

JOB DESCRIPTION FORM
(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

A. POST IDENTIFICATION	
1. Municipality	LAINGSBURG LOCAL MUNICIPALITY
2. Post Title	COMPLIANCE AND RISK MANAGEMENT OFFICER
3. Number of Posts	1
4. Job Grade	
5. Grade Authorised	
6. Post Identification No/s.:	
7. Name of Incumbent(s) and Service Number(s):	LAZOLA MATSHANDA

B. ORGANISATIONAL POST	
Directorate/Department	OFFICE OF THE MUNICIPAL MANAGER
Division or Section	INTERNAL AUDIT
Sub-Section	

C. REPORTING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1. INTERNAL AUDITOR	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).

Attach a copy of the approved organogram

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SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1. JOB PURPOSE
To perform routine auditing functions in the assessment of the effectiveness of controls, accuracy of financial records, implementation of Council Resolutions, efficiency of operating procedures, report on audit finding and make recommendations

B.2. DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	<p>Plans own activities and assist with the Business Risk Analysis, by:</p> <ul style="list-style-type: none"> • Maintain own personal time record • Managing own task allocation and time budget • Assist Audit Supervisor with the preparation of the analytical review of data by means of audit program • Identifying auditable processes within the municipality as according to audit program <p>In order to ensure that the scope of audit is covered</p>	Daily
2.	<p>Perform audit testing, by:</p> <ul style="list-style-type: none"> • Conducting a preliminary evaluation of the internal controls • Performing compliance and substantive tests • Perform audit test as per programme prepared by the supervisor • Documenting test results on working papers • Ensuring that there is smooth flow of communication both oral and written within the function <p>In order to execute the Audit Plan</p>	Daily
3.	<p>Conducts internal audits, by:</p> <ul style="list-style-type: none"> • Identifying availability of procedures, policies, laws and regulations relevant to aspects being audited • Examining and analysing available operating procedures to determine their efficiency and protective value • Reviewing data regarding accounting transactions, payroll activities, stock levels and interviewing workers and line managers to obtain evidence of deficiencies in controls, duplication of effort, extravagance, fraud or lack of compliance with laws, government regulations, council resolutions and management policies and procedures: <ul style="list-style-type: none"> ○ By selecting samples and testing compliance with laws, government regulations, council resolutions and management policies and procedures ○ By conducting stock counts annually <p>In order to assess effectiveness of controls, accuracy of financial records, implementation of council resolutions and efficiency of operating procedures</p>	Daily
4.	<p>Evaluate testing results and design effective control environment, by:</p> <ul style="list-style-type: none"> • Concluding on working papers as to the impact of the tests performed • Preparing recommendations for the improvement of procedures and control • Extrapolating impact of error on sampled population • Assist supervisor in performing follow up audits by means of audit reports • Drafting report recommendations identified during assignments <p>In order to communicate results and implementation thereof</p>	Continuously

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5.	<p>Compiles inputs for reports, by:</p> <ul style="list-style-type: none"> • Compiling findings to provide feedback • Drafting recommendations of corrective action to be taken to ensure standardised and effective working procedures: <p>In order to report on audit findings and make recommendations</p>	Daily
6.	<p>Provides assistance to external auditors during audits, by:</p> <ul style="list-style-type: none"> • Searching for and locating relevant documentation to ensure accurate judgements • Answering questions to explain internal procedures and activities <p>In order to ensure efficient support service</p>	Occasionally
7.	RISK MANAGEMENT	
7.1	<p>Provide assistance regarding the administration of risk management activities, by:</p> <ul style="list-style-type: none"> • Implementing systems, policies and procedures for identification, collection and analysis of risk related information • Developing appropriate risk management methodologies for the Municipality • Facilitate risk identification and assessment process • Maintain Risk Register, indicating risk responses and risk owners • Monitor all risk mitigation projects • Submit report for submission to the Risk Committee or Audit, Risk and Performance Committee • Educate, train the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program • Lead, facilitate and advise departments in designing ERM programs within their own departments • Analysing the risk associated with each applicable financial and operational assertions (accuracy, validity, completeness and report to manager) • Analyse efficiency and effectiveness by using risk assessment report and report findings to manager • Identifying critical controls points in the systems and quantify the consequences of a breakdown in controls by using system description and verification • Identify applicable business and environmental risks by using risk assessment report • Identification of system risks and control to conduct preliminary evaluation of internal controls • Identifying critical controls and governance process • Quantifying consequences of a breakdown in control areas • Define and deploy fraud prevention and detection techniques and systems • Assist with the development of fraud risk policies and systems • Preparation of cases for prosecutions <p>In order to ensure that the scope of the audit plan is covered</p>	Continuously

