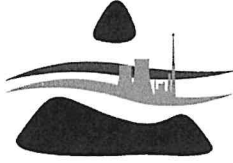


INTERNAL ADVERTISEMENT



FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NO: FDDM - 056/2020-21

Applications are invited from suitably qualified persons to apply for the under mentioned position based at Fezile Dabi District Municipality. Council is committed to the policy of Affirmative Action and any appointment that would ensure equity and representivity shall be given preference.

1. EPWP OFFICER

POST LEVEL: 6

COMPONENT – PROJECT MANAGEMENT AND PUBLIC WORKS

REMUNERATION: R 382 860.00 – R 422 100.00 p.a.

BENEFITS: Provident or pension fund, medical aid subsidy, rental/housing subsidy,

REQUIREMENTS:

- Grade 12
- Computer Literacy
- Ability to work under pressure.
- Excellent interpersonal skills
- Valid driver's license

RESPONSIBILITIES:

- Monitor and evaluate the progress of EPWP within the District Municipality
- Report to the Provincial Steering Committee on the implementation of the EPWP against targets
- Provide feedback to all stakeholders and role players on compliant and non-compliant projects
- Monitor participation of all Municipalities in the District Steering Committee
- Share challenges, solutions and best practices on EPWP implementation
- Make sure that the targets of the district are realised
- Monitor that sectoral sub-committees within the Municipalities are functional (Infrastructure, Social, E&C and Non-State Sectors)
- Assist in collating reports from sectoral committees

2. HR AND OCCUPATIONAL HEALTH SAFETY OFFICER

POST LEVEL: 4

COMPONENT – CORPORATE SUPPORT SERVICES

REMUNERATION: R 496 488.00 - R 547 392.00 p.a.

BENEFITS: Provident or pension fund, medical aid subsidy, rental/housing subsidy, travelling allowance

REQUIREMENTS:

- Grade 12, N Diploma in Human Resources plus Incident Investigation Certificate / SAMTRAC and or equivalent
- Minimum 3 years' experience in local government
- Good interpersonal and communications skills
- Have a resilient and energetic personality
- Ability to perform under pressure
- Valid Driver license

KEY RESPONSIBILITIES:


- Sensitise management on high-risk, high impact health concerns
- Determine health and safety awareness needs and ensure communication campaigns
- Inspect workplaces and investigate accidents and identify causes.
- Examining ways to improve health and safety standards.
- Coordinate monthly safety meetings.
- Keep records of all health and safety matters (e.g. minutes of the Committee , Incidents investigations and reports etc)
- Identify regulatory gaps and implement measures to investigate and conduct safety, health and risk assessments and audits
- Complete incident investigations and collate SHE statistics
- Share relevant information timeously with all concerned
- Report writing
- Engagement with staff / personnel on matters relevant to HR and Occupational Health and safety

DIRECTIONS TO CANDIDATES:

1. Application letters, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Fezile Dabi District Municipality, John Vorster Road, PO Box 10, Sasolburg, 1947.**
2. Late, Faxed and/ or e-mailed applications will not be considered.
3. Candidates must be prepared to be subjected to security clearance.
4. Canvassing will automatically disqualify a candidate.

5. Enquiries should be directed to **Dr R.S Motingoe (Director Corporate Support Services): Tel 016 970 8600.**
6. Should you not receive any response within 2 months after the closing date consider your application unsuccessful.
7. The Municipality reserves the right to make no appointment.

CLOSING DATE: 17 MARCH 2021



Ms. T BALENI
ACTING MUNICIPAL MANAGER