INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion or conscience, and sexual orientation. People with disabilities are encouraged to apply.

Please ensure that you have a complete CV with updated information related to your employment, qualification(s) and contact details.

Attach certified copies of all the relevant qualifications and documents (Gr 12 certificate, ID, tertiary diploma or degree, driver's licence, trade diploma, etc).

If a candidate does not comply with the appointment requirement(s) of the specific post(s), the application will not be considered.

No late applications will be accepted.

If you do not receive correspondence from our office within 21 days of the closing date, please consider your application unsuccessful.

Applicants should take note that they can be required to provide proof of original qualification documents during the selection process.

Information on the latest jobs can be accessed at any of the regional customer care centres or under the Corporate and Shared Services Department's link.


TO APPLY, VISIT ONE OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Region 3</th>
<th>Region 2</th>
<th>Region 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-Stop Centre (1st Floor)</td>
<td>4244 Molefe Makinta Street, Temba Municipal Offices</td>
<td>Cnr Basden Avenue and Rabie Street, Block G, Room 10, Centurion Complex, Lyttelton</td>
</tr>
<tr>
<td>Bothongo Plaza West Building</td>
<td>Enquiries: A Sedumed (012 358 4113)</td>
<td>Enquiries: D Chetty (012 358 6415)</td>
</tr>
<tr>
<td>(271 Francis Baard Street) Pretoria Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region 1</td>
<td>Region 5</td>
<td>Region 7</td>
</tr>
<tr>
<td>16 Dale Avenue, Room B1-6, Akasia Municipal Offices, Akasia</td>
<td>Cnr Oakley and Montrose Street, Rayton Offices</td>
<td>Cnr Market and Botha Street, Muniforum Building, Bronkhorstspruit</td>
</tr>
<tr>
<td>Enquiries: B Tau (012 358 8857)</td>
<td>Enquiries: L Ncube (012 358 7040)</td>
<td>Enquiries: S Machaba (012 358 6192)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Mundt Street, Room 59, Waltloo Electricity Depot, Waltloo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enquiries: L Crofford (012 358 1358)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CLOSING DATE: 24 February 2017

Please note that One-Stop Centre will close for applications on this day at 12:00
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Low Voltage Projects
Location: All regions

Reference number
PWEE528-2017

Position
ADMINISTRATIVE OFFICER (10 POSTS)

To be advertised
Internal
External

This position seeks to attract
<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>White female</td>
<td>White male</td>
<td>People with disability</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level
B1/2/3

Scale
R127 788,00 – R218 052,00 per annum

Estimated remuneration package
R162 778,06 – R277 757,54 per annum

Job purpose
To render an information, support and general administrative service to the public and the subsection

Appointment requirements
Grade 12 or equivalent qualification
Relevant experience of administrative support
Experience in an energy and electricity environment will be an added advantage
Computer literate

Personal attributes and/or competencies
Analytical thinking; ability to transfer and share knowledge with others; ability to work well within a team; interpersonal skills; problem-solving skills; excellent communication skills; adaptable; flexible; ability to pay attention to detail; willingness to accept responsibility

Primary functions
Perform administrative functions related to the work in an office environment
Create and manage credit control databases
Receive and log customer queries and coordinate query resolution and feedback
Ensure effective and efficient logistical support services
Provide a secretariat service
Ensure effective and efficient control of procurements and payments

SAP
S70005819; S70005823; S70005824; S70005825; S70005826; S70005827; S70005828; S70005829; S70005830; S70005831

New/natural attrition
New

Enquiries
O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Medium and High Voltage Projects
Location: All regions

Reference number  PWEE529-2017

Position  ADMINISTRATIVE OFFICER

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Position</th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>People with disability</th>
<th>Indian female</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  B1/2/3

Scale  R127 788,00 – R218 052,00 per annum

Estimated remuneration package  R162 778,06 – R277 757,54 per annum

Job purpose  To render an information, support and general administrative service to the public and the subsection

Appointment requirements  Grade 12 or equivalent qualification
Relevant experience of administrative support
Experience in an energy and electricity environment will be an added advantage
Computer literate

Personal attributes and/or competencies  Analytical thinking; ability to transfer and share knowledge with others; ability to work well within a team; interpersonal skills; problem-solving skills; excellent communication skills; adaptable; flexible; ability to pay attention to detail; willingness to accept responsibility

Primary functions  Perform administrative functions related to the work in an office environment
Create and manage credit control databases
Receive and log customer queries and coordinate query resolution and feedback
Ensure effective and efficient logistical support services
Provide a secretariat service
Ensure effective and efficient control of procurements and payments

SAP  S70005789

New/natural attrition  New

Enquiries  O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Distribution
Location: All regions

Reference number PWEE530-2017

Position ADMINISTRATIVE OFFICER (2 POSTS)

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level B1/2/3

Scale R127 788,00 – R218 052,00 per annum

Estimated remuneration package R162 778,06 – R277 757,54 per annum

Job purpose To render an information, support and general administrative service to the public and the subsection

Appointment requirements
Grade 12 or equivalent qualification
Relevant experience of administrative support
Experience in an energy and electricity environment will be an added advantage
Computer literate

Personal attributes and/or competencies
Analytical thinking; ability to transfer and share knowledge with others; ability to work well within a team; interpersonal skills; problem-solving skills; excellent communication skills; adaptable; flexible; ability to pay attention to detail; willingness to accept responsibility

Primary functions
Perform administrative functions related to the work in an office environment
Create and manage credit control databases
Receive and log customer queries and coordinate query resolution and feedback
Ensure effective and efficient logistical support services
Provide a secretariat service
Ensure effective and efficient control of procurements and payments

SAP S70005916; S70005917

New/natural attrition New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)
Reference number: PWEE531-2017

Position: ADMINISTRATIVE OFFICER (2 POSTS)

To be advertised:
- Internal
- External

This position seeks to attract:
- African female
- African male
- White female
- White male
- Coloured female
- Coloured male
- People with disability
- Indian female
- Indian male
- White female
- White male
- People with disability
- All categories

Job level: B1/2/3

Scale: R127 788,00 – R218 052,00 per annum

Estimated remuneration package: R162 778,06 – R277 757,54 per annum

Job purpose: To render an information, support and general administrative service to the public and the subsection

