



OVERBERG DISTRICT MUNICIPALITY

OVERBERG DISTRICT MUNICIPALITY has the following vacancies to be filled as soon as possible.

DIRECTORATE COMMUNITY SERVICES, DEPARTMENT ROADS

SENIOR SUPERINTENDENT: MECHANICAL WORKSHOP

(1X BREDASDORP)

Requirements: • Computer literacy (fleet maintenance and repair systems) • Grade 12 with qualification as Diesel Mechanic • Valid Code EC driver's licence with a Public Driver's Permit (PDP) • Five (5) years' experience in the management of a mechanical workshop • Seven (7) years' relevant experience in maintenance, service and repair of road construction plant and vehicles • Literacy in at least two of the three official languages of the Western Cape.

Duties: The incumbent is responsible for managing the operational activities of the mechanical services, related administration and performance output of the Mechanical Division of the Roads Department.

Remuneration: T-13: R371 568 – R 482 304 per annum plus the normal fringe benefits of a local authority.

SENIOR ARTISAN MECHANIC

(1X BREDASDORP)

Requirements: • Qualified artisan as Diesel Mechanic • Minimum of 5 years' experience after qualifying • Additional experience in e.g. electric/hydraulic and airbrake system will be an advantage • Code EC driver's licence with a valid Public Driver's Permit (PDP) • Experience in maintenance and repairs of road construction machines • Relevant mechanical experience (diesel and petrol) • Relevant experience in earthmoving machines will be an advantage • Literacy in at least two of the three official languages of the Western Cape.

Duties: The incumbent is responsible for the maintenance and repair of all road construction plant and vehicles.

Remuneration: T-11: R279 552 – R362 868 per annum plus the normal fringe benefits of a local authority.

ARTISAN MECHANIC

(1X BREDASDORP)

Requirements: • Trade test certificate as Diesel Mechanic • Five (5) years' relevant mechanical experience (diesel and petrol) • Valid Code EC driver's licence with a Public Driver's Permit (PDP) • Experience in earthmoving machines, welding, spray painting, electrical systems and repairs and maintenance of heavy construction machines will be an advantage • Literacy in at least two of the three official languages of the Western Cape.

Duties: • The incumbent is responsible for the maintenance and repair of all road construction machinery and equipment • Supervision and control over auxiliary personnel • Travelling to construction sites for repairs • Promoting and maintaining interpersonal relationships and safety standards • Complete documentation, forms and checklists to ensure details of activities are accurately recorded and reported/report writing • Detect faults, diagnose and repair mechanical breakdowns • Ensure effective and efficient execution of tasks and activities • Ensure planned maintenance and work procedures are followed.

Remuneration: T-10: R236 820 – R307 368 per annum plus the normal fringe benefits of a local authority.

SUPERVISOR/DRIVER: MAINTENANCE TEAM

(1X SWELLENDAM)

Requirements: • An appropriate level of secondary education (NQF Level 3) • Minimum of 3 years' experience in road maintenance and construction • Valid Code EC1 driver's licence with a Public Driver's Permit (PDP) • Literacy in at least two of the three official languages of the Western Cape.

Duties: • The incumbent is responsible for preparing and supervising specific roads maintenance worksites prior to commencing with roadwork activities to meet the municipality's roads maintenance objectives • Perform specific functional tasks associated with the provision of operational administrative support to ensure a quality roads maintenance service delivery.

Remuneration: T-7: R165 984 – R215 400 per annum plus the normal fringe benefits of a local authority.

OPERATOR GR I: MAINTENANCE

(1X SWELLENDAM)

Requirements: • Grade 8 • Valid code EC driver's licence and a Public Driver's Permit (PDP) • 2 years' relevant experience and competency in the operation of road maintenance machines and trucks with the emphasis on utilising a maintenance grader • Literacy in at least two of the three official languages of the Western Cape.

Duties: • The incumbent is mainly responsible for the operation and utilisation of a maintenance grader during blading of gravel roads • Blading of gravel shoulders and cutting of trenches along roads • Utilise water trucks and other roadbuilding plant associated with maintenance activities • Supervising the work team.

Remuneration: T-7: R165 984 – R215 400 per annum plus the normal fringe benefits of a local authority.

DIRECTORATE COMMUNITY SERVICES, DEPARTMENT EMERGENCY SERVICES

GENERAL ASSISTANT

(1x BREDASDORP)

Requirements: • Basic literacy • Literacy in at least two of the three official languages of the Western Cape.

Duties: • Provide a cleaning support system for fire services, including but not limited to serving refreshments, cleaning of premises • Collecting and distributing interdepartmental mail and documents.

Remuneration: T-3: R103 824 – R122 580 per annum plus the normal fringe benefits of a local authority.

Disabled people are encouraged to apply

DIRECTORATE FINANCE

SENIOR CLERK: SUPPLY CHAIN MANAGEMENT

(1X BREDASDORP)

Requirements: • Diploma in SCM or equivalent qualification • Two (2) years' relevant experience • Computer literacy – MS Office applications • Code B driver's licence • Literacy in at least two of the three official languages of the Western Cape.

Duties: • Assist with managing the process of safeguarding documents relating to transactions up to R200 000 • Source suppliers from the accredited supplier database as prescribed by the applicable legislation • Obtaining quotations in accordance with guidelines stipulated in the SCM Policy and legislation • Advising departments on appropriate procurement processes • Making recommendations on how to improve efficiency and effectiveness within the supply chain management cycle • Opening of tenders on closing date and time • Opening of formal written price quotations of more than R30 000 • Checking that all relevant documents are included in the bid/quotation, e.g. declaration of interest and tax clearance certificate in accordance with the supply chain policy • Prepare document packs for bid meetings, copying and binding documents in sequential order for ease of reference • Prepare and forward site meeting notifications to contractors in accordance with the prescribed timeframe, detailing date, time and venue.

Remuneration: T-6: R137 244 – R178 176 per annum plus the normal fringe benefits of a local authority.

Disabled people are encouraged to apply

Closing date: 20 September 2021.

Application forms are available at all ODM offices and on the website (www.odm.org.za). Completed application forms and/or CV are to be returned to the Department Human Resources, Private Bag X22, Bredasdorp 7280. Certified copies of qualifications must be attached to applications. Incomplete applications, late applications, and applications with no proof of requirements will not be processed. For any enquiries in this regard, you may contact Mrs S Mdewu at telephone 028 425 1157 or e-mail sinazo@odm.org.za.

Overberg District Municipality is an equal opportunity employer. Candidates from designated groups are encouraged to apply.

If no notification is received within 90 days after the closing date, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved. Canvassing will disqualify any candidate from being considered for appointment.