



EXTERNAL ADVERTISEMENT

The Westonaria Local Municipality invites external suitably qualified candidates to apply for the following position.

DEPARTMENT: INFRASTRUCTURE SERVICES

SECTION: ELECTRICAL

RE: ADVERTISEMENT
POSITION: MANAGER ELECTRICAL
POST LEVEL 02 (SALARY R306 072.00 – R396 504.00 p.a)

Key performance Areas / Duties:

- To manage the overall Department Technical Services, i.e. Electricity Distribution, Planning & Design and Technical Installations
- To perform a management service to direct and influence an effective and efficient management team responsible for Technical Services
- Dictated to by IDP to ensure the efficient and effective management of the above mentioned divisions
- Monitor the management of the performance of employees in the department to ensure work performance and progress, by; Guide the developing standards for performance or instructing reporting staff to do so in order to ensure standardisation of performance levels and operation resulting from the compilation of Performance Management forms as per mutually agreed to on tasks to be performed; Ensuring that all employees are familiar with performance standards by ensuring training is provided in terms of activities and standards; Evaluating performance levels by considering verbal and written reports, statistics and performing observations; Ensuring that corrective or motivation action is implemented to align performance and behaviour to standards in scrutinizing performance management reports completed and negotiating with staff on their shortcomings.
- Performing liaison agent functions to monitor and enhance the Rural Roads Maintenance project, by; Liaising with ESKOM on needs, priorities and programming the construction and maintenance of electricity networks; Monitoring and reporting to Council on progress on Consultants /Contracts performance on tender process; Answering queries in connection with contractors' activities by addressing the public by phone, writing or in person on general complaints and progress; Analysing maintenance and construction activities in terms of service supply and demands and performing on site physical inspections in order to identify needs in terms of service delivery or changes to maintenance plans.



- Plan, lead, organise and control the Divisional Heads of the department to ensure effective and efficient productivity, by; Project Management: Render project management services on all MIG and Capital Projects Formal Reporting: Information on maintenance progress and technical issues, Progressive report, Mayor's report
- Production of Documents: Report on research and investigation on issues relating to policies, procedures and strategies to the Director.

REQUIREMENTS:

- A National Diploma in Power Engineering from a University of Technology
- At least 10 years relevant experience, preferably within a Municipal Environment.
- Computer literacy, especially in MS Word, Excel and PowerPoint
- Extensive Knowledge of Municipal related legislations.
- Accuracy and analytical abilities
- A valid driver's license

Requirements:

- Trade Tested Artisan or equivalent qualification
- Valid Drivers' License plus PDP
- Five (5) years relevant experience

FINANCIAL SERVICES:

REVENUE SECTION

**POSITION: ASSISTANT MANAGER: REVENUE
POST LEVEL 05 (SALARY R240 792.00 – R264 264 p.a)**

Key performance Areas / Duties:

- Ensures that work is performed according to work plan to ensure optimal work performance and productivity, by:-Operating activities and ad-hoc instructions from Manager. Report on activities performed. Allocating activities to reporting staff. Ensuring housekeeping procedures are applied by performing spot checks e.g. billing procedures. Inspections on equipment, observing working procedures and by receiving and considering verbal reports of reporting staff. Calculating statistics of activities performed and report on these. Preparing working documents for financial year-end statements by capturing report specifications on computer system. Providing verbal and written feedback to manager of activities performed and progress in terms of objectives by compiling monthly reports
- Providing inputs in terms of compilation of the sectional budget by identifying capital and operational budget needs.
- Ensures optimization of computer system for capturing of accounting



Information to ensure the effective capturing of information, by: Receiving and addressing queries from reporting staff related to system functioning. Evaluating effectiveness of system and making recommendations to manager in terms of changes necessary or communicating needs to system provider e.g. printing of error reports on billing. Formulating queries received to system provider and sign test declaration form when successfully implemented. Attend workgroup meetings with system provider.

- Monitors and ensures correct capturing of accounting information to ensure the accurate capturing of relevant information, by: Approve journals correcting transactions and allocations. Approve entries in respect of credit notes.
- Perform accounting duties relating to the financial statements:- by ensuring that all income is being accounted for on the general ledger per financial statements. Attend to records files and distribute to relevant officials if applicable.
- Monitoring effectiveness of current processes, developments and recommendations to ensure effectiveness and standardization of income processes, by: Income policies and procedures for approval by Council. Writing procedures for Council approval via manager. Monitoring application of and applying relevant organizational policies and procedures. Providing advice to employees, line managers and Council in terms of policies and procedures by addressing them in person, by phone or in writing via manager. Performing research by studying manuals and attending training to ensure alignment of internal processes with new technology.
- Render financial related support services to ensure the proper functioning of the division, by:- Interacts with the external auditors and make available information, supporting documentation and proof of approval guiding specific recordings, adjustments and allocation of account receivable transactions. Reconciling debtor accounts and proceeding with the posting and balancing of ledger accounts. Manage pre-paid electricity system and four private sub stations, selling electricity on behalf of the municipality. Work with and assist subordinates on a regular basis. Create and authorize credit limits of electricity units to four sub-stations. Carry out or/and arrange for the inspection of electricity installations. Determine the maintenance requirements. Schedule maintenance and repair tasks. Monitor the maintenance of electricity.

Requirements:

- Diploma/ Bachelor's Degree in Accounting
- 4 - 5 years' experience in Municipal Revenue environment, Supervisory levels, understanding of Municipal billing process, rates and taxes, enquiries and cashier supervision.
- Dealing with consumers, work under pressure and understanding of collection process
- Revenue Analytics skills and computer skill
- Drivers licence Code B



Application letters specifying the post applied for accompanied by CV, Copy of Qualifications, ID and Drivers' License must be submitted to:

Hand delivery

Postal Address

Manager: Human Resources

2nd Floor East Wing

Municipal Offices

WESTONARIA

P.O BOX 19

WESTONARIA

1779

Enquiries: Human Resources Section

Tel: (011) 278 3000 or 011 278 3035

WESTONARIA LOCAL MUNICIPALITY IS AN EQUAL OPPORTUNITY EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT. APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE WESTONARIA LOCAL MUNICIPALITY'S RECRUITMENT AND SELECTION POLICY.

- 1. Applications will not be acknowledged and only short listed candidates will be invited for interviews.*
- 2. Canvassing, fraudulent qualifications, information and documentation will immediately disqualify any applicant.*
- 3. If you do not receive a response within 3 months from the closing date, please accept that your application was unsuccessful.*

CLOSING DATE: 06 FEBRUARY 2015 AT 12H00

T.C NDLOVU

MUNICIPAL MANAGER

NOTICE BOARDS