Appointment requirements:
- Grade 12 or equivalent qualification
- Relevant experience of administrative support
- Experience in an energy and electricity environment will be an added advantage
- Computer literate

Personal attributes and/or competencies:
- Analytical thinking; ability to transfer and share knowledge with others; ability to work well within a team; interpersonal skills; problem-solving skills; excellent communication skills; adaptable; flexible; ability to pay attention to detail; willingness to accept responsibility

Primary functions:
- Perform administrative functions related to the work in an office environment
- Create and manage credit control databases
- Receive and log customer queries and coordinate query resolution and feedback
- Ensure effective and efficient logistical support services
- Provide a secretariat service
- Ensure effective and efficient control of procurements and payments

SAP: S70005888; S70005889

New/natural attrition: New

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)
**DEPARTMENT: UTILITY SERVICES**
**Division: Energy and Electricity**
**Section: Credit Control Management: Medium and High Voltage Projects**
**Location: All regions**

**Reference number**  
PWEE532-2017

**Position**  
ARTISAN ASSISTANT (5 POSTS)

**To be advertised**  
Internal  
External

**This position seeks to attract**  
<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job level**  
A1/2

**Scale**  
R105 276,00 – R119 568,00 per annum

**Estimated remuneration package**  
R134 101,97 – R152 307,31 per annum

**Job purpose**  
Execute instructions received from supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery

**Appointment requirements**  
Basic literacy  
Relevant experience  
Physically fit and healthy  
**Willing and able to work shifts**

**Personal attributes and/or competencies**  
Positive attitude; good health; good communication skills; dependable and trustworthy; ability to understand and execute supervisor’s instructions

**Primary functions**  
Execute instructions received from the supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery  
Execute instructions received from the supervisor for all related tasks/duties regarding the project for electrical distribution network to ensure that set target dates are reached  
Maintaining all tools and equipment to ensure continuous and safe operations on site  
Adherence to the OHS Act  
Executing tasks or duties on a rotational basis between various operational teams to enhance multi-skilling

**SAP**  
S70005784; S70005785; S70005786; S70005787; S70005788

**New/natural attrition**  
New

**Enquiries**  
O Mofela (012 358 0442)/N Mdluli (012 358 2184)

<table>
<thead>
<tr>
<th>Administration</th>
<th>IT</th>
<th>Managerial</th>
<th>Political</th>
<th>Professional</th>
<th>Safety, Sec and EMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial</td>
<td>Semi-skilled labour</td>
<td>Support services</td>
<td>Technical</td>
<td>Unskilled labour</td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Low Voltage Projects
Location: All regions

Reference number: PWEE533-2017

Position: ARTISAN ASSISTANT (5 POSTS)

To be advertised: Internal [ ] External [ ]

This position seeks to attract:
- African female
- African male
- Coloured female
- Coloured male
- Indian female
- Indian male
- White female

Job level: A1/2

Scale: R105 276,00 – R119 568,00 per annum

Estimated remuneration package: R134 101,97 – R152 307,31 per annum

Job purpose: Execute instructions received from supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery

Appointment requirements:
- Basic literacy
- Relevant experience
- Physically fit and healthy
- Willing and able to work shifts

Personal attributes and/or competencies:
- Positive attitude; good health; good communication skills; dependable and trustworthy; ability to understand and execute supervisor’s instructions

Primary functions:
- Execute instructions received from the supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery
- Execute instructions received from the supervisor for all related tasks/duties regarding the project for electrical distribution network to ensure that set target dates are reached
- Maintaining all tools and equipment to ensure continuous and safe operations on site
- Adherence to the OHS Act
- Executing tasks or duties on a rotational basis between various operational teams to enhance multi-skilling

SAP: S70005809; S70005810; S70005811; S70005812; S70005813

New/natural attrition: New

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)

Administration [ ] IT [ ] Managerial [ ] Political [ ] Professional [ ] Safety, Sec and EMS [ ]
Secretarial [ ] Semi-skilled labour [ ] Support services [ ] Technical [ ] Unskilled labour [ ]
DEPARTMENT: UTILITY SERVICES  
Division: Energy and Electricity  
Section: Credit Control Management: Medium and High Voltage Projects  
Location: All regions

Reference number  PWEE534-2017

Position  ARTISAN (ELECTRICIAN) (5 POSTS)

To be advertised  Internal  External

This position seeks to attract  
<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>White female</td>
<td>Indian male</td>
<td>White male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  C1/2

Scale  R199 356,00 – R279 384,00 per annum

Estimated remuneration package  R253 942,33 – R355 883,06 per annum

Job purpose  To reduce system losses through the implementation of credit control action and to improve service delivery through audits

Appointment requirements  
Trade certificate as electrician  
Relevant experience in electrical fault finding and electrical maintenance for single and three-phase systems  
A valid Code C1 driver’s licence with valid PrDP  
Physical fitness and good health  
Willingness to work overtime and be on standby  
Willing and able to work shifts

Personal attributes and/or competencies  
Good interpersonal skills; ability to concentrate for long hours; project-planning skills; excellent communication skills; assertiveness; decision-making skills

Primary functions  
Physical support service to teams to execute electrical and electronic maintenance (single and three phase) and work required for the operation of the crusher and asphalt plant at the quarry  
The artisan will be in charge of executing all daily workshop tasks and will be functioning on the first level of supervision

SAP  S70005774; S70005775; S70005776; S70005777; S70005778

New/natural attrition  New

Enquiries  O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Low Voltage Projects
Location: All regions

Reference number: PWEE535-2017

Position: ARTISAN (ELECTRICIAN) (5 POSTS)

To be advertised: Internal  External

This position seeks to attract:

- African female
- African male
- Indian female
- Indian male
- White female
- Coloured female
- Coloured male
- White male
- People with Disability
- All Categories

Job level: C1/2

Scale: R199 356,00 – R 279 384,00 per annum

Estimated remuneration package: R253 942,33 – R355 883,06 per annum

Job purpose: To reduce system losses through the implementation of credit control action and to improve service delivery through audits

Appointment requirements:
- Trade certificate as electrician
- Relevant experience in electrical fault finding and electrical maintenance for single and three-phase systems
- A valid Code C1 driver’s licence with valid PrDP
- Physical fitness and good health
- Willingness to work overtime and be on standby
- Willing and able to work shifts

