

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:

INFRASTRUCTURE AND PLANNING DEPARTMENT

GIS DATA TECHNOLOGIST (X1)

Salary scale: R218 549.28 – R283 683.48 per annum

Applicable benefits: medical aid, pension, 13th cheque, home owner's allowance

Minimum requirements

- The incumbent must have a B Degree or National Diploma in GIS with 3 - 5 years relevant experience in the GIS field.
- 3 year's applicable experience in data administration environment through GIS Arc must have an experience in using the latest ArcGIS 10.2 or 10.3 and understanding of the older versions.
- Must also have good background in both Planning and environmental fields
- knowledge and experience in Geographic information system in a municipal environment would be advantageous
- Extensive knowledge of related Geographic Information Systems regulations / guidelines and ESRI products
- Preference will be given to candidates registered with PLATO as GIS Technician or Technician in Training and proof of registration must be submitted.
- Computer literacy in MS Word/Excel/Access and operating systems
- A valid Code B driver license.
- Ability to communicate proficiently in English and isiZulu; both verbal and written
- Report writing and Presentation skills.

Responsibilities/duties

- Perform tasks/activities associated with the preparation, updating and processing of the data through capturing, storing, manipulation and maintenance of data.
- The preparation and presentation of information using data base procedures.
- Application of tools to ensure the Geographic Information System provides comprehensive and complete information supporting analysis, discussions, queries and decision-making processes.
- Perform specific applications associated with the preparation, updating and processing data from hard copy and digital sources through GIS.
- Perform specific applications associated with maintaining geographic information records and databases.
- Attend to the production of information in various forms (reports, maps) used in analysis, discussions and decision-making processes.
- Perform specific GIS clerical activities and provide general office support.
- Maintenance of the IDP, SDF and environmental information for the Municipality.

- Assist with the central plan printing, internal and external, as well as storage system of the Municipal plans, as and when required.
- Take care of the GIS soft and hardware systems accordingly.
- Implement and maintain a GIS database for the municipality.
- Support the Municipal internal departments in terms of GIS requirements as well as knowledge of the linkage to the environmental elements related to planning.
- Update of the system when changes are affected on the spatial dimensions of the municipality.
- Provide GIS information for resource management, environmental impact assessment and planning.
- Create and update detailed maps for the purpose of assisting in master planning and development processes.

ELECTRICIAN (X1)

Salary scale: R218 549.28 – R283 683.48 per annum

Applicable benefits: medical aid, pension, 13th cheque, home owner's allowance

Minimum Requirements:

- A valid grade 12 Certificate
- A valid Trade Test Certificate as an Electrician
- Electrician (N4-N6) having completed apprenticeship with trade test certificate.
- A minimum of 3 years practical experience in high and low voltage electrical maintenance
- First aid certificate or acquire first aid certificate within 6 months of employment
- The ability to interpret electrical diagrams
- Willingness to perform standby duties
- Good communication skills (preferably in English and IsiZulu)
- A valid driver's licence

Key performance areas:

- Install new plants, equipment and domestic systems
- Perform fault finding on electrical circuits
- Maintain and repair telemetry equipment
- Conduct panel maintenance
- Repair and maintain electrical plants equipment
- Test earth leakage equipment
- Periodically test and certify electrical equipment
- Perform general electrical maintenance of Municipal buildings
- Ensure that vehicles, tools and equipment are kept in a clean and well-maintained working condition
- Conduct tests to diagnose and determine the nature of the fault and communicate with the control room/ immediate superior on the possibility of re-routing supply during major disruptive/ repair work

- Isolate, remove and replace defective components and/ or attend to the stripping, cleaning and jointing of overhead and undergrounds cables and lines, with due consideration given to safety procedures in live environments
- Test circuits and the functionality of new components using testing and fault detection equipment and communicate readiness to activate operations
- Confirm through testing and by communicating with the control room that 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
- Conduct visual inspections of supporting structures, lines and cables and evaluate the performance of step-down transformers, switchgear and associated components
- Carry out practical problem solving
- Ensure safety of staff
 - Arranging regular project progress meetings.
- Conduct site visits / meetings to ensure compliance with business plan conditions.
- Ensure project compliance with all applicable legislations, policies and conditions applicable.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificate and Identity document must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h00 on Friday the 17th July 2015. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Mrs. LH Khumalo (039 834 7700)

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**