



RAND WEST CITY
LOCAL MUNICIPALITY

Rand West City Local Municipality invites suitably qualified and experienced candidates to apply for the following position.

INTERNAL/ EXTERNAL ADVERT

DIRECTORATE: POLITICAL OFFICE & IGR: CHIEF OF STAFF

POSITION: EXECUTIVE SECRETARY

PERMANENT

Post Level 6: Basic Salary: R300 022.44 – R329 306.02 p.a
Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant Secretarial Qualification will be an added advantage, Computer Literate; Must be excellent in communication ability; Able to work under pressure and to multi task; Have excellent administrative skills; Have sound interpersonal skills; Able to work independently; Have mature and loyal personality; Be trustworthy and have very good problem solving skills; Willing to work after hours;

Duties and Responsivities:

Telephone Service * Typing/Secretarial Duties * Administration * Contact with public and personnel * Managing general appearance of office * Responsible for catering/refreshments and office requirements within the limits of the Budget and in line with the MFMA in the office of the Chief of Staff.

POSITION: ADMINISTRATIVE OFFICER

PERMANENT

POST LEVEL 7 : Basic Salary: R265 866.02 – R293 200.04 p.a
Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant Secretarial Qualification will be an added advantage, Computer Literate; report writing skills;

good coordination and communication skills; honesty and integrity; ability to work under pressure.

Duties and responsibilities:

Render professional administrative support to all Political Parties in Rand West City Local Municipality Council; Analyse agenda items of Agenda Committees within the municipality in order to ascertain incorporation of broader National Policy provision; Attend meetings with staff of all Political Parties operating with RWCLM on how best they can assist their Political Representatives in matters of Municipal interests;

Follow up on all Caucus resolutions and remind Councillor on the adopted position

Initiate corrective action on behalf of the Manager: Office of the Council Whip in case of deviations by Councillors; In conjunction with the Manager in the Office of the Council Whip, develop Strategies and Policies of how govern Council Whippership and share same with the Council Whip; Ensure attendance of Councillor meetings by all Councillors and also liaise with Whips of other parties to register all notices of absence; Compile important historical dates for the Council Whip in order to make announcements to Council meetings of same; Develop a roster for the Council Whip to meet with CBO's, NGO's and Stakeholders to share matters which are Political in nature and of common interest to all Political Parties; Attend meetings with staff in the Office of the Executive Mayor and Office of the Speaker in order to share matters of common interest among their principles and foster Political hegemony between these Offices; and Provide support to Sub-Committees of Political Parties.

POSITION: MESSENGER

PERMANENT

POST LEVEL 10: Basic Salary – R160 708 – R182 009 p.a

Excluding Benefits

Requirements:

ABET. Skills: Organizing, literacy, interpersonal relationships and communication skills.

Knowledge: Working procedures in accordance with transport policy and departmental policies and procedures. Attributes: Trustworthy, honesty, time consciousness and service-orientated.

Be able to read and write.

Duties and Responsibilities:

Collect and deliver classified documents. Fulfil messenger and driver duties in the office. Render general support in the Office as required, Maintain knowledge on the policies and procedures that applies in work environment, particularly with regard on registry

OFFICE OF THE MAYOR:

POSITION: PERSONAL ASSISTANT PERMANENT

**Post Level 6: Basic Salary: R300 022.44 – R329 306.02 p.a
Excluding Benefits**

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant Secretarial/PA Qualification and experience as a Personal Assistant/Secretary will be an added advantages, Computer Literate. Extensive Computer Literacy (MS word, Excel and Power point) and typing skills. Basic knowledge and experience in dealing with the public. Good interpersonal skills. Excellent verbal and written communication skills.

Duties and responsibilities:

Handle all telephone calls/faxes/e-mails and visitors; Control access to the Executive Mayor's office and prioritize appointments for the Executive Mayor; Coordinate meetings; Make travel and accommodation arrangements; Coordinate and control incoming and outgoing correspondence; Maintain confidentiality and a sophisticated filing system; Liaise with clients on behalf of the Executive Mayor; Control and maintain stationery; Take responsibility for the maintenance requirements of the office of the Executive Mayor

POSITION: ADMIN ASSISTANT X 3 PERMANENT

**Post Level 9: Basic Salary: R186 164.03 – R212 940.46 p.a
Excluding Benefits**

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant Secretarial Qualification will be an added advantage, Computer Literate; have the ability to work under pressure; perform any other reasonable task.

Duties and responsibilities:

Attend to internal and external correspondence on behalf of the Speaker; render administrative support and provide secretarial duties; manage the Speaker's diary; serve as a link between the office of the Speaker and Council Support and attend to telephone enquiries and any other related matters; perform any other reasonable task.