Personal attributes and/or competencies:
- Good interpersonal skills; ability to concentrate for long hours; project-planning skills; excellent communication skills; assertiveness; decision-making skills

Primary functions:
- Physical support service to teams to execute electrical and electronic maintenance (single and three phase) and work required for the operation of the crusher and asphalt plant at the quarry
- The artisan will be in charge of executing all daily workshop tasks and will be functioning on the first level of supervision

SAP: S70005797; S70005798; S70005799; S70005800; S70005801

New/natural attrition: New

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES  
Division: Energy and Electricity  
Section: Credit Control Management: Bulk Water Services  
Location: All regions

Reference number  PWEE536-2017

Position  ARTISAN (PLUMBER) (8 POSTS)

To be advertised  Internal  External

This position seeks to attract  
<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  C1/2

Scale  R199 356,00 – R 279 384,00 per annum

Estimated remuneration package  R253 942,33 – R355 883,06 per annum

Job purpose  To reduce system losses through the implementation of credit control action and to improve service delivery through audits

Appointment requirements  
Trade certificate as artisan plumber from a DHET-recognised authority (Red Seal certificate)  
Valid Code C1/EC1 driver’s licence with a valid PDP, and in possession of own vehicle  
Relevant experience and training in repair and maintenance of control valves and high-pressure, large-diameter steel pipes (250mm – 1 200mm)  
Knowledge of municipal systems  
Own transport  
Must be able to perform standby duties and work overtime when required  
Must be willing and able to work shifts

Personal attributes and/or competencies  
Must be able to work in confined spaces, high altitudes and below ground level in trenches  
Must be able to work under an extreme workload, and be able to deliver work within the required time planned  
Must be able to plan effectively and be able to work with minimum supervision and assistance  
Must be able to communicate with all races and genders, and should help to promote the City of Tshwane with the work performed

Primary functions  
Operation and maintenance of 175 reservoirs, 985 control valves and 2 000 isolating valves, steel water pipes with a diameter of 250mm up to 1 200mm, with internal pressures in excess of 25 bar  
Continuous monitoring of reservoirs and pump stations with the need to upgrade control systems, bulk water mains and other bulk water services  
Repair of water leaks on pipelines
General administration
Operation of control valve systems, other appurtenant works and pumps systems to ensure that sufficient capacity is available at all times

SAP   S70005867; S70005868; S70005869; S70005870; S70005871; S70005872; S70005873; S70005874

New/natural attrition   New

Enquiries   O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Distribution Services
Location: All regions

Reference number PWEE537-2017

Position ARTISAN (PLUMBER) (8 POSTS)

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White male People with disability All categories

Job level C1/2

Scale R199 356,00 – R 279 384,00 per annum

Estimated remuneration package R253 942,33 – R355 883,06 per annum

Job purpose To reduce system losses through the implementation of credit control action and to improve service delivery through audits

Appointment requirements Trade certificate as plumber (Red Seal certificate) Valid Code C1 or EC1 driver’s licence with a valid PDP Relevant experience in the operation and maintenance of municipal water networks Physically fit and healthy Willing and able to perform standby duties and work overtime when required Willing and able to work shifts

Personal attributes and/or competencies Must be able to work in confined spaces, high altitudes and below ground level in trenches Must be able to work under an extreme workload and be able to deliver work within the required time planned Must be able to plan effectively and be able to work with minimum supervision and assistance Must be able to do physical work related to operation and maintenance activities for continuous periods Good communication skills; integrity; innovative thinking; willingness to accept responsibility

Primary functions Repair, maintenance and installation of all components of the water network, such as pipelines, water meters, valves, air valves and fire hydrants Upgrading of the water network to ensure proper functioning of the water reticulation system Attend to pressure-related complaints in order to ensure that consumers have sufficient water available to carry out their daily activities General responsibilities, such as completion of timesheets and leave forms, ensuring compliance with the OHS Act and attending to personnel issues within the team

Managing performance of subordinates

SAP
S70005893; S70005894; S70005895; S70005896; S70005897; S70005898; S70005899; S70005900

New/natural attrition
New

Enquiries
O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management; Electricity Logistics and Quality Control
Location: All regions

Reference number    PWEE538-2017
Position              DATA CAPTURER (3 POSTS)
To be advertised       Internal                   External

This position seeks to attract
African female        African male       Coloured female    Coloured male    Indian female
Indian male           White female      White male

Job level            B1/2/3
Scale                 R127 788,00 – R218 052,00 per annum
Estimated remuneration package R162 778,06 – R277 757,54 per annum
Job purpose          Classification of field actions results and capturing these on the credit control system
Appointment requirements
Grade 12 or equivalent qualification
Relevant experience in computerising raw data
Computer literate

Personal attributes and/or competencies
Attention to detail; good verbal and written communication skills; excellent interpersonal skills; good organisational skills; must be able to meet deadlines; must be able to work independently; self-starter; initiator; team worker

Primary functions
Perform administrative functions related to the work in an office environment
Classify data resulting from field actions as valid, successful or unsuccessful
Capture all credit control work done in the field
Create and manage credit control databases

SAP
S70005850; S70005851; S70005852

New/natural attrition
Natural attrition

Enquiries
O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Logistics and Quality Control
Location: All regions

Reference number: PWEE539-2017

Position: DATA CAPTURER (7 POSTS)

To be advertised: Internal

This position seeks to attract: African female; African male; Coloured female; Coloured male; Indian female; Indian male; White female; White male; People with disability; All categories

Job level: B1/2/3

Scale: R127 788,00 – R218 052,00 per annum

Estimated remuneration package: R162 778,06 – R277 757,54 per annum

Job purpose: Collection of routine data and capturing of data

Appointment requirements: Grade 12 or equivalent qualification
Relevant experience in computerising raw data
Computer literate

Personal attributes and/or competencies: Attention to detail; good verbal and written communication skills; excellent interpersonal skills; good organisational skills; must be able to meet deadlines; must be able to work independently; self-starter; initiator; team worker

Primary functions: Perform administrative functions related to the work in an office environment
Classify data resulting from field actions as valid, successful or unsuccessful
Capture all credit control work done in the field
Create and manage credit control databases

SAP: S70005931; S70005932; S70005933; S70005934; S70005935; S70005936; S70005937

New/natural attrition: Natural attrition

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Medium and High Voltage Projects
Location: All regions

Reference number: PWEE540-2017

Position: ENGINEER TECHNICIAN

To be advertised: Internal  External

This position seeks to attract:
- African female
- African male
- Coloured female
- Coloured male
- Indian female
- Indian male
- White female
- White male

Job level: C2/3/D1

Scale: R228 360,00 – R371 448,00 per annum

Estimated remuneration package: R290 888,01 – R473 155,42 per annum

Job purpose:
The gathering, identifying, processing, compiling, record keeping and maintaining of secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer needs, and ensuring the Municipality’s electricity income by improving revenue collection and reducing losses.

