

**NKANGALA DISTRICT MUNICIPALITY
EXTERNAL VACANCY**



POSITION: DIVISIONAL MANAGER: AIR ENVIRONMENTAL POLLUTION CONTROL
DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES
REFERENCE: CDS01/01/2023)
WORKSTATION: NKANGALA DISTRICT MUNICIPALITY, CORPORATE SERVICES DEPARTMENT
SALARY: R561 609.00 / R575 679.00 P.A. (PLUS CONTRIBUTION TO MEDICAL AID, PENSION FUND, GROUP LIFE, HOUSING, CELLPHONE AND TRAVELLING ALLOWANCE OF 650KM PER MONTH.

TERM OF OFFICE: PERMANENT

LEVEL: 3/9

QUALIFICATION REQUIREMENTS:

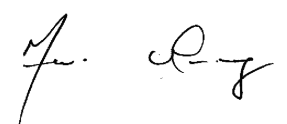
- i. Grade 12 (Matric).
- ii. Relevant 4 years tertiary qualification preferably a BTech: Environmental Science/ Environmental Health/ Environmental Management/ other related qualification.
- iii. Peace Officer Certificate.
- iv. Certified Environmental Management Inspector.
- v. Registered with relevant professional bodies.

Other: Code EB Driver's License and Computer Literacy: MS Office.

EXPERIENCE REQUIREMENTS: 8 years or more in the related field of air quality management/ climate change/ sustainable energy and environmental health/ environmental Management with **3 years at supervisory** level.

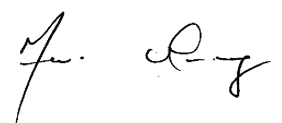
DUTIES:

1. **Implement Section 36 of the National Environmental Management: Air Quality Act, 2004 Act No. 39 of 2004 (AQA) in respect of the atmospheric emission licensing function by:**
 - i. Reviewing Atmospheric Emission Licence (AEL) applications.
 - ii. Conducting pre-licensing site visit.
 - iii. Drafting the AEL.
 - iv. Finalise the AEL for issuing, and
 - v. Review the final AEL for approval.



2. **Coordinate the Implementation of section 15 of the National Environmental Management: Air Quality Act, 2004 Act No. 39 of 2004 (AQA) in respect Air Quality Management Plan (AQMP) by:**
 - i. Monitor the Coordination of the Highveld Priority Area Implementation Task Team as per the Highveld Priority Area Air Quality Management Plan.
 - ii. Monitor the Coordination of the Nkangala District Municipality Air Quality Officers Forum;
 - iii. Chairing the Nkangala District Municipality Air Quality Officers Forum.
 - iv. Monitoring the coordination of the Air quality Awareness campaigns within the district.
 - v. Participate in the Mpumalanga Air Quality Officers Forum.
 - vi. Participate in the Highveld Priority Area Air Quality Multi-Stakeholder Reference Group Meetings
3. **Compliance enforcement of the Section 21 on the Air Quality Management Act, 2004 Act No. 39 of 2004 by:**
 - i. Conducting site inspections on licenced facilities.
 - ii. Writing inspection reports.
 - iii. Coordinate joint compliance inspections.
 - iv. Review and auditing of the annual atmospheric emissions inventory reports submitted by facilities on the South African Atmospheric Emission Licensing and Inventory Portal.
4. **Coordinate and performing other environmental management duties under the National Environmental Management Act (NEMA)107 of 1998 as amended especially in matters related to water and land pollution control and waste management by:**
 - i. Liaise with other regulatory authorities, industries and non- governmental organisations regarding the EIA regulation implementation, atmospheric emission licensing and other provisions of the National Environmental Management Act.
5. **Administration of:**
 - Submit reports of activity to Deputy Manager Services for council Approval.
 - Review of existing Policy.
 - Supervise personnel, and
 - Assign Activities to Personnel.

