

Selly Park @ Anglo Safety Day



Pictured waiting to accompany their hosts are Selly Park Primary Leaders Yazini Dube, Dillon Marais, Marco Pedro and behind the banner, Reinhold Joubert, Keabetswe Thalagale, Letlotlo Masipa and Head Boy, Duli Boehelo.

Rustenburg – On Thursday, 3 November 2011, Anglo American Platinum Limited hosted a Safety Day at the Royal Bafokeng Stadium for all Amplats employees. The current Leaders of Selly Park Convent Primary School were invited to accompany the Executive Team on a walk of remembrance in honour of the 12 employees who, to date, have lost their lives in mining operations. In front of thousands of onlookers, Selly Park Primary Leaders accompanied executives and union leadership from the stadium tunnel to centre stage, led by Duli Boehelo (Head Boy), and Mrs Cynthia Carroll (Chief Executive of Anglo American). Leaders returned to school later that morning exhilarated by the experience and thankful to have been included in this memorable day.

Harmony suspends operations at mine after fatality



South Africa's third-largest gold miner Harmony suspended operations at its Kusasalethu mine on Monday after an employee was killed in an accident (November 7).

"Investigations are currently underway to establish the cause of the accident. All operations at the mine have been suspended until investigations have been completed," Harmony said in a statement.

Fatal Blasting Accident

Brits - Mr. Ian Rozier, President and CEO of Eastern Platinum Limited (Eastplats) reported that mining operations at the Crocodile River Mine ("CRM") have been suspended following a fatal accident at the mine (November 8).

Mr. Afiach Ngobeni, an employee of High Point Trading (an engineering company doing development work at CRM), was fatally injured in a blasting accident at an ore pass development raise at the Zandfontein Section at CRM on Monday 7th November. A Section 54 Stop Work Order has been issued by the Department of Mineral Resources ("DMR") and mining operations at CRM have been stopped pending a full investigation by the DMR Inspector of Mines on Tuesday November 8th. "This is terrible news for the families affected and also for the Company. Management has made health and safety a key priority at CRM and we were making substantial progress in this regard, having recorded 3.8 million fatality free shifts at the mine until yesterday. This is a tragic accident and it will be investigated thoroughly," stated Ian Rozier.

KGETLENGRIVIER LOCAL MUNICIPALITY - North West Province

The Kgetlengrivier Local Municipality, in the North West Province's town of KOSTER, hereby invites applications from suitably qualified candidates for the following vacancies:

MANAGER - LED AND TOWN PLANNING

RENUMERATION: NEGOTIABLE

REQUIREMENTS: ♦ An appropriate Bachelor's Degree in Town and Regional Planning. ♦ A minimum of three (3) years relevant professional experience in a municipal environment (two (2) years managerial level). ♦ A good understanding of Development legislation. ♦ A fair understanding of housing legislation, policies, guidelines, standards and procedures. ♦ Report-writing skills. ♦ Presentation skills. ♦ Good communication skills. ♦ Must be innovative and self-motivated. ♦ Computer literacy. ♦ A valid driver's licence (Code 08).

RESPONSIBILITIES: ♦ Will include, inter alia, processing of development applications, management of development on Council property, housing related planning and administration of housing. ♦ Ensuring effective environmental management in the development process. ♦ Enforcement of town planning legislation, implementation of the SDF and revision in the line with development trends. ♦ Providing town planning input to building plans. ♦ Ensuring that all planning instruments are in place and updated. ♦ Serving on the relevant committees and structures as may be required to perform the function. ♦ Render an effective Development Planning function in line with development needs of the Municipality. ♦ Housing related planning and administration, maintenance of credible Human Settlement Plan and managing housing projects administration. ♦ Co-ordination of LED functions and ensure effective implementation thereof.

HUMAN RESOURCES MANAGER

RENUMERATION: R207 505.31 Housing allowance, Travelling Allowance and all fringe benefits.

POST LEVEL: 1 OF GRADE 4 LOCAL AUTHORITY

REQUIREMENTS: ♦ An appropriate three-year Tertiary qualification in Human Resources and Labour Relations Management. ♦ Two to three (2-3) years' experience as Human Resources Manager. ♦ Valid driver's licence. ♦ Knowledge of sports, art and culture legislation, labour matters and environment. ♦ Project management skills. ♦ Report-writing skills. ♦ Research skills. ♦ Negotiation skills. ♦ Basic accounting skills. ♦ Conflict resolution skills.