Appointment requirements:
- An appropriate three-year, tertiary, career-related qualification (degree or national diploma) in Energy and Electricity or equivalent qualification
- Relevant experience in an energy and electricity environment
- Valid Code B driver’s licence
- Computer literate

Personal attributes and/or competencies:
- Good communication skills;
- Ability to meet deadlines;
- Ability to make decisions;
- Willing to accept responsibility;
- Ability to pay attention to detail;
- Integrity;
- Intelligence;
- Patience;
- Innovative thinking

Primary functions:
- Manage contractors and subcontractors
- Schedule and manage regional audits and investigate customer complaints
- Special investigations as prompted by consumer consumption behaviour and as per section targets
- Sectional reporting through statistics and report writing
- Attending credit control safety meetings, sectional meetings and all other relevant meetings in the area to ensure coordination and communication between role players executing projects in the area
- Regional reporting by adhering to the OHS Act and executing ad-hoc tasks

SAP: S70005773

New/natural attrition: New

Enquiries

O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Logistics and Quality Control
Location: All regions

Reference number  PWEE541-2017

Position  ENGINEER TECHNICIAN (2 POSTS)

To be advertised  Internal | External

This position seeks to attract  

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  C2/3/D1

Scale  R228 360,00 – R371 448,00 per annum

Estimated remuneration package  R290 888,01 – R473 155,42 per annum

Job purpose  To implement a quality control function so that the field work done complies with relevant legislation, specifications, standards and guidelines, and to ensure the Municipality’s electricity income by improving revenue collection and reducing losses

Appointment requirements  An appropriate three-year, tertiary, career-related qualification (degree or national diploma) in Energy and Electricity or equivalent qualification
Relevant experience in an energy and electricity environment
Valid Code B driver’s licence
Computer literate

Personal attributes and/or competencies  Good communication skills; ability to meet deadlines; ability to make decisions; willing to accept responsibility; ability to pay attention to detail; integrity; intelligence; patience; innovative thinking

Primary functions  Manage contractors and subcontractors
Schedule and manage regional audits to ensure quality of the field work done by the subcontractors and investigate customer complaints
Special investigations as prompted by consumer consumption behaviour and as per section targets
Sectional reporting through statistics and report writing
Attending credit control safety meetings, sectional meetings and all other relevant meetings in the area to ensure coordination and communication between role players executing projects in the area
Regional reporting by adhering to the OHS Act and executing ad-hoc tasks

SAP  S70005840; S70005841

New/natural attrition  New

Enquiries

O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Bulk Water Services
Location: All regions

Reference number  PWEE542-2017

Position  ENGINEER TECHNICIAN

To be advertised  Internal  External

This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  C2/3/D1

Scale  R228 360,00 – R371 448,00 per annum

Estimated remuneration package  R290 888,01 – R473 155,42 per annum

Job purpose  To ensure the safety of the water supply and to ensure that the existing, as well as the new, water network complies with the relevant legislation, specifications, standards and guidelines, and to ensure the Municipality’s water income by improving revenue collection and reducing losses

Appointment requirements  An appropriate three-year, tertiary, career-related qualification (degree or national diploma) in Water and Sanitation or equivalent qualification
Relevant experience in a water and sanitation environment
Valid Code B driver’s licence
Computer literate

Personal attributes and/or competencies  Good communication skills; ability to meet deadlines; ability to make decisions; willing to accept responsibility; ability to pay attention to detail; integrity; intelligence; patience; innovative thinking

Primary functions  Manage contractors and subcontractors
Schedule and manage regional audits and investigate customer complaints
Special investigations as prompted by consumer consumption behaviour and as per section targets
Sectional reporting through statistics and report writing
Attending credit control safety meetings, sectional meetings and all other relevant meetings in the area to ensure coordination and communication between role players executing projects in the area
Regional reporting by adhering to the OHS Act and executing ad-hoc tasks

SAP  S70005865

New/natural attrition  New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Distribution Services
Location: All regions

Reference number
PWEE543-2017

Position
ENGINEER TECHNICIAN

To be advertised
Internal
External

This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level
C2/3/D1

Scale
R228 360,00 – R371 448,00 per annum

Estimated remuneration package
R290 888,01 – R473 155,42 per annum

Job purpose
To ensure the safety of the water supply and to ensure that the existing, as well as the new, water network complies with the relevant legislation, specifications, standards and guidelines, and to ensure the Municipality’s water income by improving revenue collection and reducing losses

Appointment requirements
An appropriate three-year, tertiary, career-related qualification (degree or national diploma) in Water and Sanitation or equivalent qualification
Relevant experience in a water and sanitation environment
Valid Code B driver’s licence
Computer literate

Personal attributes and/or competencies
Good communication skills; ability to meet deadlines; ability to make decisions; willing to accept responsibility; ability to pay attention to detail; integrity; intelligence; patience; innovative thinking

Primary functions
Manage contractors and subcontractors
Schedule and manage regional audits and investigate customer complaints
Special investigations as prompted by consumer consumption behaviour and as per section targets
Sectional reporting through statistics and report writing
Attending credit control safety meetings, sectional meetings and all other relevant meetings in the area to ensure coordination and communication between role players executing projects in the area
Regional reporting by adhering to the OHS Act and executing ad-hoc tasks

SAP
S70005891

New/natural attrition
New

Enquiries
O Mofela (012 358 0442)/N Mdluli (012 358 2184)

**DEPARTMENT: UTILITY SERVICES**

**Division: Energy and Electricity**

**Section: Credit Control Management: Credit Control Report Centre**

**Location: All regions**

**Reference number** PWEE544-2017

**Position** SENIOR ADMINISTRATIVE OFFICER

**To be advertised** Internal | External

**This position seeks to attract**

- African female
- African male
- Coloured female
- Coloured male
- Indian female