POSITION: PEOPLE WITH DISABILITIES : COORDINATOR
PERMANENT
POST LEVEL 6: Basic Salary: R300 022.44 – R329 306.02 p.a
Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant administrative qualification will be an added advantage. Another added advantage will be a person with disability having worked with people living with disability.

Duties and responsibilities:

Render support and implement the Rand West City Local Municipality's policies with regard to people with disabilities in order to promote and empower and community on the all spheres of life, enabling to fully participate; Develop and recommend policies and strategies that will assist in promoting support to people living with disability and procedures to Council, Advice the office of the Executive Mayor on local, provincial and National stakeholders working with people living with disability, represent the Executive Mayor if and when required at activities dealing with people living with disability.

POSITION: VETERANS COORDINATOR
PERMANENT
POST LEVEL 6 Basic Salary: R300 022.44 – R329 306.02 p.a
Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Computer Literate; Force Number/Service Certificate; DMV Database; Member of SANMVA will be an added advantage; Knowledge and understanding of public relations and communications; Excellent written & verbal communication skills; Ability to adhere to tight deadlines; Good computer skills

Duties and responsibilities:

Coordinate activities of military veterans; Liaise with DMV on programmes beneficial to military veterans; Develop platforms for engagement with various stakeholders in support of the military veterans or their families; Knowledge and understanding of public relations and communications; Excellent written & verbal communication skills; Ability to work to tight deadlines; Good computer skills

POSITION: YOUTH COORDINATOR
5 YEARS FIXED TERM CONTRACT LINKED TO CURRENT TERM OF COUNCIL
POST LEVEL 6: R300 022.44 – R312 227.81 –R329 306.02 negotiable p.a
Excluding Benefit

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant administrative qualification will be an added advantage. Another added advantage will be a person with disability having worked with people living with disability.

Duties and responsibilities:

Render support and implement the Rand West City Local Municipality's policies with regard to Youth in order to promote and empower community on the all spheres of youth activities, enabling to fully participate; Develop and recommend youth development strategies and procedures to Council; Coordinate the youth process of Rand West City Local Municipality; Monitor youth process of Rand West City Local Municipality, Monitor Youth activities within the Municipal area; Advise Youth activities within the Municipal area; Implement Youth Education Programmes; Assist in the formulation of the Bursary Fund for the Youth living with disability within the Municipal area; Coordinate Youth and campaigns on HIV/AIDS, Drug Abuse and Career Guidance; Handling daily activities of the Youth Desks; Compile reports to the Manager on activities of youth development within the Municipal area; Foster partnerships with appropriate institutions such as the Provincial Government and relevant National Department on common youth

POSITION: GENDER COORDINATOR
PERMANENT
Post Level 6: Basic Salary: R300 022.44 – R329 306.02 p.a
Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant administrative qualification will be an added advantage. Another added advantage will be a person with disability having worked with people living with disability.

Duties and responsibilities:

Render support and implement the Rand West City Local Municipality's policies with regard to Gender in order to promote and empower community on all spheres of gender based activities, enabling environment to fully participate in gender based programmes; Develop and recommend gender development strategies and procedures to Council; Coordinate the gender process of Rand West City Local Municipality; Monitor gender process of Rand West City Local Municipality, Monitor gender activities within the Municipal area; Advise gender activities within the Municipal

process of Rand West City Local Municipality; Monitor gender process of Rand West City Local Municipality, Monitor gender activities within the Municipal area; Advise gender activities within the Municipal area; Implement gender Education Programmes; Coordinate gender based campaigns on HIV/AIDS, Drug Abuse and Career Guidance; Handling daily activities of the gender Desks; Compile reports to the Manager on activities of gender development within the Municipal area; Foster partnerships with appropriate institutions such as the Provincial Government and relevant National Department on common gender based programmes

POSITION: YOUTH FACILITATOR X 3
5 YEARS FIXED TERM CONTRACT LINKED CURRENT TO TERM OF COUNCIL
POST LEVEL 7: R265 866.02 – R279 370.98 – R293 200.04 negotiable p.a
Excluding benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience. Relevant youth development experience will be an added advantage, Computer Literate; Excellent written & verbal communication skills; Ability to adhere to tight deadlines; Be between the ages of 18-35 years.

Duties and Responsibilities:

Facilitate youth activities and report accordingly to the youth coordinator; Execute the Youth Outreach programmes with the relevant stakeholders; Establish good relations with all youth sectors Regionally, Provincially and Nationally and facilitate youth programmes for the Office of the Executive Mayor; facilitate all municipal youth programmes and projects; Execute any instructions given by the Youth Coordinator and Office of the Executive Mayor Management.