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**NKANGALA DISTRICT MUNICIPALITY
EXTERNAL VACANCY**



POSITION: ENVIRONMENTAL HEALTH PRACTITIONER (STEVE TSHWETE JURISDICTION)
DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES (MUNICIPAL HEALTH SERVICES)
REFERENCE: CDS02/01/2023
WORKSTATION: NKANGALA DISTRICT MUNICIPALITY
SALARY SCALE: R387 224/ R406 917/R427 596 P.A. PLUS: CONTRIBUTION TO MEDICAL AID, PENSION FUND, GROUP LIFE, HOUSING AND TRAVELLING ALLOWANCE 850 KM PER MONTH).
LEVEL 6/9
DURATION: PERMANENT

QUALIFICATION REQUIREMENTS:

- i. Grade 12.
- ii. A relevant tertiary qualification National Diploma /B. Tech Degree Environmental Health.
- iii. A registration with HPCSA as an EHP independent practitioner.
- iv. Registration as a Peace Officer will be an added advantage.

EXPERIENCE: i. Completed minimum 1 year community services.
ii. Minimum of 2 - 5 years relevant experience will be an added advantage.

RESPONSIBILITIES: Conduct routine inspections in public premises to assess compliance with the following relevant Environmental Health Legislations: -

- Food Control and Safety
- Water Quality Management
- Waste management
- Environmental Pollution control
- Surveillance and preventative of zoonotic and communicable diseases.

- Monitor Disposal of the dead
- Vector Control
- Chemical Safety
- Conduct awareness Campaigns on Environmental Health

COMPETENCIES: CORE PROFESSIONAL COMPETENCIES

A. COMMUNICATION

- Relates to people at all levels of the organisation and communicates effectively with all levels.
- Shows confidence in engagement with internal and external stakeholders.
- Share work instructions with team members.
- Writes monthly reports, program plans and program update reports.
- Communicates key messages to team members for dissemination to individuals, groups, and communities.
- Facilitates meetings.
- Applies interpersonal skills; and uses interpersonal communication and group work skills to facilitate individuals, groups, communities, and organisations to improve health and reduce health inequities.

B. ATTENTION TO DETAIL

- Checks work of subordinates for errors and omissions before submission.
- Ensures all details of a task are accomplished; and
- Checks against standards and regulations.

C. PLANNING AND ORGANIZATION

- Plans tasks monthly according to assessment of schedule of activities; and Executes tasks in order of priority and urgency.

D. CONCEPTUAL THINKING

- Operates within structured parameters and guidelines including legislation and regulations when solving problems.
- Knows the context and when to refer problems to superior for resolution; and
- Shows initiative in suggesting possible solutions to certain problems.

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E. EVALUATION AND RESEARCH

- Interprets research findings for the team.
- Facilitates the evaluation process.
- Uses research and evidence- based strategies to inform practice; and
- Contributes to the development and dissemination of health promotion evaluation and research processes.

F. INFORMATION MANAGEMENT

- Ability to conduct basic data analysis.
- Review data and present trends identified to management; and
- Store relevant information and information sources for future utilization and management.

FUNCTIONAL COMPETENCIES

A. ANALYTICAL SKILLS

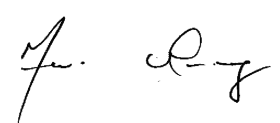
- Clearly understands the difference between critical and irrelevant information.
- Gathers information from a variety of sources to reach a conclusion; and
- Recognizes causes and consequences of actions and events that are not clear.

B. ADVOCACY/ NEGOTIATIONS

- Initiate and coordinate community involvement.
- Creates effective environmental health strategies.
- Contributes to the elaboration of advocacy strategies by identifying and prioritizing audiences and responses to communication means; and uses the opportunity to bring forward and disseminate materials for environmental health work.

C. WATER MONITORING

- Monitors water quality and availability.
- Enforces laws and regulations related to quality management.
- Serves statutory notices and notifications to stop or correct specific sequences to enable compliance.