**Job level** C1/2/3

**Scale** R199 356,00 – R316 692,00 per annum

**Estimated remuneration package** R253 942,33 – R403 406,49 per annum

**Job purpose** Responsible for providing administrative support services to the section and for coordinating reconnections of municipal services

**Appointment requirements**

- Grade 12 or equivalent qualification
- Relevant experience in office administration
- Computer literate

**Personal attributes and/or competencies**

- Communication skills; analytical skills; strong organisational skills; patience; demonstrate high levels of professionalism; innovative thinking; energetic; flexibility; efficiency; self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive individual in every respect; ability to work independently is of critical importance

**Primary functions**

- Perform administrative functions related to the work in an office environment
- Schedule and coordinate municipal services reconnections
- Create and manage credit control databases
- Receive and log customer queries and coordinate query resolution and feedback
- Ensure effective and efficient logistical support services
- Provide a secretariat service
- Ensure effective and efficient control of procurements and payments

**SAP** S70005961

**New/natural attrition** New

**Enquiries** O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES  
Division: Energy and Electricity  
Section: Credit Control Management: Electricity Logistics and Quality Control  
Location: All regions

Reference number  
PWEE545-2017

Position  
SENIOR ADMINISTRATIVE OFFICER

To be advertised  
Internal  
External

This position seeks to attract  
African female  
African male  
Coloured female  
Coloured male  
Indian female

Job level  
C1/2/3

Scale  
R199 356,00 – R316 692,00 per annum

Estimated remuneration package  
R253 942,33 – R403 406,49 per annum

Job purpose  
Responsible for providing administrative support services to the section

Appointment requirements  
Grade 12 or equivalent qualification  
Relevant experience in office administration  
Computer literate

Personal attributes and/or competencies  
Communication skills; analytical skills; strong organisational skills; patience; demonstrate high levels of professionalism; innovative thinking; energetic; flexibility; efficiency; self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive individual in every respect; ability to work independently is of critical importance

Primary functions  
Lead a team of administrative officers  
Perform administrative functions related to the work in an office environment  
Create and manage credit control databases  
Receive and log customer queries and coordinate query resolution and feedback  
Ensure effective and efficient logistical support services  
Provide a secretariat service  
Ensure effective and efficient control of procurements and payments

SAP  
S70005849

New/natural attrition  
New

Enquiries  
O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Logistics and Quality Control
Location: All regions

Reference number PWEE546-2017

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female

Job level C1/2/3

Scale R199 356,00 – R316 692,00 per annum

Estimated remuneration package R253 942,33 – R403 406,49 per annum

Job purpose Responsible for providing administrative support services of logistics and quality control to the section

Appointment requirements Grade 12 or equivalent qualification
Relevant experience in office administration
Computer literate

Personal attributes and/or competencies Communication skills; analytical skills; strong organisational skills; patience; demonstrate high levels of professionalism; innovative thinking; energetic; flexibility; efficiency; self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive individual in every respect; ability to work independently is of critical importance

Primary functions Lead a team of administrative officers
Perform administrative functions related to logistics and quality control in an office environment
Create and manage credit control databases
Receive and log customer queries and coordinate query resolution and feedback
Ensure effective and efficient logistical support services
Provide a secretariat service
Ensure effective and efficient control of procurements and payments

SAP S70005928

New/natural attrition New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)

### DEPARTMENT: UTILITY SERVICES
#### Division: Energy and Electricity
#### Section: Credit Control Management: Bulk Water Services
#### Location: All regions

<table>
<thead>
<tr>
<th>Reference number</th>
<th>PWEE547-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
<td>CHIEF ENGINEER</td>
</tr>
<tr>
<td><strong>To be advertised</strong></td>
<td>Internal</td>
</tr>
<tr>
<td><strong>This position seeks to attract</strong></td>
<td></td>
</tr>
<tr>
<td>African female</td>
<td></td>
</tr>
<tr>
<td>African male</td>
<td></td>
</tr>
<tr>
<td>Indian male</td>
<td></td>
</tr>
<tr>
<td>White female</td>
<td></td>
</tr>
<tr>
<td>Coloured female</td>
<td></td>
</tr>
<tr>
<td>Coloured male</td>
<td></td>
</tr>
<tr>
<td>Indian female</td>
<td></td>
</tr>
<tr>
<td><strong>Job level</strong></td>
<td>D2/3</td>
</tr>
<tr>
<td><strong>Scale</strong></td>
<td>R333 624,00 – R542 808,00 per annum</td>
</tr>
<tr>
<td><strong>Estimated remuneration package</strong></td>
<td>R424 974,70 – R691 436,07 per annum</td>
</tr>
<tr>
<td><strong>Job purpose</strong></td>
<td>Overseeing the maintenance and the smooth operation of the Water Bulk Services Subsection by providing operational, management and resource support to Credit Control Management (Water)</td>
</tr>
<tr>
<td><strong>Appointment requirements</strong></td>
<td>B-Tech degree in Civil Engineering or equivalent qualification</td>
</tr>
<tr>
<td></td>
<td>Relevant experience in relevant experience bulk water infrastructure</td>
</tr>
<tr>
<td></td>
<td>Must be eligible for registration with ECSA as a Professional Technologist</td>
</tr>
<tr>
<td></td>
<td>A valid Code B driver’s licence</td>
</tr>
<tr>
<td></td>
<td>Computer literate</td>
</tr>
<tr>
<td></td>
<td>Willing to work standby and overtime, on weekends and public holidays</td>
</tr>
<tr>
<td><strong>Personal attributes and/or competencies</strong></td>
<td>Good communication skills; innovative; confident and disciplined; analytical skills; must be able to work under pressure; willingness and ability to work as part of a team; good planning and project management; ability to make quick decisions to the advantage and benefit of the team; ability to make good operational decisions</td>
</tr>
<tr>
<td><strong>Primary functions</strong></td>
<td>Management of the Water Bulk Services Subsection</td>
</tr>
<tr>
<td></td>
<td>Management of contractors for connecting and disconnecting the supply of water services</td>
</tr>
<tr>
<td></td>
<td>Management of the Operational Management Contractor (OMC)</td>
</tr>
<tr>
<td></td>
<td>Develop and maintain technical specifications and procedures</td>
</tr>
<tr>
<td></td>
<td>Analysis of credit control methods</td>
</tr>
<tr>
<td><strong>SAP</strong></td>
<td>S70005864</td>
</tr>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>New</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>A Mnisi (012 358 4185)/T Mahlaela (012 358 4466)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secretarial</th>
<th>Semi-skilled labour</th>
<th>Support services</th>
<th>Technical</th>
<th>Unskilled labour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>IT</td>
<td>Managerial</td>
<td>Political</td>
<td>Professional</td>
</tr>
<tr>
<td>Secretarial</td>
<td>Semi-skilled labour</td>
<td>Support services</td>
<td>Technical</td>
<td>Unskilled labour</td>
</tr>
</tbody>
</table>

DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Distribution Services
Location: All regions

Reference number: PWEE548-2017

Position: CHIEF ENGINEER

To be advertised:
- Internal
- External

This position seeks to attract:
- African female
- African male
- Coloured female
- Coloured male
- Indian female
- Indian male
- White female
- People with disability
- All categories

Job level: D2/3

Scale: R333 624,00 – R542 808,00 per annum

Estimated remuneration package: R424 974,70 – R691 436,07 per annum

Job purpose:
Overseeing the maintenance and the smooth operation of the Water Bulk Services Subsection by providing operational, management and resource support to Credit Control Management (Water)

Appointment requirements:
- B-Tech degree in Civil Engineering or equivalent qualification
- Relevant experience in relevant experience in distribution water network
- Must be eligible for registration with ECSA as a Professional Technologist
- Willing to work standby and overtime, on weekends and public holidays

Personal attributes and/or competencies:
- Good communication skills; innovative; confident and disciplined; analytical skills; must be able to work under pressure; willingness and ability to work as part of a team; good planning and project management; ability to make quick decisions to the advantage and benefit of the team; ability to make good operational decisions

Primary functions:
- Management of the Water Bulk Services Subsection
- Management of contractors for connecting and disconnecting the supply of water services
- Management of the Operational Management Contractor (OMC)
- Develop and maintain technical specifications and procedures
- Analysis of credit control methods

SAP: S70005890

New/natural attrition: New

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Electricity Logistics and Quality Control
Location: All regions

Reference number
 PWEE549-2017

Position
 FUNCTIONAL HEAD: ELECTRICITY LOGISTICS AND QUALITY CONTROL

To be advertised
 Internal | External

This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level
 D2/3

Scale
 R333 624,00 – R542 808,00 per annum

Estimated remuneration package
 R424 974,70 – R691 436,07 per annum

Job purpose
 To support the Credit Control Management Section in implementing credit control management as per the credit control policy through logistics and quality control

Appointment requirements
 National Diploma in Engineering or Administration/Management or equivalent qualification
 B-Tech in Engineering or Administration/Management will be an added advantage
 Relevant experience in local government and in a credit control or service delivery environment
 A valid Code B driver’s licence
 Computer literate
 Willing to work standby and overtime, on weekends and public holidays

Personal attributes and/or competencies
 Good communication skills; innovative; confident and disciplined; analytical skills; must be able to work under pressure; willingness and ability to work as part of a team; good planning and project management; ability to make quick decisions to the advantage and benefit of the team; ability to make good operational decisions

Primary functions
 Management of the Electricity Logistics and Quality Control Subsection
 Management of contractors for connecting and disconnecting electricity supply
 Develop and maintain technical specifications and procedures
 Analysis of logistics and quality control methods

SAP
 S70005839

New/natural attrition
 New

Enquiries

O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Logistic and Quality Control
Location: All regions

Reference number: PWEE550-2017

Position: FUNCTIONAL HEAD: WATER LOGISTICS AND QUALITY CONTROL

To be advertised: Internal External

This position seeks to attract:

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level: D2/3

Scale: R333 624,00 – R 542808,00 per annum

Estimated remuneration package: R424 974,70 – R691 436,07 per annum

Job purpose: To support the Credit Control Management Section in implementing credit control management as per the credit control policy through logistics and quality control

Appointment requirements:
- National Diploma in Engineering or Administration/Management or equivalent qualification
- B-Tech in Engineering or Administration/Management will be an added advantage
- Relevant experience in local government and in a credit control or service delivery environment
- A valid Code B driver’s licence
- Computer literate
- Willing to work standby and overtime, on weekends and public holidays

Personal attributes and/or competencies:
- Good communication skills; innovative; confident and disciplined; analytical skills; must be able to work under pressure; willingness and ability to work as part of a team; good planning and project management; ability to make quick decisions to the advantage and benefit of the team; ability to make good operational decisions

Primary functions:
- Management of the Water Logistics and Quality Control Subsection
- Management of contractors for connecting and disconnecting electricity supply
- Develop and maintain technical specifications and procedures
- Analysis of logistics and quality control methods

SAP: S70005920

New/natural attrition: New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity
Section: Credit Control Management: Electricity Logistics and Quality Control

Location: All regions

Reference number PWEE551-2017

Position ELECTRICAL INSPECTOR

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indigenous male White female White male

Job level C3

Scale R258 852,00 – R316 692,00 per annum

Estimated remuneration package R329 729,13 – R403 406,49 per annum

Job purpose Ensure the safety of the electrical supply network and that the existing, as well as the new, electrical network complies with the relevant legislation, specifications, standards and guidelines

Appointment requirements N6 (Electrical Engineering) or higher qualification, plus Trade Certificate (Electrical)
Wireman’s licence
A valid Code B driver’s licence and own transport
Relevant experience in local authorities’ electrical networks
Computer literate

Personal attributes and/or competencies Analytical; rational; structural and creative thinking; liaise with all project leaders and external parties to ensure compliance with the OHS Act, specifications and procedures; negotiating and interpersonal skills; quick decision-making with limited information available; adaptability to a changing environment and different views

Primary functions Executing site inspections on new electrical network installations
Coordinating all technical-related documentation
Executing site inspections on existing electrical network installations
Executing site inspections on new and existing electrical network installations performed by an external contractor

SAP S70005842

New/natural attrition New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity

Section: Credit Control Management: Medium and High Voltage Projects

Location: All regions

Reference number PWEE552-2017

Position ELECTRICAL INSPECTOR (3 POSTS)

