

Knysna Municipality strives to maintain its position as a premier tourist destination in South Africa – a place where peace, prosperity and harmony prevail, ensuring an exceptional lifestyle for residents and visitors alike.



KNYSNA
Municipality
Munisipaliteit
uMasipala

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunities in our dynamic organisation:

SENIOR SUPERINTENDENT: PUBLIC WORKS DIRECTORATE: TECHNICAL SERVICES

TASK GRADE 13

Basic annual salary: R241 656 – R313 632

The incumbent will be required to perform the following key performance areas: • planning, coordinating and supervising the execution of construction and maintenance activities of storm water, roads, buildings and related ad hoc activities, quality management control of work done by contractors • responsible for effective resource allocation, including staff, equipment and plant • managing the performance and the KPAs of subordinates • responsible for the effective and efficient administration of the section including code of conduct, section meetings and staff matters • responsible for effective and efficient financial management of the section including budget preparation, budget monitoring, cash flows and expenditure planning • responsible for occupational health and safety • responsible for submission of data for the monthly report, trend analysis and corrective measures • responsible for creating and monitoring Standard Operating Procedures and Processes of the Department • responsible for reporting on investigations and customer queries • responsible for report writing, internal and external correspondence.

Requirements: • National Diploma (Civil Engineering) or equivalent thereof • 5 years' experience in the built environment, preferably in the construction sector at the appropriate level • a valid code B driver's licence and PDP • own reliable vehicle • computer literacy • effective communication skills in at least two of the three official languages of the Western Cape.

You will need to use your own private vehicle for official duties. This travelling will be financially reimbursed through participation in the Essential Car User Scheme.

All applications will be considered, but in terms of its Employment Equity plan the Municipality would prefer to appoint a black female, if a suitable candidate in that category can be identified.

LABORATORY TECHNICIAN: WATER PURIFICATION DIRECTORATE: TECHNICAL SERVICES

TASK GRADE 11

Basic annual salary: R181 848 – R235 968

The incumbent will be required to perform the following key performance areas: • managing and conducting routine analysis on drinking water, waste water, desalination and ground water • conducting water and/or waste water treatment inspections • monitoring compliance with SANS0241/2011 Part 1 & 2 as well as compliance with General and Special Standards • compiling Standard Operating Procedures (SOPs) for analytical methods • assisting and training Process Controllers in maintenance of laboratory equipment, laboratory procedures and mixing of solutions as assigned • collecting a variety of water and waste water samples at the different water and waste water plants, reservoirs and designated points in the Greater Knysna area and ensuring logging of all samples • liaising with suppliers and procuring quotations for laboratory equipment and reagents • ensuring continuous asset management of laboratory stock and equipment • compiling laboratory reports and assisting with monthly report • responsible for on-site occupational health and safety.

Requirements: • National Diploma in Analytical Chemistry • 2 years' relevant laboratory experience • computer literacy in the Microsoft office package • a valid Code B driver's licence • effective communication skills in at least two of the three official languages of the Western Cape.

All applications will be considered, but in terms of its Employment Equity Plan the municipality would prefer to appoint a female, if a suitable candidate in that category can be identified.

SUPERVISOR: WATER PURIFICATION DIRECTORATE: TECHNICAL SERVICES

TASK GRADE 7

Basic annual salary: R107 904 – R140 064

The incumbent will be required to perform the following key performance areas: • monitoring Telemetry • responsible for sampling and analysis of results • responsible for physical monitoring and collection of data from all raw water sources • recording chemical mixtures and water statistics • liaising and assisting small contractors on all maintenance related matters • liaising with the public on water quality • responsible for occupational health and safety • supervision of staff.

Requirements: N3/NQF level 3 in water treatment • 2 years' relevant work experience • Department of Water Affairs classification as a Class IV Process Controller • a valid Code B driver's licence and PDP • computer literacy • effective communication skills in at least two of the three official languages of the Western Cape.

It will also be required of the incumbent to assist on the waste water treatment works, reverse osmoses and raw water systems. The incumbent must be prepared to perform standby duties and to work overtime.

All applications will be considered, but in terms of its Employment Equity Plan the municipality would prefer to appoint a female, if a suitable candidate in that category can be identified.

Applicable Municipal benefits will apply.

To apply all applicants must complete a Knysna Municipality application form and submit a detailed-up-to-date CV, covering letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from reception at the main municipal offices in Clyde Street, Knysna and the municipal website: www.knysna.gov.za

Completed applications should be forwarded to the Human Resources Department, P.O. Box 21, Knysna 6570 or fax number: 044 302 6333 or email: knysna@knysna.gov.za

Closing date: 29 November 2013

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

L. WARING
MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.