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8.	<p>Report to the following institutions/ persons, by:</p> <p><u>Informal Reporting:</u></p> <ul style="list-style-type: none"> To Internal Auditor, Managers and employees from different departments – on working procedures <p><u>Formal Reporting:</u></p> <ul style="list-style-type: none"> To Internal Auditor, Managers - problems and progress in audit assignment Contains information, findings, recommendations <p><u>Production of documents:</u></p> <ul style="list-style-type: none"> Audit reports and audit plan for the purpose of understanding all aspects of the audit area with respect to financial, operational and management information flows, policies, procedure and compliance with relevant statutes <p>In order to ensure that proper reporting procedures are executed</p>	Daily
9.	<p>Interacts with the following Institutions/ persons, by:</p> <ul style="list-style-type: none"> With other employees from different departments, Managers, Audit Committee to assist, advise, convey information, participate and observe. By means of telephone, written, electronic and formal meetings. Use diplomacy and agreement on working processes. With officials of State Departments, Auditor General, Consultants; to assist by answering questions to explain internal procedures and activities. By means of informal reporting, written electronic, telephonically and formal meetings. Use diplomacy, agreement on working processes <p>In order to ensure that the post's responsibilities regarding interaction and liaison are efficiently executed</p>	Daily

B.3 AUTHORITY OF THE POST	
This defines the authority the holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)	
1.	The post is not allowed to deviate from laid down policies and procedures and is required to observe procedures.

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.1 ESSENTIAL REQUIREMENTS OF THE POST	
State the minimum educational, qualifications and experience that are required to perform the job competently	
Qualification	Gr 12, with accounting NQF Level 4 Skills required: <ul style="list-style-type: none"> Audit report writing skills Computer Literacy (Excel and Word) Attention to detail Accounting
Reasons for essential qualification	Functional requirements of the post
Experience	2 years applicable experience

C.2 PREFERRED REQUIREMENTS OF THE POST	
Qualification	
Reasons for preferred qualification	
Experience	

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C.2. PHYSICAL REQUIREMENTS OF THE POST
(Only write directly relevant to the performance of the job)

1. The post requires of the incumbent to be a normal person with good health

C.3. SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)

1. The psychological requirements:

- Logical thinking
- Aptitude for accounting
- Analyse statements
- Must audit a variety of departments

2. The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

SECTION D: APPROVAL OF JOB DESCRIPTION

D.1. CERTIFIED CORRECT

We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Department/ Directorate	P A WILLIAMS			17/06/15
Immediate Superior	P.D. POST			17/06/15
IMATU Representative	P. Bceys	44		17/06/15
SAMWU Representative	Keith Geite	81		17/06/15
Incumbent	Lazola Matshanda	131		17/06/2015