RESPONSIBILITIES: ♦ Manage employee and employer relations by convening meetings with the employer. ♦ Reviewing of conditions of service and workplace policies. ♦ Provision of professional assistance in disciplinary matters. ♦ Dispute resolution. ♦ Presiding over labor cases. ♦ Conduct investigation on alleged misconduct reported to the Municipal Manager. ♦ Ensure compilation of reports on all labour relations matters. ♦ Plan, co-ordinate, direct and control the Key Performance Indicators and outcomes of personnel within the Department. ♦ Co-ordinate specific procedures associated with the implementation and execution of the Human Resources Management systems. ♦ Provide information and/or reports on the status and outcomes internally / externally. ♦ Disseminate information and provide guidance on the interpretation of Strategic Planning and Implementation Management issues and outcomes.

FLEET AND ASSET MANAGEMENT OFFICER

RENUMERATION: R128 408.47 Housing allowance and all fringe benefits.

POST LEVEL: 5 OF GRADE 4 LOCAL AUTHORITY

REQUIREMENTS: ♦ An appropriate Bachelor's Degree or equivalent qualification. ♦ At least two to three (2-3) years experience in asset management. ♦ Self-driven, confident and innovative. ♦ Analytical skills.

RESPONSIBILITIES: ♦ Implement finance strategies, which enhance good financial management and decision-making practices within the areas of responsibility. ♦ Manage the control of assets according to policies and procedures. ♦ Implement and maintain financial management guidelines, financial instructions, and related financial policies. ♦ Keeping of the asset register and inventory list of movable assets. ♦ Manage and control specific accounting procedures associated with asset acquisition and disposals. ♦ Conduct the annual certification of assets. ♦ Preparing motivation for write-off and / or sale through auction or other prescribed means of disposal of assets exceeding the allowance life cycle and co-ordinating the outcomes and accounting sequences thereof. ♦ Reconcile the Asset Register with the general ledger control account.

IT OFFICER

RENUMERATION: R128 408.47 Housing allowance and all fringe benefits.

POST LEVEL: 5 OF GRADE 4 LOCAL AUTHORITY

REQUIREMENTS: ♦ Tertiary qualification in Information Technology. ♦ One to two (1-2) years' relevant experience.

RESPONSIBILITIES: ♦ Co-ordinate sequences associated troubleshooting and problem-solving application problems and install new software and / or hardware. ♦ Monitoring and maintaining computer systems and networks. ♦ Troubleshooting system and network problems and diagnosing and solving hardware / software faults. ♦ Replacing parts as required. ♦ Providing support, including procedural documentation. ♦ Following diagrams and written instructions to repair a fault or set up a system. ♦ Supporting the roll-out of new applications. ♦ Setting up new users' accounts and profiles and dealing with password issues. ♦ Responding within agreed time limits to call-outs. ♦ Working continuously on a task until completion (or referral to third parties, if appropriate). ♦ Prioritising and managing many open cases at one time. ♦ Rapidly establishing a good working relationship with customers and other professionals (e.g., software developers). ♦ Testing and evaluating new technology. ♦ Conducting electrical safety checks on computer equipment. ♦ Managing and maintaining a domain network infrastructure.

SECRETARY TO THE DIRECTOR: TECHNICAL AND INFRASTRUCTURE SERVICES

RENUMERATION: R91 596.91 Housing allowance and all fringe benefits.

POST LEVEL: 8 OF GRADE 4 LOCAL AUTHORITY

REQUIREMENTS: ♦ Grade 12 Certificate. ♦ Administration / Secretarial National Diploma or equivalent. ♦ At least two (2) years experience in secretarial service to senior levels within an organisation. ♦ Attention to detail, planning and organising skills. ♦ Communication skills (verbal and written). ♦ Time management. ♦ Ability to conceptualise Municipal activities and administration.

RESPONSIBILITY: ♦ Provide administrative and secretarial services to the Director. ♦ Manage time and diary commitments of the Director. ♦ Screen and manage all telephone calls. ♦ Required to deal with high level and confidential correspondence. ♦ May be required to accompany and attend meetings with the Director. ♦ Follow up on tasks and commitments of the Director. ♦ Required to assist in the provision of the office management service / function to the Director. ♦ Ensuring properly planned logistics. ♦ Perform additional duties on ad hoc as requested by the Director.

