
- Post-graduate qualification will be an added advantage
- A minimum of 3 years' experience in strategic performance management, preferably in local government.
- Knowledge of strategic planning and management
- Knowledge of local government and its legislative frame work
- Experience in the field of auditing of pre-determined objective will be an added advantage
- Computer literacy ,specifically in excel
- Valid driver's license

## **RE-ADVERTISEMENT**

**Post** : Skills Development Facilitator  
**Directorate** : Corporate Services  
**Remuneration** : R 367 031.92  
**Centre** : Head Office

## **REQUIREMENTS**

- Grade 12
- National diploma in Human Resources or equivalent qualification
- 3 years' experience related field
- Ability to work independently & achieve results timorously
- Ability to do planning, multi-tasking & team leadership skills
- A valid driver's license
- Communication skills both verbal and writing
- Knowledge of compiling a report.

## **RESPONSIBILITIES**

- To take responsibility for convening the training committee and ensuring that appropriate consultative process around skills development are implemented
- That appropriate procedures and records are kept of training committee meetings
- Take responsibilities for the development of the WSP and the necessary consultation thereon
- Liaise with the LGSETA around issues of skills development
- Ensure submission of the WSP to the LGSETA
- Oversee the implementation of training
- Keep appropriate training records
- Reports on training conducted to the LGSETA
- Ensure participation in LGSETA learnership and skills programmes
- Attend SDF forums and SDF trainings
- Strategically align the training and development of skills in an organization
- Conduct analysis to determine training outcomes
- Understand the sector skills plan with focus on scares and critical skills planning/

Application forms can be accessed from our website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za) or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager  
Bushbuckridge Local Municipality  
Private Bag X 9308  
BUSHBUCKRIDGE  
1280

OR Hand delivery to office no 55(Registry)  
R533 Graskop Road  
Bushbuckridge

**NB** If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful. The municipality reserves the right to appoint.

Bushbuckridge local municipality is a designated employer in terms of the Employment Equity Act and candidates from designed groups are encouraged to apply.

**Closing date : 12 January 2018**