

**DIRECTORATE: TECHNICAL SERVICES  
ELECTRICAL DEPARTMENT  
MANAGER ELECTRO-TECHNICAL SERVICES – EAST & WEST (REF: EL 52)  
PERMANENT APPOINTMENT - CERES**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

**Requirements:**

- B Degree in Electrical Engineering (B ENG, B Tech, B SC) NQF Level 7.
- 5 – 8 Years' relevant experience.
- Valid Code B Driver's License.
- Computer Literate (MS Office Applications)
- Proven financial and management skills.
- Managerial and supervisory skills.
- Ability to give attention to detail and high level of responsibility.
- Ability to work under pressure without tolerance for errors.
- Work overtime and render standby duties when required.
- Must perform duties in the whole Witzenberg Municipal area.
- Extensive experience in the drafting of tender documents; Writing / compiling of technical specifications; Evaluation of tender offers; Writing technical evaluation reports; Presenting of specifications and evaluation at the various Bid Meetings (BSC, BEC, & BAC) (Within strict timeframes and MFMA requirements)
- Contracts and Project Management of various electrical projects: Verification of work done; Inspections; Payment Certification; Contract administration.
- Monitoring, controlling and spending of CAPEX and OPEX spending in accordance with Council Policy and Legislation;
- Manage applications for: New connections ; Developments; Metering ; Complaints
- Administration of Automated Meter Reading (AMR) Contract and enquiries;
- Planning and design of upgrades, maintenance and/or repairs as required.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

**Competencies**

<b>C.3 COMPETENCY REQUIREMENTS OF THE POST</b> (Only where directly relevant to the performance of the job.) (Refer to the Competency Framework as prescribe in the regulations)		
No	Category	Competency
1.	Core Professional Competencies	Planning; Organisational Awareness; Attention to Detail
2.	Functional Competencies	Design; Project Management; Construction & Operations and Maintenance
3.	Public Service Orientation Competencies	Interpersonal Relationships; Service Delivery Orientation & Communication
4.	Personal Competencies	Action and outcome orientation; Resilience; Change readiness; Cognitive ability; Learning orientation & Accountability and ethical conduct
5.	Management / Leadership Competencies	Impact and Influence; Team Orientation; Direction Setting & Coaching and Mentoring

## **Duties:**

- Give input at a strategic level and in the development of operational plans derived from the strategic plan.
- Responsible to ensure that industrial regulations are adhered to for safety reasons.
- Delegate tasks to the subordinates and control the execution thereof.
- Ensure that all work is done according to regulations (construction regulations), standards, specifications and relevant quality procedures contained in NRS, SANS and the Occupational Health and Safety Act
- Plans, prioritize and schedule preventative maintenance requirements on the high voltage electrical transmission distribution network comprising switchgear, substation yards and buildings, in and outdoor as well as pole mounted switchgear and transformers, and also bush clearing under overhead lines.
- Organize the Subsections with the aim to prioritize and complete projects in accordance with the budget.
- Co-ordinate activities with other sections and / or departments
- Consult and co-ordinate with consulting engineers, contractors and own staff with respect to safe isolation from live electrical surroundings.
- Interact with the Immediate Superior continuously to establish an effective base of communication in the continuation of tasks.
- Interact with subordinates to obtain views and opinions and to provide guidance with problem solving.
- Give guidance to Section's staff with regard to in-service training and utilization of support services and exercising discipline.
- Liaise with organizations and institutions regarding projects that will affect the department.
- Supervise and control the Section's staff including monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling / disciplinary action and other approved methods designed to improve and motivate personnel.
- Responsible to maintain, update and report to Control Officer reports and statistical information.
- Write technical specifications in conjunction with the Manager for acquiring tenders or quotations according to the SCM policy for material and / or labour to repair or maintain equipment!
- Draft technical quality work procedures in conjunction with the Manager for incorporating into the divisional quality management system.

**Salary: Negotiable (Post Level T 16 of a grade 4 Municipality – starting notch at R 621 261.12 per annum)  
(Excluding: Pension fund contribution, motor scheme allowance, Medical Aid and Annual Bonus)**

Interested candidates must complete an official application form which is obtainable on our website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and main Office at Ceres. **(applicants who do not fully complete the official application form and who do not submit certified copies of qualifications / identity document/ driver's license will not be considered)** with a detailed CV accompanied with a covering letter, certified copies of qualifications, driver's license and three (3) names of work related references (with email address of referent) to the Human Resource Manager, PO Box 44, Ceres, 6835 or Fax to 023 – 3161877 or E-mail to: [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za). For further enquiries you may contact Mrs. IM Barnard or Mr. H Arendse at the Human Resources Department at Telephone number 023 – 3161854.

**Closing Date: 26 APRIL 2024 BEFORE 12H00**

**Please Note:** Canvassing of Councilors or any member of the Appointment Committee will result in automatic disqualification. Applicants that do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

**Please state the reference number on your application**

**(Witzenberg Municipality fully supports and encourages designated groups to apply in terms of the Employment Equity Act)**

**David Nasson**  
**Municipal Manager**  
**04/03/24**

**12 APRIL 2024**