

**EXTERNAL**

Applications are hereby invited from suitably qualified and experienced persons for the following vacant positions:

**POST: COMMUNICATION / IGR Officer**

**SALARY TK: TG 10**

**SALARY SCALE: R251 052 – R325 860**

**QUALIFICATIONS AND EXPERIENCE**

* Bdegree / 3Year Diploma in Public Relations/Journalism
* Knowledge and understanding of public communications, public relations and marketing guidelines
* Broad knowledge of all media houses
* Computer literacy
* Report writing
* Excellent written and verbal communication skills in at least of the 3 Eastern Cape languages
* Ability to deal with all 3 spheres of Government and stakeholders
* Ability to function efficiently under pressure and be deadline orientated
* Code EB drivers’ license

**CORE RESPONSIBILITIES**

* Coordinating the functions associated with key performance areas of the Communications & IGR functionality
* Coordinates the tasks/ activities of personnel and allocates and prioritizes outcomes
* Performs specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
* Implements processes necessary to facilitate IGR communication between the Municipality and its target stakeholders through information coordination
* Identify the key deliverables and immediate goals detailed in the Council’s Integrated Development Plan in respect of Communication
* Identify annual departmental calendar events for submission to relevant media houses and stakeholders
* Compile and distribute Press Releases
* Respond to Media queries on a day to day basis
* Conceptualize, maintain and create updated content for all communication platforms, including Newsletters, Publications, Website and Social Media
* Drafting of official speeches and documents, including research, fact checking and editing
* Help raise the Municipality’s profile by running external and in-house Media events
* Maintaine a positive relationship with the public and media through the promotion of the municipality by providing sufficient information pertaining to municipal services and the understanding of Council’s policies, procedures, goals and programms
* Develop suitable ways of communicating complex information to all Municipal Stakeholders
* Communicate the Municipality’s vision by developing and implementing short and long term Media strategies for specific projects and initiatives
* Liaise with key departments to develop proactive communications plans to support their business objectives, projects and programmes
* Evaluate Media coverage and prepare reports for operational purposes, Committee meetings and Council

Implementing initiatives and interventions (public relations programs, Municipal publications, Exhibitions and Educational programs) necessary for the delivery of a professional and quality service with due consideration given to the communications needs of the Municipality and priorities requiring attention.

* Promote and attend municipal corporate/community events during and after business hours
* Proof reading and editing of public documents and publications
* Undertake Media training for Council, Senior Management and other relevant Officials
* Implement IGR policies and procedures through the submission of reports to the immediate supervisor
* Facilitating communication meetings, providing support to the IGR forum and performing administrative functions for the forum

Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.

* Organizing interviews on radio/ television for relevant senior personnel, placing adverts on radio and newspapers highlighting public attendance for programs.
* Translates brochures, press releases, video scripts and other documents as required.
* Coordinating media coverage through press releases of all municipal functions/ events e.g. VIP visits, civic and ceremonial functions, and facilitating protocol.
* Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of communications registers and schedules.

**POST: ARTISAN ELECTRICAL x2: GRAAFF REINET AND WILLOWMORE**

**SALARY TK: 10**

**SALARY SCALE: R251 052 – R325 860**

**QUALIFICATION AND EXPERIENCE REQUIRED**

* Trade Test Electrical Artisan
* NQF level 6
* Code EC driving license. PrDP
* Certification of competency in the operation of truck mounted cranes.
* Certification in Basic First Aid to be completed within a specific period from date of appointment
* 3 Years’ experience
* Interpersonal skills
* Report writing
* Computer literacy

# CORE RESPONSIBILITIES ELECTRICAL FUNCTIONS

**CONSTRUCTION AND INSTALLATIONS**

* Reading and interpreting drawings/ works orders detailing layout and specifications.
* Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g. cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.)
* Monitoring and attending to deviations in the construction and installation sequences of meters, poles, cross waves, stays, lines, aerial transformers, switchgear, etc.
* Terminating cables, wires etc to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires.
* Inspecting works prior to commissioning and, communicating with the control room/ immediate superior with regards to test outcomes and functionality of the installation.