OFFICE OF THE SPEAKER:

POSITION: ADMIN SPECIALIST
5 YEARS FIXED TERM CONTRACT LINKED CURRENT TO TERM OF COUNCIL
Post Level 4: R381 838.95 – R391 468.78 – R401 238.44 negotiable p.a
Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12, NQF Level 5 or equivalent qualification. Relevant administrative qualification will be an added advantage, Computer Literate. Ability to produce reports and presentations of exceptionally high standard; Good Communication Skills.

Duties and Responsibilities:

Provide administrative support to ensure effective function of the office of the Speaker and

Council structures • Manage and coordinate functioning of oversight structures, systems and processes • Assist the Manager in the Office of the Speaker on all relevant administrative functions and coordinate all administrative functions of the office • Responsible for the efficient administrative management of the Office of the Speaker.

POSITION: ADMINISTRATIVE ASSISTANT

PERMANENT

Post Level 9: Basic Salary: R186 164.03 – R212 940.46 p.a

Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant Secretarial Qualification will be an added advantage, Computer Literate; have the ability to work under pressure; perform any other reasonable task.

Duties and responsibilities:

Attend to internal and external correspondence on behalf of the Speaker; render administrative support and provide secretarial duties; manage the Speaker's diary; serve as a link between the office of the Speaker and Council Support and attend to telephone enquiries and any other related matters; perform any other reasonable task.

POSITION: COMMUNITY LIAISON OFFICER X 2

(Stakeholder Protocol x 1 and Stakeholder Liaison x 1)

5 YEARS FIXED TERM CONTRACT LINKED CURRENT TO TERM OF COUNCIL

POST LEVEL 7: R265 866.02 – R279 370.98 – R293 200.04 negotiable p.a

Excluding benefits

REQUIREMENTS:

Unless the incumbent/s has demonstrated that he/she has developed the necessary competencies through experience in a Local Government and Political environment. Relevant Stakeholder relations and protocol will be an added advantage, Computer Literate; have the ability to work under pressure; perform any other reasonable task.

Duties and Responsibilities:

The incumbent/s will be responsible for coordinating and promoting public participation, awareness and developmental programmes in Communities; to coordinate and liaise with internal and external stakeholders to ensure synergy of all activities/ functions related to the Office of the Speaker, Coordinate Proof of residence in the Office of the Speaker. To coordinate

and provide support on protocol related activities of the Office of the Speaker and further provide support if and when required to the Office of the Executive Mayor and Council Whip on all protocol related matters. Assist in coordinating official passports for all political offices and the Office of the Municipal Manager and be the custodian of all official passports, liaise with the offices of all Missions and ambassadors on protocol, liaise with Regional, Provincial and National Departments responsible for protocol.

POSITION: PETITIONS OFFICER

5 YEARS FIXED TERM CONTRACT LINKED CURRENT TO TERM OF COUNCIL

Post Level 4: R381 838.95 – R391 468.78 – R401 238.44 negotiable p.a

Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12, NQF Level 5 or equivalent qualification. Relevant administrative qualification will be an added advantage, Computer Literate. Ability to produce reports and presentations of exceptionally high standard; Good Communication Skills.

Duties and responsibilities:

Provide advice and support for the Petitions Process; Preparation of advice for the Speaker on Petitions and questions for written answer; Presentation of papers; Identify, monitor and manage Petition risks; Receive petitions submitted in writing or via the E-Petition System; Assist with the scope and wording of a petition to ensure that it is as effective as possible; Assess petitions and ask the lead petitioner for further information or evidence; Prepare briefing notes highlighting the Policy and Legal context of a petition; and ensure training of Community on the drafting of Petitions and develop feedback mechanisms.

POSITION: PUBLIC PARTICIPATION SPECIALIST

5 YEARS FIXED CONTRACT LINKED CURRENT TO TERM OF COUNCIL

Post Level 4: R381 838.95 – R391 468.78 – R401 238.44 negotiable p.a

Excluding Benefits

Duties:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12, NQF Level 5 or equivalent qualification. Relevant administrative qualification will be an added advantage, Computer Literate. Ability to produce reports and presentations of exceptionally high standard; Good Communication Skills.

KEY PERFORMANCE AREAS: Provide administrative support to ensure effective function of Public Participation in the Office of the Speaker • Manage and coordinate functioning of oversight structures, systems and processes • Control and account for all Public Participation related activities of the office of the Speaker • Responsible for the efficient management of the public participation in the Office of the Speaker, develop and implement all policies related to public participation, liaise with the District, Provincial Legislature, National Council of Provinces and National Legislature on all public participation related activities.