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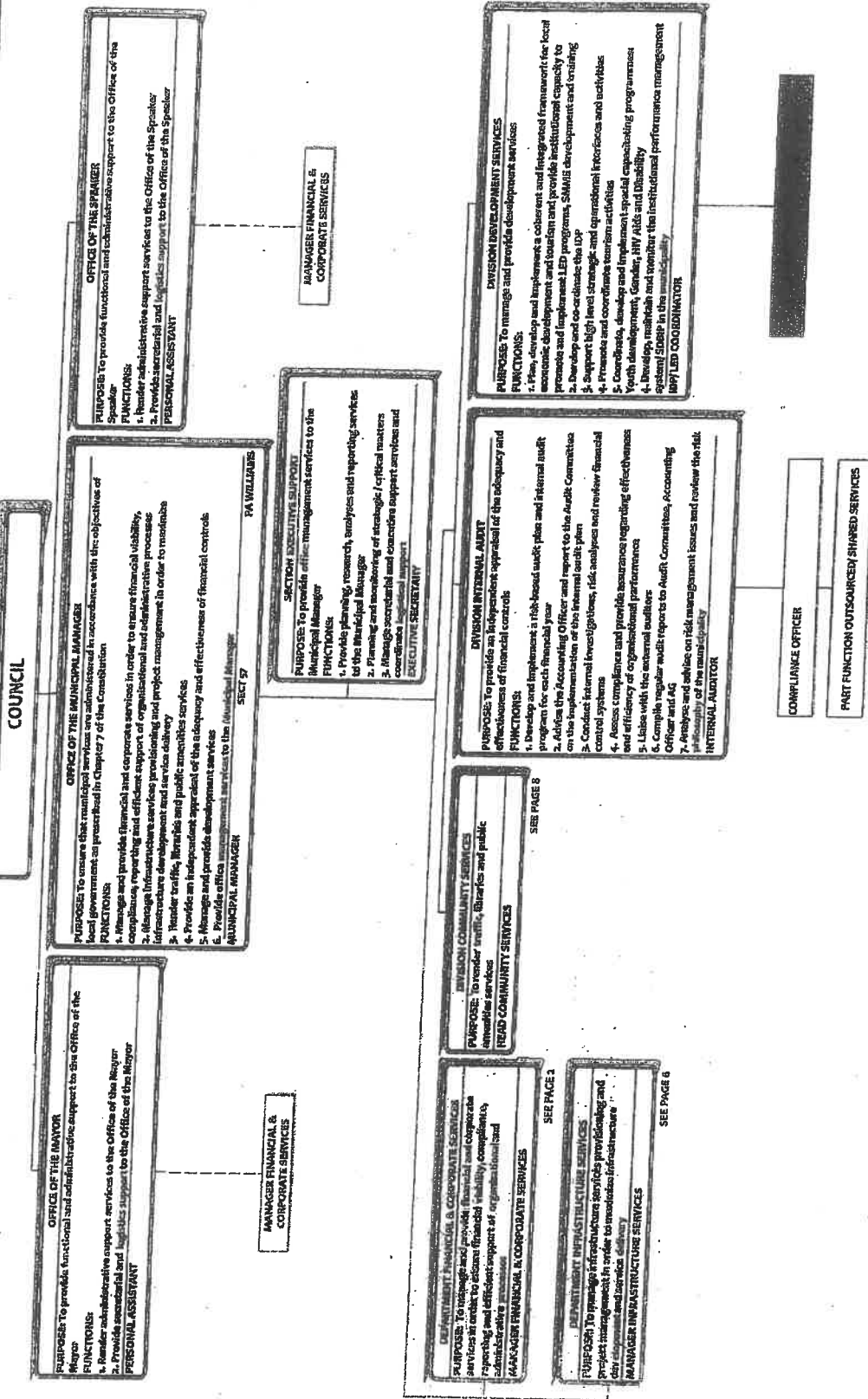
ADOPTED BY COUNCIL

1/1/2014

LAINSBURG LOCAL MUNICIPALITY PROPOSED ORGANISATIONAL STRUCTURE - 12 JUNE 2014

RECOMMENDED BY
MUNICIPAL MANAGER

1/1/2014



OFFICE OF THE MAYOR
 PURPOSE: To provide functional and administrative support to the Office of the Mayor
 FUNCTIONS:
 1. Render administrative support services to the Office of the Mayor
 2. Provide secretarial and logistics support to the Office of the Mayor
PERSONAL ASSISTANT

OFFICE OF THE MUNICIPAL MANAGER
 PURPOSE: To ensure that municipal services are administered in accordance with the objectives of local government as prescribed in Chapter 7 of the Constitution
 FUNCTIONS:
 1. Manage and provide financial and corporate services in order to ensure financial viability, compliance, reporting and efficient spending and administrative processes
 2. Manage infrastructure services provision and project management in order to maintain infrastructure development and service delivery
 3. Handle traffic, litter and public amenities services
 4. Provide an independent appraisal of the adequacy and effectiveness of financial controls
 5. Manage and provide development services
 6. Provide other municipal services to the Municipal Manager
MUNICIPAL MANAGER
 PA WILLIAMS
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OFFICE OF THE SPEAKER
 PURPOSE: To provide functional and administrative support to the Office of the Speaker
 FUNCTIONS:
 1. Render administrative support services to the Office of the Speaker
 2. Provide secretarial and logistics support to the Office of the Speaker
PERSONAL ASSISTANT