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C3

Scale R258 852,00 – R316 692,00 per annum

Estimated remuneration package R329 729,13 – R403 406,49 per annum

Job purpose Ensure the safety on the electrical supply network and that the existing as well as the new electrical network complies with the relevant legislation, specifications, standards and guidelines

Appointment requirements N6 (Electrical Engineering) or higher qualification, plus Trade Certificate (Electrical)

Wireman’s licence

A valid Code B driver’s licence and own transport

Relevant experience in local authorities’ electrical networks

Computer literate

Personal attributes and/or competencies Analytical; rational; structural and creative thinking; liaise with all project leaders and external parties to ensure compliance with the OHS Act, specifications and procedures; negotiating and interpersonal skills; quick decision-making with limited information available; adaptability to a changing environment and different views

Primary functions Executing site inspections on new electrical network installations

Coordinating all technical-related documentation

Executing site inspections on existing electrical network installations

Executing site inspections on new and existing electrical network installations performed by an external contractor

SAP S70005779; S70005780; S70005781

New/natural attrition New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Low Voltage Projects

Location: All regions

Reference number: PWEE53-2017

Position: ELECTRICAL INSPECTOR (3 POSTS)

To be advertised: Internal | External

This position seeks to attract:

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level: C3

Scale: R258 852,00 – R316 692,00 per annum

Estimated remuneration package: R329 729,13 – R403 406,49 per annum

Job purpose: Ensure the safety on the electrical supply network and that the existing as well as the new electrical network complies with the relevant legislation, specifications, standards and guidelines

Appointement requirements: N6 (Electrical Engineering) or higher qualification, plus Trade Certificate (Electrical)
Wireman’s licence
A valid Code B driver’s licence and own transport
Relevant experience in local authorities’ electrical networks
Computer literate

Personal attributes and/or competencies: Analytical; rational; structural and creative thinking; liaise with all project leaders and external parties to ensure compliance with the OHS Act, specifications and procedures; negotiating and interpersonal skills; quick decision-making with limited information available; adaptability to a changing environment and different views

Primary functions: Executing site inspections on new electrical network installations
Coordinating all technical-related documentation
Executing site inspections on existing electrical network installations
Executing site inspections on new and existing electrical network installations performed by an external contractor

SAP: S70005804; S70005805; S70005806

New/natural attrition: New

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity

Section: Credit Control Management: Water Logistics and Quality Control

Location: All regions

Reference number: PWEE554-2017

Position: WATER INSPECTOR

To be advertised: Internal External

This position seeks to attract: African female Indian male African male White female Coloured female Coloured male Indian female

Job level: C3

Scale: R258 852,00 – R316 692,00 per annum

Estimated remuneration package: R329 729,13 – R403 406,49 per annum

Job purpose: Ensure the safety on the electrical supply network and that the existing as well as the new electrical network complies with the relevant legislation, specifications, standards and guidelines

Appointment requirements: N6 (Civil Engineering), Master Plumber, plus Trade Certificate (Civil Engineering) or National Diploma (S4) in Civil Engineering
A valid Code B driver’s licence and own transport
Relevant experience in local authorities’ water distribution networks
Computer literate

Personal attributes and/or competencies: Analytical; rational; structural and creative thinking; liaise with all project leaders and external parties to ensure compliance with the OHS Act, specifications and procedures; negotiating and interpersonal skills; quick decision-making with limited information available; adaptability to a changing environment and different views

Primary functions: Executing site inspections on new water network installations
Coordinating all technical-related documentation
Executing site inspections on existing water network installations
Executing site inspections on new and existing water network installations performed by an external contractor

SAP: S70005923

New/natural attrition: New

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity
Section: Credit Control Management: Bulk Water Projects

Location: All regions

Reference number PWEE555-2017

Position WATER INSPECTOR (3 POSTS)

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Gender</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>African female</td>
<td>African male</td>
</tr>
<tr>
<td>Indian male</td>
<td>White female</td>
</tr>
<tr>
<td>Coloured female</td>
<td>Coloured male</td>
</tr>
<tr>
<td>Indian female</td>
<td></td>
</tr>
</tbody>
</table>

Job level C3

Scale R258 852,00 – R316 692,00 per annum

Estimated remuneration package R329 729,13 – R403 406,49 per annum

Job purpose Ensure the safety on the electrical supply network and that the existing as well as the new electrical network complies with the relevant legislation, specifications, standards and guidelines

Appointment requirements
- N6 (Civil Engineering), Master Plumber, plus Trade Certificate (Civil Engineering) or National Diploma (S4) in Civil Engineering
- A valid Code B driver’s licence and own transport
- Relevant experience in local authorities’ water distribution networks
- Computer literate

Personal attributes and/or competencies Analytical; rational; structural and creative thinking; liaise with all project leaders and external parties to ensure compliance with the OHS Act, specifications and procedures; negotiating and interpersonal skills; quick decision-making with limited information available; adaptability to a changing environment and different views

Primary functions
- Executing site inspections on new water network installations
- Coordinating all technical-related documentation
- Executing site inspections on existing water network installations
- Executing site inspections on new and existing water network installations performed by an external contractor

SAP S70005875; S70005876; S70005877

New/natural attrition New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water Distribution Projects

Location: All regions

Reference number: PWEE556-2017

Position: WATER INSPECTOR (3 POSTS)

To be advertised: Internal  External

This position seeks to attract:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Female</th>
<th>Male</th>
<th>Coloured</th>
<th>Indian</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td>African</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level: C3

Scale: R258 852,00 – R316 692,00 per annum

Estimated remuneration package: R329 729,13 – R403 406,49 per annum

Job purpose: Ensure the safety on the electrical supply network and that the existing as well as the new electrical network complies with the relevant legislation, specifications, standards and guidelines

Appointment requirements:
- N6 (Civil Engineering), Master Plumber, plus Trade Certificate (Civil Engineering) or National Diploma (S4) in Civil Engineering
- A valid Code B driver’s licence and own transport
- Relevant experience in local authorities’ water distribution networks
- Computer literate

Personal attributes and/or competencies:
- Analytical; rational; structural and creative thinking; liaise with all project leaders and external parties to ensure compliance with the OHS Act, specifications and procedures; negotiating and interpersonal skills; quick decision-making with limited information available; adaptability to a changing environment and different views