POSITION: PUBLIC PARTICIPATION COORDINATOR X 8

PERMANENT

**POST LEVEL 7: Basic Salary: R265 866.02 – R293 200.04 p.a
Excluding Benefits**

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant public administration or public participation qualification will be an added advantage, Computer Literate, public relations; report writing skills; good coordination and communication skills; honesty and integrity; ability to work under pressure.

Duties and responsibilities:

Provide support to the office of the Speaker on public participation activities; provide secretariat services in all public activities of the municipality; liaise with the community on municipal programmes; ensure functionality of Ward Committees; prepare and consolidate Ward Committee reports for the Office of the Speaker, Municipal Manager and other organs of state; facilitate outreach programmes for the municipality; facilitate the IDP public participation process; develop and implement Public Participation Strategies; build capacity to the ward committees and public about functions and powers of Local Government ; investigate and advice on service delivery constraints.

POSITION: WARD OFFICER X 35

PERMANENT

**POST LEVEL 7: Basic Salary: R265 866.02 – R293 200.04 p.a
Excluding Benefits**

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience. Relevant administrative qualification will be an added advantage, Computer Literate, Experience local government will be an added advantage, Communication Skills, Knowledge of ward based problems.

Duties and responsibilities:

To support the communications channel between the Ward Councillor, Ward Committee, Municipality and Community; To act as a conduit for information on the IDP and Budget between the Ward Committee and Municipality; To facilitate two way communication between the Ward Committee and Office of the Speaker; To assist in the administration of Ward Committee meetings and to channel input from the Committee to the Office of the Speaker; To facilitate the capacity building of Ward Committee Members; To oversee the logistical support of Ward Committees; To provide feedback on issues raised/inputs made by Ward Committees; To assist in the assessment of Ward Committee functioning and effectiveness with the Office of the Speaker; and To promote exchanges and inter-reaction between Wards on matters of mutual interest

POSITION: RESEARCHER AND DEVELOPMENT X 2
5 YEARS FIXED TERM CONTRACT LINKED CURRENT TO TERM OF COUNCIL
Post Level 4: R381 838.95 – R391 468.78 – R401 238.44 negotiable p.a
Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant research and development qualification or law qualification will be an added advantage, Computer Literate, Experience in senior research and development support environment will be an added advantage, Ability to produce reports and presentations of exceptionally high standard. Ability to independently produce research papers, communication skills.

Duties and responsibilities:

Research, Develop research objectives, projects and proposals; Act as principal investigator on research projects; Conduct individual or collaborative research projects; Identify sources of funding and contribute to the process of securing funds; Collaborate actively within and outside the Municipality to complete research projects and advance thinking; and Develop links with external contacts such as other educational and research bodies. Mentor Colleagues with less experience and advise on personal development; Coach and support Colleagues in developing their research techniques, offer support to all political offices on research.

OFFICE OF THE COUNCIL WHIP

POSITION: PERSONAL ASSISTANT

PERMANENT

**POST LEVEL 6: Basic Salary: R300 022.44 – R329 306.02 p.a
Excluding Benefits**

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant Secretarial/PA Qualification and experience as a Personal Assistant/Secretary will be an added advantages, Computer Literate. Extensive Computer Literacy (MS word, Excel and Power point) and typing skills. Basic knowledge and experience in dealing with the public. Good interpersonal skills. Excellent verbal and written communication skills.

Duties and responsibilities:

Handle all telephone calls/faxes/e-mails and visitors • Control access to the Chief Whip's office and prioritise appointments for the Chief Whip • Coordinate meetings • Make travel and accommodation arrangements • Coordinate and control incoming and outgoing correspondence • Maintain confidentiality and a sophisticated filing system • Liaise with clients on behalf of the Whippery • Control and maintain stationery • Take responsibility for the maintenance requirements of the office of the Chief Whip

POSITION: MESSENGER

PERMANENT

**POST LEVEL 10: Basic Salary: R160 707.95 – R182 009.37 p.a
Excluding Benefits**

Requirements:

ABET. Organizing, literacy, interpersonal relationships and communication skills. Knowledge: Working procedures in accordance with transport policy and departmental policies and procedures. Attributes: Trustworthy, honesty, time consciousness and service-orientated. Be able to read and write.