MANAGER FINANCIAL & CORPORATE SERVICES

MANAGER FINANCIAL & CORPORATE SERVICES

SECTION SECURITY SUPPORT
 PURPOSE: To provide office management services to the Municipal Manager
 FUNCTIONS:
 1. Provide planning, research, analysis and reporting services to the Municipal Manager
 2. Planning and monitoring of strategic / critical matters
 3. Manage secretarial and concourse support services and coordinate internal support
EXECUTIVE SECRETARY

DEPARTMENT FINANCIAL & CORPORATE SERVICES
 PURPOSE: To manage and provide financial and corporate services in order to ensure financial viability, compliance, administrative processes
MANAGER FINANCIAL & CORPORATE SERVICES
 SEE PAGE 2

DEPARTMENT INFRASTRUCTURE SERVICES
 PURPOSE: To manage and provide infrastructure services provisioning and project management in order to maintain infrastructure development and service delivery
MANAGER INFRASTRUCTURE SERVICES
 SEE PAGE 6

DIVISION COMMUNITY SERVICES
 PURPOSE: To render traffic, libraries and public amenities services
READ COMMUNITY SERVICES
 SEE PAGE 8

DIVISION INTERNAL AUDIT
 PURPOSE: To provide an independent appraisal of the adequacy and effectiveness of financial controls
 FUNCTIONS:
 1. Develop and implement a risk-based audit plan and internal audit program for each financial year
 2. Advise the Accounting Officer and report to the Audit Committee on the implementation of the internal audit plan
 3. Conduct internal investigations, risk analysis and review financial control systems
 4. Assess compliance and provide assurance regarding effectiveness and efficiency of organisational performance
 5. Liaise with the external auditors
 6. Compile regular audit reports to Audit Committee, Accounting Officer and AG
 7. Analyse and advise on risk management issues and review the risk philosophy of the municipality
INTERNAL AUDITOR

DIVISION DEVELOPMENT SERVICES
 PURPOSE: To manage and provide development services
 FUNCTIONS:
 1. Plan, develop and implement a coherent and integrated framework for local economic development and tourism and to offer institutional capacity to promote and implement LED programs, SMME development and training
 2. Develop and co-ordinate the LED
 3. Support high level strategic and operational initiatives and activities
 4. Promote and coordinate tourism activities
 5. Coordinate, develop and implement special capacitating programmes
 6. Youth development, Gender, HIV Aids and Disability
 7. Develop, analyse and monitor the institutional performance management system/SDPs in the municipality
DEPT LED COORDINATOR

COMPLIANCE OFFICER

PART FUNCTION OUTSOURCED SHARED SERVICES

JOB DESCRIPTION FORM
(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
1. Municipality	LAINGSBURG MUNICIPALITY
2. Post Title	ACCOUNTANT: BUDGET, ASSETS & REPORTING
3. Number of Posts	1
4. Job Grade	
5. Grade Authorised	
6. Post Identification No/s.:	
7. Name of Incumbent/(s) and Service Number/(s):	STEPHANUS PIETERSE

A.2 LOCATION OF POST The departments or service units and sub-divisions within which the post or posts are located. Use the terminology used in your municipality.	
Directorate/Department	FINANCIAL SERVICES
Division or Section	FINANCIAL MANAGEMENT SUPPORT SERVICES BUDGET, ASSETS & REPORTING
Sub-Section	

A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1. MANAGER: FINANCIAL MANAGEMENT	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
NONE	

Attach a copy of the approved organogram

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SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1	JOB PURPOSE
To administer capital and operational budgets, investment process and financial reporting processes to ensure that the procedures of both operational and capital budgets proceed smoothly, and to assist with the financial reporting procedures and verifying and updating investment register.	