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- Monitors conformance with served orders through scheduled or ad-hoc inspections.
- Institutes further or urgent measures such as termination of operations, closure of water sources and issuing of fines or other court action.
- Ensures safe water and accessibility in respect of water use for recreation, industrial, food production or any other human use.
- Promotes access of water to all communities by providing inputs towards the planning, design, and management of water supply system.
- Ensures monitoring of effective wastewater treatment and water pollution control including the collections, treatment and safe disposal of sewerage and other water borne waste.
- Completes surveillance of the quality of surface, ground, sea water; and
- Advocates proper and safe water usage and wastewater disposal.

D. FOOD CONTROL

- Ensures food safety in respect of acceptable microbiological and chemical food standards.
- Inspects food production, distribution, and consumption areas.
- Serves statutory notices and notifications to stop or correct specific sequences to enable compliance.
- Monitors conformance with served orders through scheduled or ad-hoc inspections.
- Institutes further or urgent measures such as termination of operations, closure of water sources and issuing of fines or other court action.
- Monitors informal food trading.
- Enforces national food legislation and local scale.
- Applies food quality monitoring programs and principles.
- Promotes safe meat and meat products.
- Promotes safe handling of milk and milk products.
- Issue compliance certificates to complaint food handling premises; and

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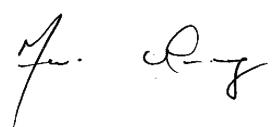
- Ensures detention seizure and condemnation of unsound food.

E. WASTE MANAGEMENT

- Ensures proper refuse storage, collection, transportation, transfer processing, materials recovery, final disposal of waste.
- Ensures proper management of liquid waste including sewerage and industrial effluent.
- Ensures the proper storage, treatment, collection, transportation, handling, and disposal of medical and hazardous waste.
- Investigates and inspecting any activity relating to the waste stream or any product resulting there from.
- Ensures safe usage of treated sewerage sludge and ensuring that reclaimed waste is safe for health.
- Serves statutory notices and notifications to stop or correct specific sequences to enable compliance.
- Monitors conformance with served orders through scheduled or ad-hoc inspections.
- Institutes further or urgent measures such as termination of operations, closure of water sources and issuing of fines or other court action; and
- Ensures waste management including auditing and waste management systems and adherence to the “cradle-to grave” approach.

F. HEALTH SURVEY OF PREMISES

- Conducts environmental health impact assessments.
- Assessing premises for unsatisfactory health conditions.
- Monitors all structures used for residential, public, or institutional use for environmental health purposes.
- Ensures the prevention and abatement of any condition on any premises which is likely to constitute a health hazard.
- Issues compliance certification as required.



G. COMMUNICABLE DISEASES MANAGEMENT

- Promotes health and hygiene aims at preventing environmentally diseased and related communicable diseases; and
- Collects, analyzes, and disseminates epidemiological data and information.

H. ENVIRONMENTAL POLLUTION CONTROL

- Identifies polluting agents.
- Attends to public complaints and enquiries.
- Carries out routine environmental health inspections.
- Identifies environmental health hazards and conducting risk assessments and mapping thereof.
- Ensures air pollution sources are addressed.
- Controls and prevents noise pollution.
- Controls and prevents soil pollution.
- Issue of compliance certificates where required; and
- Applies related legislation.

I. DISPOSAL OF THE DEAD

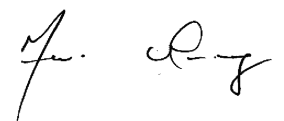
- Controls, restricts, or prohibits the business of an undertaker or embalmer, mortuaries and other places or facility for the storage of corpses.
- Monitors practices (for compliance) at cemeteries, crematoria and other facilities used for the disposal of corpses.
- Manages, controls and monitors exhumations and reburials or the disposal of human remains; and
- Enforce relevant legislation.

J. HEALTH PROMOTION

- Develop the health and hygiene programs; and
- Identifies educational needs of communities.

K. VECTOR CONTROL

- Recommends and motivates appropriate pest control measures; and
- Monitors the effectiveness of pest control measures.