Duties and Responsibilities:

Collect and deliver classified documents. Fulfil messenger and driver duties in the office. Render general support in the Office as required, Maintain knowledge on the policies and procedures that applies in work environment, particularly with regard on registry

POSITION: ADMINISTRATIVE ASSISTANT

PERMANENT

Post Level 9: Basic Salary: R186 164.03 – R212 940.46 p.a

Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant Secretarial Qualification will be an added advantage, Computer Literate; have the ability to work under pressure; perform any other reasonable task.

Duties and responsibilities:

Attend to internal and external correspondence on behalf of the Council Whip; render administrative support and provide secretarial duties; manage the Council Whip's diary; serve as a link between the office of the Council Whip and Council Support and attend to telephone enquiries and any other related matters; perform any other reasonable task.

POSITION: CONSTITUENCY OFFICER X 3

5 YEARS FIXED TERM CONTRACT LINKED CURRENT TO TERM OF COUNCIL

Post Level 4: R381 838.95 – R391 468.78 – R401 238.44 negotiable p.a

Excluding Benefits

Requirements:

Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience he or she should at least have Grade 12 or equivalent qualification, Relevant public administration qualification will be an added advantage, Computer Literate, Experience in petitions or public participation support environment will be an added advantage, Ability to produce reports and presentations of exceptionally high standard; Good Communication Skills. Knowledge of the Constitution and Local government legislation. Understanding of the Local Government oversight responsibilities. A high degree of confidentiality.

Duties and Responsibilities:

Coordinate meetings for assigned committees; prepare and distribute agenda for the meetings and workshops; Inform oneself on continuous basis about content and developments in sector/ portfolio committees for Sub-committees(Study groups) being coordinated; Produce and

communicate Information by: develop report on meetings held and produce quarterly reports on functionality of Sub- Committees (Study groups) being coordinated; Coordinate Legislative Programmes; Coordinate PCO and Parliamentary Work by: Planning and coordination of the constituency programmes of members of PCO Management Committee as per annual programme; the production of PCP Manco Annual Programme within a week of the conclusion of the strategic session; The production of the report within seven days of the activity/ event; Working with the PCO Administrator and the Constituency researcher to produce relevant report for the meetings of the PCO Manco; and attend all meetings of the PCO Manco;

DIRECTORATE: CHIEF OPERATIONS OFFICER

MARKETING & PUBLIC RELATIONS

SENIOR COMMUNICATION OFFICER X1

PERMANENT

Post Level 4: Basic Salary: R381 839. – R401 238 p.a

Excluding Benefits

Requirements: A degree or National Diploma in Communication or Public Relations or Marketing from a recognized tertiary institution. A minimum of one (1) year experience working in the communication and marketing or public relations field and within Local Government environment in particular. Computer literate. Valid driver's license.

Key responsibilities: Reporting to the Manager Communication & Marketing, the incumbent will be responsible for the following: disseminate information pertaining to the municipality's services to relevant media and stakeholders. Identify documents for inclusion in municipal publications, exhibitions and educational programs. Compile programs based on departmental activities and publicize them in the municipal newsletter and website. Assist the Manager in communicating with media as a tool for imparting Council information. Assist in coordinating media coverage through press releases on all municipal events. Monitor press coverage and assist the Manager in responding to letters and press articles after documentation has been reviewed by Manager Communications. Provide an intermediary service between management and employees in terms of all matters to be communicated to employees. Coordinate marketing and branding activities for the municipality. Coordinate the municipality's footprint on social media platforms.

Enquiries: HR Section Tel: Mr Nhlanhla Nkosi/ Ms Nokwazi Bovungana - 011 411 0182 / 011 278 3034 during office hours

Application letters specifying the post applied for accompanied by CV, Copy of Qualifications, ID and Drivers' License must be submitted to, The Human Resources Manager;
and hand- delivered to the DESIGNATED BOX AT RECEPTION AREA BETWEEN 7:30 to 16:00 at Rand West City Local Municipality, Cnr Pollock and Sutherland Street, Randfontein OR Cnr

Neptune and Saturnus Street Westonaria OR posted to, Rand West City Local Municipality
P.O. Box 218, Randfontein 1760

Closing Date: 28 JULY 2017

Date Advertised: 21 JULY 2017

Rand West City Local Municipality is an equal opportunity employer and subscribes to an employment policy which is non-racial, non-discriminatory, nonsexist and based on merit. Correspondence will be limited to short-listed candidates only. Should you not have heard from us within three months of the closing date of this advert, please consider your application as having been unsuccessful. No late applications will be accepted. Failure to comply with the above instructions will lead to disqualification of applicants. The municipality reserves the right not to make an appointment.



Mr Themba Goba
Municipal Manager

21/7/2017
DATE