

KNYSNA MUNICIPALITY



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

PRINCIPLE TECHNICIAN ELECTRICAL ENGINEERING DIRECTORATE: TECHNICAL SERVICES

**Task Level 12
R279 192 to R362 328 (Basic Salary)
R417 835 to R525 213 (Total Cost to Council Package)
Applicable Municipal benefits will apply.**

KEY PERFORMANCE AREAS

- Responsible for administration and control of the municipal vehicle fleet using computer monitoring, preparation of monthly reports, licence and roadworthy certificates, vehicle insurance claims and related activities
- Oversee the mechanical workshops
- Compile tender specifications for the purchasing of vehicles and plant/machinery for Knysna and Sedgefield mechanical departments
- Administration of electrical and workshop department's capital and operating budgets
- Remain up to date with electricity users and prepaid consumers
- Monitor bulk meter readings for finance revenue department
- Monitor consumption from Eskom and compare this against monthly accounts
- Monitor variances in electricity consumption by consumers
- Compile and prepare electricity losses information.
- Do calculations for electrical connections and provide quotations
- Review and comment on building plan applications
- Deal with consumer queries, complaints and call-outs
- Negotiate with applicant developers on their electricity requests

MINIMUM QUALIFICATION AND REQUIREMENTS

- Grade 12
- N6 Electrical Diploma
- 5 years' relevant experience, preferably in a Municipal environment
- Valid Code EB driver's licence + PDP
- Familiarity with MS Office is an essential requirement.
- Be able to plan and schedule a project using Microsoft Project and control these plans.
- Familiarity with Altech Netstar software, and ABC monitoring will be an added advantage.
- Effective communication skills in at least two of the three Western Cape official languages

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Coloured or Indian female or an African or Indian Male if a suitable candidate in that category can be identified.

DIRECTIONS TO CANDIDATES

All applicants **MUST** complete a Knysna Municipality application form and the attached questionnaire. Applications **MUST** be accompanied by a comprehensive CV with clear certified copies of qualifications, training, experience, competency and give previous employment record with contactable references. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate. Any misrepresentation in the application may result in any candidate's appointment being retracted.

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 Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 28 AUGUST 2018

JB DOUGLAS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.