B.2			DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY			
1.	<p>A. BUDGETING CONTROL FUNCTIONS</p> <p>VERIFICATION AND REPORTING</p> <p>Co-ordinates and controls sequences associated with the verification and provision of information related to budgeting transactions, by:</p> <ul style="list-style-type: none"> Analysing and approving budgeting recording processes referring to information detailed in supporting documentation and resolving deviations from procedures. Providing support with regards to the consolidation of Statements. Preparing statistical reports depicting short to medium term trends inclusive of explanations to support specific deviations. Interacting with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of accounts. <p>In order to ensure reporting requirements and information explaining and detailing budgeting sequences and trends are co-ordinated and disseminated to support planning and procedural evaluation processes.</p>	Continuously			
2.	OPERATIONAL FUNCTIONS				

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2.3	<p>ASSETS</p> <p>Perform maintenance, recording and identification of assets on the asset register, by:</p> <ul style="list-style-type: none"> • Process asset acquisitions and disposals in terms of Council Resolutions • Confirms and updates inventory list • Reconciles the total amount to general ledger account. • Maintain asset register, captures and updates items to the asset register • Reconciles asset register to the general ledger on a monthly basis • Prints and distributes inventory lists to all employees • Liaises and addresses any outstanding issues with the relevant external companies • Signs off employees clearance for asset management control • Barcodes movable assets • Supplies the relevant company with updated list of fixed assets • Codes assets in terms of General Accepted Municipal Accounting Practise • Maintaining and/ or updating records in registers (Assets, Capital Contribution Development Fund, etc.) applying accounting formulae and procedures to capture sequences, verify and/ or adjust and reconcile information. <p>In order to ensure control over assets</p>	Continuously
2.4	<p>LEDGER</p> <p>Responsible for the general administration regarding the ledger, by:</p> <ul style="list-style-type: none"> • Checks journals received for completeness and accuracy • Allocates journal number • Captures and imports the journal to the General Ledger System • Processing and ensuring distribution journals balance for month-end procedures <p>In order to ensure accurate capturing of information.</p>	Frequently
2.5	<p>COST MANAGEMENT</p> <p>Provide assistance regarding cost management and related processes, by:</p> <ul style="list-style-type: none"> • Creates job/ vehicle numbers for correct cost allocations • Checks the tax rate for each vehicle/equipment. • Creates the vehicle budget on the system • Prints weekly timesheets for distribution • Processes time and log sheets on a weekly basis • Hands over any salary related issue to the salary section • Reconciles submitted timesheets, log sheets and costing reports and follows up on any outstanding of incorrect information • Files all relevant documentation • Reconcile ERF Sales as per Council Resolutions to amounts actually received • Reconciliation/correction of receipts for Cemetery • Action refund of receipts • Prepare month-end procedures <p>In order to ensure that relevant procedures and format are followed regarding cost management.</p>	Frequently

3.	<p>INSURANCE PORTFOLIO</p> <p>Manage and administer Council's Insurance Portfolio, by:</p> <ul style="list-style-type: none"> • Consults Departmental Heads in respect of Councils assets and replacement values. • Ensures that all Councils assets are insured. • Ensures that Council is also insured for any other possible claim: Business All Risks, Stated Benefits (Employees), Group Personal Accident (Councillors), Public and Management liabilities, etc. • Investigates self-insurance – Possible financial loss against annual premium. • Invites Insurance Brokers to submit quotations on Councils Short Term Insurance Portfolio. • Reports to Council regarding the quotation received and recommend the placing of the Short Term Insurance Portfolio. • Ascertains the financial position of the Insurance Fund, report position to Council and recommend contribution if required. • Discusses Insurance Portfolio with appointed Broker in respect of possible shortcomings, which can result in financial loss due to unforeseen claims. • Evaluates possible shortcomings and report to Council. • Ensures all losses of Council's property, and liability claims against Council is accounted for by means of insurance claims. <p>In order to prevent any possible financial loss.</p>	Frequently
4.	<p>MAINTAIN INSURANCE PORTFOLIO</p> <p>Maintain insurance portfolio, by:</p> <ul style="list-style-type: none"> • Advise insurer if all asset descriptions and insurance cover required each time assets are purchased or disposed of or when changing insurers • Ensure premiums are paid timeous to prevent loss of cover due to non-payment by checking • Lodge all claims to insurers together with all required documentation for their consideration • Advice claimant of outcome of claim in writing and any action required of him/her • Ensure that all payments in respect of claims from insurer are booked to the correct ledger account by instructing the cashier accordingly <p>In order to ensure that assets are insured and losses claimed.</p>	Frequently
5.	<p>CLIENT SERVICES</p> <p>Perform client service and public service function, by:</p> <ul style="list-style-type: none"> • Answering queries in connection with activities by addressing the public or internal clients in person, by phone or in writing • Collecting all the information relating to budget reporting and all other financial aspects for different stakeholders e.g. Provincial and National treasury, STATS SA, etc. <p>In order to ensure proper communication</p>	Daily