L. PROJECT MANAGEMENT

- Manages resources within function to achieve the project objectives.
- Sets high performance standards for self and others.
- Follows procedures accurately.
- Prioritizes activities to ensure that project is completed within schedule; and
- Complies with budgetary requirements.

M. FINANCIAL MANAGEMENT

- Shows initiative in suggesting possible solutions to certain budgetary problems; and
- Manages self to ensure that municipal financial resources are not wasted and is used effectively.

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**NKANGALA DISTRICT MUNICIPALITY
EXTERNAL VACANCY**



POSITION: COMMUNITY DEVELOPMENT SERVICES INTERN (EHP)
DURATION: FIXED TERM CONTRACT FOR 24 MONTHS (2YEARS)
DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES
REFERENCE: CDS03/01/2023
WORKSTATION: NKANGALA DISTRICT MUNICIPALITY – MIDDELBURG
STIPEND: R56 514.00 PER ANNUM

QUALIFICATION REQUIREMENTS:

- i. Grade 12 Certificate.
- ii. Bachelor's in Environmental Health (NQF Level 7), National Diploma in Environmental Health (NQF Level 6).
- iii. The candidate must be registered with the Health Professional Council of South Africa (HPCSA) as an Environmental Health Student.
- iv. Applicants must be unemployed, recently qualified and proof of residence is required with the application.
- v. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

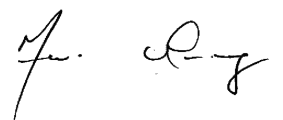
EXPERIENCE REQUIREMENTS: None

Other: A valid driver's license and Good Computer Skills.

DUTIES: The Intern shall perform the following supervised duties - inspections of specific premises; undertakers; offensive trades, hairdressers, places of entertainment, recreational facilities, resorts, childcare facilities, and hostels. *Preparing monthly OHS Reports. Conducting general inspections of residential and business premises in response to EH complaints received. Perform routine monitoring and sampling of water sources. Enforcement of Municipal By- Laws and other related legislations. Conduct environmental health education and awareness campaigns within local jurisdiction. Investigate noise complaints disturbances and monitor the levels. Preparing and serving the notices, letters, reports etc according to environmental health legislations. Conduct food premises inspections. Monitoring waste*

management within local jurisdiction. Monitoring the exhumation and reburial or disposal of human remains. Scrutinising building plans and report comments. Providing health education and instructions during inspections.

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NKANGALA DISTRICT MUNICIPALITY
EXTERNAL VACANCY



POSITION: DIVISIONAL MANAGER RECORDS,
AUXILIARY SERVICES & SECRETARIAT

DURATION: PERMANENT

DEPARTMENT: CORPORATE SERVICES

REFERENCE: CS01/01/2023

WORKS TATION: NKANGALA DISTRICT MUNICIPALITY –
MIDEELBURG

SALARY: R561 609.00 / R575 679.00 P.A. (PLUS
CONTRIBUTION TO MEDICAL AID, PENSION
FUND, GROUP LIFE, HOUSING, CELLPHONE
AND TRAVELLING ALLOWANCE OF 650KM
PER MONTH)

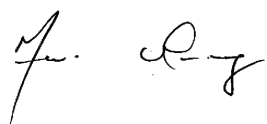
TERM OF OFFICE: PERMANENT

LEVEL: 3/9

QUALIFICATION REQUIREMENTS:

- i. Grade 12 (Matric). Relevant 3-year tertiary qualification.
- ii. A relevant Tertiary qualification preferably an appropriate B. Degree (NQF Level 7) in Administration/Public Administration; and Computer literacy: MS Office Bachelor's Degree or Information/Records Management qualification; Relevant training presented by the National Archives and Records Service (NARS); and Computer literacy: MS Office.

EXPERIENCE REQUIREMENTS: Minimum 5 - 8 years' years' experience in municipal administration / council support and rendering of secretariat services **with minimum 3 years at a supervisory level (Middle management)**. Experience in records and archives management is compulsory (Experience in the fields of paper-based and electronic records management).



