



In the pursuit of the ideals of excellence and diversity, the Tlokwe City Council wishes to invite applications for the following positions:

EXTERNAL ADVERTISEMENT

DEPARTMENT: COMMUNITY SERVICES

Environmental Officer

(Ref: New Post)

Salary level 6: R201 264 – R222 215 p.a.

Requirements: Applicable B degree • good computer literacy in Microsoft Word, Excel, power-point and access • management skills • good communication skills (written and verbal) • excellent report writing skills • ability to interpret legislation and be able to draft policies and by-laws • ability to draft business plans for environmental projects • ability to draft project proposals • financial skills • administrative skills • a valid code 08(Code EB) drivers license.

Core functions: Do all administrative duties • obtain quotations • attend meetings • writes reports • writes requisitions • draft business project plan • draft presentations • monthly, quarterly and annual reports assist in the implementation of environmental management system by: • identifying impacts •formulating environmental objectives and targets • translation of the objectives and targets into environmental management programmes • developing training awareness and capacity building programmes • developing a communication programme • comment and make recommendations on any new developments, change of land use applications or any activities which may have a substantial detrimental effect on the environment: • requesting that an Environmental impact assessment be done • doing site inspections • commenting on Environmental Impact Assessment • to promote sustainable development, thereby achieving and maintaining an environment, that is not harmful to people 's health and well being • assist in the execution, implementation and enforcement of National and Provincial legislation and policies by: • writing notices; education; conveying information; participation in the meetings; inspections; verbal, telephonic, electronic mail communication • assist in the execution of environmental projects by: planning and preparing and submitting business plans and budgets required • assist in environmental education by: planning designing and implementing programmes and projects at schools and the general public.

DEPARTMENT: COMMUNITY SERVICES

ADMINISTRATIVE ASSISTANT

(Ref: new post)

Salary level 9: R135 456 – R157 044 p.a.

Requirements: Grade 12 with Diploma in Secretarial Work and Office administration • valid code 08 driver's license •computer literate and practical knowledge of: Microsoft, power point, excel, access, internet, e-mail • administrative and typing skills • fluent in English (verbal and writing) • communication skills (verbal and writing) report writing skills • organizing skills • cus-

tomer service skills (Batho Pele Principles) • previous working experience and knowledge in a municipality environment will be an added advantage • knowledge of Blue and Green Drop System will be an added advantage

Core functions: provide routine administrative assistance to the Section Water Quality Monitoring , to ensure effective workflow and data distribution and communication in the office • implement the protocol of the Section Water Quality Monitoring to ensure effective and positive customer services • assist in the management of the schedule of the Chief Chemist • manage and keep record of the Water Sample Register • manage capturing and communication of analysis results • assist the Chief Chemist to manage and control the Budget of the Section WATER Quality Monitoring in compliance to legislation , regulations and policies .

DEPARTMENT: COMMUNITY SERVICES

SENIOR PROFESSIONAL OFFICER

(Ref: 11009001)

Salary level 8: R160 980 – R177 768 p.a.

Requirements: grade 12 • museum technical skills • computer skills • communication skills • knowledge of South African history and cultural history.

Core functions: to present an architectural, cultural and historical example of life during the nineteenth and early twentieth century and to promote tourism, as well as educational and cultural services of the house museum • to manage the collection of the house museum consisting of 3000 – 4000 artefacts and maintain the historical buildings • to plan and implement educational and cultural related projects • to market the museum • perform administrative tasks (keeping records daily visitors, handling enquiries)

DEPARTMENT: COMMUNITY SERVICES

SAMPLER/ LABORATORY ASSISTANT

(Ref: new post)

Salary level 15: R66 992 – R72 863 p.a.

Requirements: Grade 12, fluent in English (verbal and writing); valid code 08 driver's license and safe driving record • trustworthy and able to work independently

Core functions: collect of water samples : catchment; distribution systems; treatment plants; industrial effluent; sewage treatment plants • cleaning, maintenance and control of all sampling equipment to ensure that samples are of high quality and comply with regulations, policies and procedures • cleaning and maintenance of sampling vehicle •execute the necessary measurements required at sampling points • cleaning and preparing of sample bottles ac-

ording to prescribed methods and procedures to ensure safety precaution • assisting with inventory control by checking equipments monthly prevent loss and damages • collecting and delivery of orders • carry out messenger duties by delivering or fetch articles from admin offices to facilitate interdepartmental communication.

**CLOSING DATE: FRIDAY,
7 October 2011 AT 16:30**

The Tlokwe City Council offers the following benefits: Medical aid, pension fund, group life insurance, UIF, 13th cheque and housing subsidy (terms and conditions apply).

Applications can be hand-delivered at the Department: Corporate Services (Human Resource Management), corner of Walter Sisulu and Wolmarans Streets, Potchefstroom or posted, in time, to the Department: Corporate Services, P.O. Box 113, Potchefstroom, 2520.

Please attach separate curriculum vitas for each post, include certified copies of qualifications and your green ID book with a clear indication of the post name, reference number and department.

The Municipality reserves the right not to make any appointment in any of the above posts. Although advertised or filled by way of transfer or deployment, should it be considered in the interest of service delivery

NB: • Tlokwe City Council is an Equal opportunity employer, therefore welcomes applications from people with disabilities and this position will be filled in line with our EE targets • Canvassing of councillors or employees, in respect of the position, will lead to immediate disqualification of the application • Only candidates short listed for interviews will be corresponded with. • Due to the large number of applications we envisage to receive, application will not be acknowledged and faxed or e-mailed applications will not be accepted. Please note that if candidates are not contacted within three months (90 days) after the closing date, please accept that your application was unsuccessful and **communication will be limited to successful candidates.** Please note that recommended candidates will undergo risk assessments, including inter alia the verification of curricula vitae, all qualifications and criminal records. The appointments will only be made upon successful verification thereof.

S Tyatya
Municipal Manager

Ext.95/2011