**PLANNED AND PREDICTIVE MAINTENANCE**

* Confirming through tests and communication with the control room all live conductors are disconnected in premises housing switchgear and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises.
* Conducting visual inspections of supporting structures, lines and cables and evaluating the performance of step-down transformers, switchgear, and associated components.
* Isolating, removing, and replacing defective meters/components and/ or attending to the stripping, cleaning and jointing of overhead and underground cables and lines with due consideration given to safety procedures in live environments

**FAULT FINDING/ REPAIRS**

* Conducting tests to diagnose and determine the nature of the meter fault and communicating with the control room/ immediate superior on the possibility of re-routing supply in respect of major repair work.
* Testing circuits and the functionality of new components using testing and fault detection equipment and communicating readiness to activate operations.

**SUPERVISION**

* Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and / or other approved methods designed to improve and motivate personnel.
* Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the Immediate Superior for addition resources.
* Addressing workplace conflict / conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.
* Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals.

**GENERAL FUNCTIONS - INFORMATION RECORDING**

* Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist), by
* Inserting the relevant information (quantitative/ qualitative) and/ or details of activities and forwarding to the relevant personnel for processing.
* Referring to work schedules and registers to correct deviations/ discrepancies in entries raised during processing.

**POST: OHS OFFICER**

**SALARY TK: 10**

**SALARY SCALE: R251 052 – R325 860**

**QUALIFICATION AND EXPERIENCE REQUIRED**

* Grade 12
* National Diploma in Occupational health and Safety Management
* NQF level 5/6 SAMTRAC or equivalent qualification plus incident investigation
* Knowledge and understanding of COIDA Systems, HIRA and SHE
* Must be registered with the relevant professional body
* Incidents investigation skills
* 3 years’ experience in an Occupational Health and Safety Officer
* Valid Driver’s lisence
* Computer literacy and supervisory skills
* Report writing and interpersonal skills

**CORE RESPONSIBILITIES**

* Implements, monitors, evaluates and reports on sequences of outcomes associated with Occupational Health and Safety through the co-ordination of operations associated with the enforcement of policies, procedures and practices dictating health and safety of employees in the municipality, in order to ensure the risk of damage to municipal property and/ or injuries and loss of lives is limited through prompt and efficient execution of safety sequences and applications, in keeping with the Occupational Health & Safety Act no.85 of 1993.
* Conduct regular inspections of every workplace and equipment for compliance with general and specific standards relating to OHS Act.
* Anticipating, identifying and evaluating safety hazards or conditions arising from municipal workplace
* Reporting accidents to the department of Labour as it is required in terms of Section 24 of the OHS Act
* Controlling OHS activities for contractors rendering services on behalf of Council to ensure their compliance with regards to OHS matters
* Assist in identifying training on OHS matters to ensure compliance by employees in terms of their roles and responsibilities with the provisions of the OHS Act
* Establishing and reviewing guidelines and effective measures relating to OHS matters
* Attending HR forum meetings to exchange ideas with other municipalities
* Administering claims for compensation with regards to injuries on duty and occupational diseases for medical costs and foe permanent disablement or pension
* Administer and employee assist programme to ensure the overall well-being of employees
* Monitor the establishment of workplace Health and Safety Committee,
* Performs specific activities relative to injury on duty claims.
* Conduct risk Assessments on injuries on duty and workplace risks assessments.
* Implements specific activities and tasks in filing returns to the Compensation Commissioner.
* Develop and implement employee wellness programmes for the municipality

All applicants must complete the official Dr Beyers Naude Local Municipality application form which much be accompanied by a detailed curriculum vitae plus certified copies of all qualifications of applicants and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280 not later than **Monday, 20 Februay 2023.** Late, faxed or emailed applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. The Council reserves the right to recover the cost of this advert from any candidate who, after appointment, declines such appointment. Council reserves the right not to fill the vacancy.

DR E.M. RANKWANA

**MUNICIPAL MANAGER**

**P.O. Box 71 Tel: 049 8075700**

**Graaff-Reinet Fax: 049 8924319**

**6280**

**Notice: 06/2023**