6.	<p>Report to the following institutions/ persons, by:</p> <p><u>Informal Reporting:</u></p> <ul style="list-style-type: none"> Report to the supervisor issues around reporting, investment and budgets <p><u>Formal Reporting:</u></p> <ul style="list-style-type: none"> Report to National Treasury, MEC for Local Government and the Mayor via the supervisor on the state of the Municipality's budget in terms of the Municipal Finance Management Act Monthly statement report and submit to National treasury and provincial treasury via supervisor Actual Capital Acquisition reports Actual statements of Financial Performance. Monthly Financial Reports to Council that includes analysis of rates and services charges, creditors, investments and bank reconciliations. Quarterly Budget statements to NT and PT <ul style="list-style-type: none"> MFMA 12 urgent priorities Budget evaluation checklist Yearly Budget statements reporting to National Treasury and Provincial Treasury. <ul style="list-style-type: none"> Statement of Financial Position Statement of Financial performance Budget Reconciliation of IDP to budget <p><u>Production of Documents:</u> Financial Budgets to the managers and Head of Division</p> <p>In order to ensure that proper reporting procedures are executed</p>	Daily, quarterly, etc
7.	<p>Interacts with the following institutions/ persons, by:</p> <ul style="list-style-type: none"> With employees, Councillors, management teams to educate, train, assist, advise, convey information, negotiate, consult, participate, observe and decision-making. By means of telephonic, electronic and written communication. Use diplomacy to discuss sensitive financial matters and persuasions to get colleagues to agree to working processes or to find compromises and to apply policies / procedures. With bank officials, official of State Departments, consultants, auditors, community to educate, assist, advice, convey information, negotiate, consult, participate, and observe, for decision-making. By means of formal and informal reporting, written and electronic correspondence, telephonic, formal and informal meetings, working groups & teams. Use diplomacy for negotiating payment terms with consultants and contractors and persuasion when dealing with auditors, compromises to balance budget, agreement on alternative mechanisms to change or improve procedures and policies. <p>In order to ensure that the post's responsibilities regarding interaction and liaison are efficiently executed</p>	Daily

B.3 AUTHORITY OF THE POST	
This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to ...)	
1.	The post is not permitted to deviate from laid down instructions and/ or departmental guidelines and procedures.

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

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C.1 ESSENTIAL REQUIREMENTS OF THE POST	
State the minimum educational qualifications and experience that are required to perform the job competently.	
Qualification	National Diploma or equivalent, major in Accounting NQF Level 6 Skills Required: <ul style="list-style-type: none"> Advanced computer literacy in Excel Bilingualism Negotiation skills Attention to detail Communication skills Accounting skills
Reasons for essential qualification	Functional requirements of the post
Experience	3 years municipal finance at supervisory level

C.2 PREFERRED REQUIREMENTS OF THE POST	
Qualification	
Reasons for preferred qualification	
Experience	

C.3 PHYSICAL REQUIREMENTS OF THE POST	
(Only where directly relevant to the performance of the job)	
1.	The post requires of the incumbent to be a normal person with good health

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	The psychological requirements: <ul style="list-style-type: none"> Able to meet deadlines and handle stress
2.	The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

SECTION D: APPROVAL OF JOB DESCRIPTION

D.1 CERTIFIED CORRECT				
We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content				
TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Directorate/Department	<i>A.S. Apoverend</i>		<i>Apoverend</i>	2015-06-11
Immediate Superior	<i>SCA BOTUMA</i>	130	<i>[Signature]</i>	11/6/2015
IMATU Representative	<i>KEBONGELLA BOUYS</i>		<i>[Signature]</i>	11/06/2015
SAMWU Representative	<i>Keith Gede</i>	81	<i>[Signature]</i>	11/06/2015
Incumbent	<i>STEPHANUS PETERSE</i>	121	<i>[Signature]</i>	11/06/15