DUTIES:

LIBRARY & INFORMATION SERVICES

- Manage and administer the records and archives of NDM.
- Ensure compliance with NDM library & records policies.
- Develop SOP for effective and efficient administration of records and archives within NDM.
- Acquire, organise, manage, and distribute library resources.
- Use library systems and specialist computer applications.
- Prepare abstracts and indexes of current periodicals, organisation of bibliographies, analysis of background information and preparation of reports related to key issues.
- Preserve government publications, records, and documents that form the historical records of actions taken and decisions made by the government.

AUXILIARY SERVICES

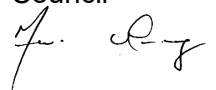
- Manage provision of a driver-messenger service for the municipality.
- Manage provision of reprographic services for the municipality.
- Manage the provision of receptionist / telephonist service.

RECORDS MANAGEMENT AND ARCHIVING SERVICE

- Establish / maintain a file registry / records office for the municipality to manage records in terms of applicable legislation.
- Develop and maintain file indices (indexes).
- Process all incoming mail for filing, and distribution to relevant departments within the municipality.
- Issue overdue notices for files not returned to registry / records office.
- Systematic disposal of records in terms of legislation.
- Filing of operational documents into individual files, as well as into personnel files.
- Transfer of files to other government entities, where required by law.
- Process applications in terms of the Promotion of Access to Information Act (PAIA)

SECRETARIAT SERVICES

- Provision of secretarial support to Committees of Council and Forums through the application of laid down meeting procedures and recording proceedings at meeting as well as administrative work.
- Provide Specific activities associated with the provision of secretarial support by:
 - i. Scheduling, confirming, and updating Committee meeting schedules.
 - ii. Supervising the compilation and copying of agenda items for all Council and Committee meetings.

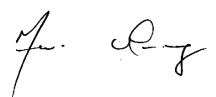


- iii. Preparing notification, agendas, and minutes for specific meetings.
- iv. Developing and maintaining a comprehensive filing system through the conducting of an information audit, separating documents according to types and sources, compiling a user-friendly format of Council Resolution Register.
- v. Maintaining the compliance with the Rules of Order in Council and Committee meetings and code of conduct for Councillors
- vi. Providing logistical and administrative support for the functionality of committee services for Council.
- vii. Maintaining a sound record keeping system for the secretariat division in line with Council records management policy

SUPERVISION AND PERFORMANCE

- Supervise and monitor the process of submission of items and/or reports and supporting documentation for inclusion in Council and Committee Agendas.
- Edit and review reports and compile recommendations on behalf of the Municipal Manager.
- Circulate reports to relevant officials to obtain comments and have the reports signed off by the Municipal Manager.
- Supporting Committee Officers by attending some meetings to minutes meetings and record all amendments and corrections.
- Edit minutes of Council and Committee meetings.
- Coordinate the compilation of Council Annual schedule of committee meetings (Year Calendar).

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NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCY



POSITION: ASSISTANT OFFICE BUILDING CARETAKER
DEPARTMENT: CORPORATE SERVICES
DURATION: PERMANENT
REFERENCE: CS02/01/2023
WORKSTATION: NKANGALA DISTRICT MUNICIPALITY – MIDDELBURG
SALARY: R211 260, R218 638, R226 461, R235 048 (PLUS CONTRIBUTION TO MEDICAL AID, PENSION FUND, GROUP LIFE AND HOUSING)
LEVEL: 10/9

QUALIFICATION REQUIREMENTS:

- i. Basic Literacy / Minimum Grade 10
- ii. Valid Driver's License.

EXPERIENCE REQUIREMENTS: Minimum of 0-2 years' experience preferably in facility maintenance.