Primary functions:
- Executing site inspections on new water network installations
- Coordinating all technical-related documentation
- Executing site inspections on existing water network installations
- Executing site inspections on new and existing water network installations performed by an external contractor

SAP: S70005901; S70005902; S70005903

New/natural attrition: New

Enquiries: O Mofela (012 358 0442)/N Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Water
Location: All regions

Reference number  PWEE557-2017

Position  SENIOR ADMINISTRATIVE OFFICER

To be advertised  Internal  External

This position seeks to attract

<table>
<thead>
<tr>
<th>Category</th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>People with disability</th>
<th>Indian female</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  C1/2/3

Scale  R199 356,00 – R316 692,00 per annum

Estimated remuneration package  R253 942,33 – R403 406,49 per annum

Job purpose  Responsible for providing administrative support services to the section

Appointment requirements

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grade 12 or equivalent qualification</td>
</tr>
<tr>
<td></td>
<td>Relevant experience in office administration</td>
</tr>
<tr>
<td></td>
<td>Computer literate</td>
</tr>
</tbody>
</table>

Personal attributes and/or competencies

Communication skills; analytical skills; strong organisational skills; patience; demonstrate high levels of professionalism; innovative thinking; energetic; flexibility; efficiency; self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive individual in every respect; ability to work independently is of critical importance

Primary functions

Perform administrative functions related to the work in an office environment
Create and manage credit control databases
Receive and log customer queries and coordinate query resolution and feedback
Ensure effective and efficient logistical support services
Provide a secretariat service
Ensure effective and efficient control of procurements and payments

SAP  S70005863

New/natural attrition  New

Enquiries  O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Account Verification
Location: All regions

Reference number PWEE558-2017
Position ACCOUNTANT
To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th></th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C1/2/3/D1
Scale

A: Grade 12 R199 356,00 – R316 692,00 per annum
B: Degree/Diploma R228 360,00 – R371 448,00 per annum

Estimated remuneration package

A: Grade 12 R253 942,33 – R403 406,49 per annum
B: Degree/Diploma R290 888,01 – R473 155,42 per annum

Job purpose To recover arrears on municipal services

Appointment requirements

Grade 12 or equivalent qualification with Maths and/or Accounting
An appropriate tertiary, career-related qualification (three-year diploma or degree) in Public Financial Management, Public Administration, Logistics, Purchasing or a related and equivalent qualification or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) will be an added advantage
Relevant experience in debt collection
Comply with the MFMA unit standards as prescribed by Regulations 493 of 15 June 2007
Computer literate; SAP proficiency will be an added advantage

Personal attributes and/or competencies

Patience to deal with clients; hard worker who is willing to go the extra mile

Primary functions

To recover arrears on municipal services
To implement special projects for collection on business, government, embassy and residential accounts

SAP S70005996

New/natural attrition Natural attrition
Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES  
Division: Energy and Electricity  
Section: Credit Control Management: Account Verification  
Location: All regions

Reference number  PWEE59-2017

Position  ADMINISTRATIVE OFFICER

To be advertised  Internal  External

This position seeks to attract
<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
<th>People with disability</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  B1/2/3

Scale  R127 788,00 – R218 052,00 per annum

Estimated remuneration package  R162 778,06 – R277 757,54 per annum

Job purpose  To render a general administrative service to the subsection

Appointment requirements
- Grade 12 or equivalent qualification
- Relevant experience of administrative support
- Experience in an energy and electricity environment will be an added advantage
- Computer literate

Personal attributes and/or competencies
- Analytical thinking; ability to transfer and share knowledge with others; ability to work well within a team; interpersonal skills; problem-solving skills; excellent communication skills; adaptable; flexible; ability to pay attention to detail; willingness to accept responsibility

Primary functions
- Perform administrative functions related to the work in an office environment
- Create and manage credit control databases
- Receive and log customer queries and coordinate query resolution and feedback
- Ensure effective and efficient logistical support services
- Provide a secretariat service
- Ensure effective and efficient control of procurements and payments

SAP  S70006008

New/natural attrition  New

Enquiries  O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Account Verification
Location: All regions

Reference number PWEE560-2017

Position SUPPORT SERVICE OFFICER

To be advertised Internal External

This position seeks to attract Female Male Coloured Female Coloured Male Indian Female

Job level C2/3/D1

Scale R228 360,00 – R371 448,00 per annum

Estimated remuneration package R290 888,01 – R473 155,42 per annum

Job purpose To render an information, support and general administrative service to the public and the subsection

Appointment requirements An appropriate three-year, tertiary, career-related qualification (degree or national diploma) or equivalent qualification Relevant experience in office administration and human resources support services Valid Code B driver’s licence and own transport Computer literate

Personal attributes and/or competencies Negotiating skills; business acumen; communication skills; analytical skills

Primary functions Perform administrative functions related to the work in an office environment Ensure effective and efficient logistical support services Provide a secretariat service

SAP S70006005

New/natural attrition New

Enquiries O Mofela (012 358 0442)/N Mdluli (012 358 2184)
DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Credit Control Management: Account Verification
Location: All regions

Reference number
PWEE561-2017

Position
SENIOR ADMINISTRATIVE OFFICER

To be advertised
Internal
External

This position seeks to attract

<table>
<thead>
<tr>
<th>Indian female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian male</th>
</tr>
</thead>
<tbody>
<tr>
<td>White female</td>
<td>White male</td>
<td>People with disability</td>
<td>All categories</td>
<td></td>
</tr>
</tbody>
</table>

Job level
C1/2/3

Scale
R199 356,00 – R316 692,00 per annum

Estimated remuneration package
R253 942,33 – R403 406,49 per annum

Job purpose
Responsible for providing administrative support services to the Section

Appointment requirements
Grade 12 or equivalent qualification
Relevant experience in office administration
Computer literate

Personal attributes and/or competencies
Communication skills; analytical skills; strong organisational skills; patience; demonstrate high levels of professionalism; innovative thinking; energetic; flexibility; efficiency; self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive individual in every respect; ability to work independently is of critical importance

Primary functions
Perform administrative functions related to the work in an office environment
Create and manage databases
Receive and log customer queries and coordinate query resolution and feedback
Ensure effective and efficient logistical support services
Provide a secretariat service

SAP
S70006000

New/natural attrition
New

Enquiries
O Mofela (012 358 0442)/N Mdluli (012 358 2184)