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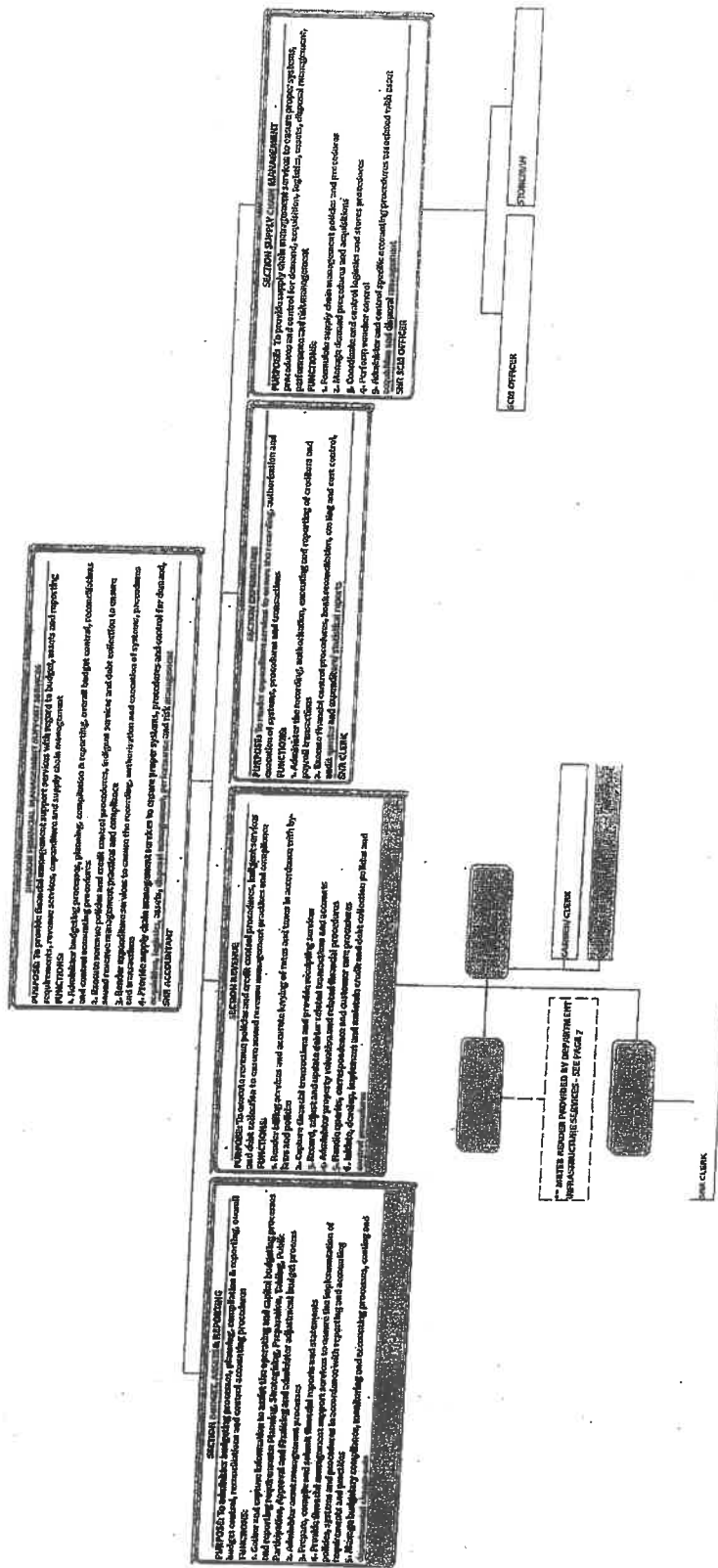
LAINCURG LOCAL MUNICIPALITY
PROPOSED ORGANISATIONAL STRUCTURE - 12 JUNE 2014

ADOPTED BY COUNCIL

2014

RECOMMENDED BY
MUNICIPAL MANAGER

2014



JOB DESCRIPTION FORM
(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION.

