

- Assist in identifying heritage sites and resources for the district to ensure their conservation, preservation and proper grading by relevant authorities e.g. liaising with the department of Sports, Arts and Culture, to ensure integration of services that will promote optimum resource mobilization
- Coordination the involvement of traditional leaders and oral historians to obtain relevant information regarding heritage issues and conduct research on sites for heritage significance
- Developing annual programs and events that commemorate district Heritage, arts, culture and community sport in collaboration with traditional group's leaders, healers and District stalwarts to ensure continues improvement in the development and preservation of district heritage.

3. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

ASSISTANT MANAGER: PLANNING & DESIGN

TASK GRADE: 16

ANNUAL BASIC SALARY R691 292.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

(EMAXESIBENI)

ESSENTIAL REQUIREMENTS: Grade 12 • A recognized BSc/B. Engineering/B Tech Civil Engineering • Must be registered as a Professional Engineer or Professional Engineering Technologist (Pr. Eng or Pr. Tech Eng) with the Engineering Council of SA (ECSA) • Minimum of 07 years relevant experience post qualification in water and sanitation projects of which 04 years must be in managerial position • Ability to lead a multi-disciplinary team • At least 04 years' experience working in Local Government level with a good understanding of public administration • Must be a strategic thinker, have a passion for rural development and good communicator • Must have a working and understanding of Municipal Structure Act, Municipal System Act, Water Services Act and the DORA • Code EB Driver's License • Computer literacy: Microsoft Office



KEY PERFORMANCE AREAS: Align Planning and Design Section outputs with the Municipality's strategic and service delivery objectives • Scrutinizing water and sanitation designs to ensure compliance with relevant guidelines and regulations • Preparing business plans for submission to sector departments to request for funding • Registering planned Municipal Infrastructure Grant (MIG) projects on the Municipal Information System (MIS) • Managing feasibility studies for projects to be implemented within the District Municipality • Ensuring that projects are aligned with the IDP • Reviewing the five-year reliability plan/water and sanitation master plan and the Water Services Development Plan (WSDP) • Developing water and sanitation by-laws and technical standard designs • Managing the Rural Roads Assets Management System (RRAMS) on behalf of the Local Municipalities.

4. BUDGET AND TREASURY OFFICE

FINANCIAL MANAGEMENT INTERN X 2 STIPEND PER ANNUM R139 736.88

ESSENTIAL REQUIREMENTS: Grade 12 or matric • A recognized (03) years B Com degree or National Diploma Majoring in Accounting and /Local Government Finance • Competency in the use of computers especially in Excel, Word, PowerPoint and Internet • Good communication skills with willingness and readiness to work long hours and under pressure • Must be a graduate who come from within the Alfred Nzo District Municipality Area •

KEY PERFORMANCE AREAS: To assist and receive training and exposure in inter alia, the following • Implementation of financial management reforms and Municipal finance management act • General Finance Administration • Capital and Operational budget administration • Salary management • Demand and Procurement administration • Liability administration • Treasury management.