DUTIES:

- i. Conduct routine facilities inspection with the aim of identifying any structural defects.
- ii. Identification of any hazards which may be of obstruction to the day-to-day functioning of facilities occupants (employees and clients) to the municipality.
- iii. Perform routine and basic functions relating to maintenance of facilities.
- iv. Conduct daily maintenance and minor repairs of broken frames, worn-out knobs, rusty metals, and other maintenance related functions.
- v. Responsible for supervising cleaning staff to ensure that the environment is clean, healthy, and conducive.
- vi. Responsible for obtaining quotations and booking professional contractors to carry out major repairing and refurbishing works.
- vii. Ensures regular, consistent, and correct functioning of the installed system such as heating, lighting, and alarm within the municipal facilities.

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- viii. Ensure exterior maintenance of the facilities including the landscaping.
- ix. Advise the caretaker on any poor housekeeping and damages within the municipal facilities.

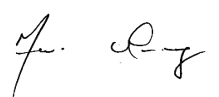
COMPETENCIES:

MANAGING WORK: effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time.

PLANNING AND ORGANIZING the ability to plan activities within specific timeframes and to execute these activities according to plan.

FACILITY SPECIFIC SKILLS shows a satisfactory level of technical skill, knowledge, experience, and education relevant to particular community facility.

WORKPLACE SAFETY the ability to identify, communicate and correct conditions that affect employee safety.



NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCY



POSITION: GENERAL ADMINISTRATION INTERN X2
DURATION: 24 MONTHS (2 YEARS) FIXED TERM CONTRACT
DEPARTMENT: CORPORATE SERVICES
REFERENCE: CS03/01/2023
WORKS T A T I O N : NKANGALA DISTRICT MUNICIPALITY CORPORATE – MIDDELBURG
STIPEND: R56 514.00 PER ANNUM

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, BA Administration (NQF Level 7), National Diploma (NQF Level 6) in Public Management/Administration. Applicants must be unemployed, recently qualified and proof of residence is required with the application. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

EXPERIENCE REQUIREMENTS: None

DUTIES: Interns will be assigned administrative work wherever the need arises in any unit within Corporate Services. Activities include filing switchboard operation, data capturing, organising meeting, minute taking and acting as relief assistants as and when required.

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NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCY



POSITION: HUMAN RESOURCE INTERN
DEPARTMENT: CORPORATE SERVICES
WORKS T A T I O N : NKANGALA DISTRICT MUNICIPALITY - MIDDELBURG
REFERENCE: CS04/01/2023
STIPEND: R56 514.00 PER ANNUM

QUALIFICATION REQUIREMENTS:

- i. Grade 12 Certificate.
- ii. National Diploma (NQF Level 6) in Human Resource.
- iii. Applicants must be unemployed, recently qualified and be residing within Nkangala District Municipality, proof of residence is required with application.
- iv. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

EXPERIENCE REQUIREMENTS: None

DUTIES: Interns will be assigned administrative work wherever the need arises in any unit within the Human Resources functions. Activities include recruitment and selection, Leave Management, Personnel Records Management, Skills Development switchboard operation, data capturing, organizing meeting, minute taking and acting as relief assistants as and when required.

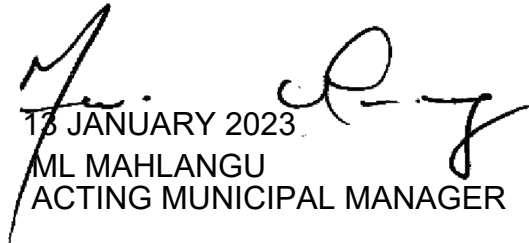
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Successful candidates will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should attach an application letter, detailed CV together with certified copies of qualifications and identity document, driver's license where applicable as well as the completed, prescribed NDM General Application Form for Employment (available from Council's website www.nkangaladm.gov.za), and send it to e-recruitment@nkangaladm.gov.za.** Nkangala District Municipality reserves the right not to fill any of the positions.

**FOR ALL THE ABOVE SEVEN (7) POSITIONS THE CLOSING DATE: 02 FEBRUARY 2023
@16:30 Enquiries: Susan Silinda: 013 249 2082.**


13 JANUARY 2023
ML MAHLANGU
ACTING MUNICIPAL MANAGER