SECRETARY TO THE DIRECTOR: CORPORATE AND COMMUNITY SERVICES

RENUMERATION: R91 596.91 Housing allowance and all fringe benefits.

POST LEVEL: 8 OF GRADE 4 LOCAL AUTHORITY

REQUIREMENTS: ♦ Grade 12 Certificate. ♦ Administration / Secretarial National Diploma or equivalent. ♦ Computer literacy. ♦ Good verbal and written communication and organisational skills. ♦ Local Government / Municipal administration environment experience.

RESPONSIBILITY: ♦ Administer the diary of the Director by recording all appointments, commitments and meetings. ♦ Handle office administration by answering telephone, receiving and sending faxes and emails and making photocopies. ♦ Respond to queries and issuing of memos and instruction as instructed by the Director. ♦ Required to deal with high level and confidential correspondence. ♦ May be required to accompany and attend meetings with the Director. ♦ Prepare agendas and minutes for all meetings within Corporate and Community Services Department. ♦ Follow up on tasks and commitments of the Director. ♦ Perform additional duties on ad hoc as requested by the Director.

HOUSING CLERK

RENUMERATION: R91 596.91 Housing allowance and all fringe benefits.

POST LEVEL: 8 OF GRADE 4 LOCAL AUTHORITY

REQUIREMENTS: ♦ Grade 12 Certificate, ♦ Computer literacy. ♦ Inter-personal and administrative skills. ♦ Two (2) years experience.

RESPONSIBILITIES: ♦ Administration of housing projects. ♦ Developing waiting lists and allocate stands for approved beneficiaries. ♦ Attend queries on housing applications. ♦ Ensure that houses are allocated and occupied by the rightfully approved beneficiaries and also managing informal settlements. ♦ Processing and completion of housing beneficiary forms. ♦ Maintain housing files and debtors correspondences. ♦ Conducting extensive house survey. ♦ Assist consumers to apply for indigent support. ♦ Processing and completion of documents related to approved housing projects.

2 X CASHIERS (SWARTRUGGENS AND KOSTER)

RENUMERATION: R75 150.00 Housing allowance and all fringe benefits.

POST LEVEL: 10 OF GRADE 4 LOCAL AUTHORITY

REQUIREMENTS: ♦ Grade 12. ♦ Computer literacy and must have good verbal and written communication and organisational skills. ♦ Experience as a cashier will be advantage.

RESPONSIBILITIES: ♦ Receive cash for electricity, water, refuse removal, sewer, rates and taxes and give out receipts to the ratepayers. ♦ Checking of the money collected with the immediate superior by comparing the print out from the financial system and cash available so as to ensure balance. ♦ Proof reading of the cash float before work starts and after work to ensure that it remains the same as provided from time to time. ♦ Sign the necessary documents provided by the supervisor to ensure that the checked intakes have been verified. ♦ Keep record of all water, sewerage and electrical connections and give information through to the Finance Directorate. ♦ Receive inquiries on all electrical aspects and all civil department enquiries regarding water, sewerage, irrigation water, storm water, roads and referring the enquiries, where necessary, to the responsible personnel.

CLOSING DATE: 30 November 2011

ENQUIRIES: Mr. J.R. Maotwane, Human Resource Officer at Tel. No. 014 543 2004

Forward all applications marked for the attention of the **Municipal Manager, Kgetlengrivier Local Municipality, P.O. Box 66, KOSTER, 0348** or hand-deliver to corner **De Wet and Smuts Street, KOSTER.**

Faxed or e-mailed applications will not be acceptable.

The Municipality reserves the right not to make any appointment. **Candidates are requested not to contact Municipality directly, any attempt to lobby or canvas support for appointment from members of the Council will automatically disqualify the applicant.** Qualifications and service records must be presented by short-listed candidates at the interview.

All applications to include covering letter and a CV containing details of three (3) contactable references. Reference checks will be done for short-listed candidates. If you have not been contacted within 10 days after closing date, then consider your application to have been unsuccessful and all documents pertaining to your application to have been destroyed.

The Municipality subscribes to the principles of Employment Equity as enshrined in the Employment Equity Act. S.E. MOFOKENG - THE ACTING MUNICIPAL MANAGER