1. POST IDENTIFICATION	
1. Municipality	LAINGSBURG LOCAL MUNICIPALITY
2. Post Title	CLERK/ DATA CAPTURER
3. Number of Posts	1
4. Job Grade	
5. Grade Authorised	
6. Post Identification No./s.	
7. Name of Incumbent/(s) and Service Number/(s):	AUBREY MARTHINUS

2. LOCATION OF POST	
Please indicate the departments and sub-divisions within which the post or posts are located. Use the relevant section number in the municipality.	
Directorate/Department	INFRASTRUCTURE SERVICES
Division or Section	ADMINISTRATIVE SUPPORT
Sub-Section	

3. SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1. MANAGER: INFRASTRUCTURE SERVICES	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
1. NONE	

Attach a copy of the approved organogram

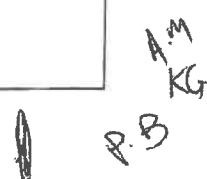
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SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1	JOB PURPOSE
	The incumbent performs duties relating to the coordination and execution of administrative procedures directly related to the implementation of the expanded Public Works Programme across various functional areas within the municipality. This includes identification, monitoring, compliance audits and report on the delivery against set targets of EPWP Projects. Performs administrative tasks associated with the processing and updating of information associated with infrastructure activities, generating transactional/ instructional based documentation and reports and attending to and/ or forwarding functional related queries/ complaints to specific departments for attention and resolution.

B.2			DUTIES OF THE POST
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY	
1.	ADMINISTRATIVE FUNCTIONS		
1.1	<p>INFORMATION PROCESSING/ UPDATE</p> <p>Processes and updates information related to activities associated with Infrastructure Services, by:</p> <ul style="list-style-type: none"> • Receiving and verifying information recorded on requisitions from service departments. • Interacting with service departments/ call centre or complainant on outstanding/ incomplete documentation (e.g. reinstatement orders) and/ or information. • Accessing and inserting information into appropriate fields on the relevant system and creating work orders and/ or other related instructional based documentation detailing work requirements. • Checking the accuracy of data on specific applications recorded at the Regional Offices/ Depot and providing guidance on sequences necessary for query resolution to administrative personnel. • Provide desk services for the directorate, deal with building plan applications, electrical, sewerage and water connections, queries, complaints, application and general enquiries. • Attending to and establishing the nature of enquiries / complaints from the general public / officials, etc prior to forwarding to the respective sections / personnel for attention. • Verify leave form books of all division of the Infrastructure Directorate. • Ensure proper record keeping of all EPWP related records. • Prepare ad – hoc reports when requested • Ensure submission of Annual Business Plans in line with Grant requirements by the prescribed deadlines • Monitor financial expenditure against EPWP funds to ensure this is taking place as planned and report on any discrepancies. <p>To maintain record of all documentation and information and ensure that this is available when required.</p> <p>In order to ensure administrative requirements and procedures associated with the recording/ processing of activities are complied with</p>	Daily	
2.	PROGRESS REPORTS		
2.1	<p>Extracts specific reports and forwards to relevant departments from the Road and Storm-water maintenance programmes and applications, by:</p> <ul style="list-style-type: none"> • Checking and verifying the accuracy of data. • Accessing specific dialog/ menu capabilities on the system and moving or merging data from fields to create reports based on information requirements. • Extracting and submitting reports from the system to users for perusal, analysis and comment. <p>In order to ensure reporting deadlines are adhered to and relevant and accurate information detailing the status of work orders is made</p>	Weekly/ Monthly	

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	available enabling related departments to plan and manage outcomes.	
2.2	Department of Water Affairs (DWA) / Integrated Waste Management (IWM) ALLOCATIONS	
	<ul style="list-style-type: none"> • Prepare and typing of all Business Plans including DWA and IWM • Submit all Business Plans to DWA and IWM • Data capture of all project and report to DWA and IWM • Data capture on backlog and report to DWA and IWM • Assist in specification and evaluation of all projects funded by DWA and IWM • Communicate with Provincial and National Office of DWA and IWM 	Daily/Monthly
3.	COMMUNICATION	
3.1	<p>ALL DIVISIONS OF DIRECTORATE INFRASTRUCTURE QUERIES/ COMPLAINTS & EPWP MONITORING & CO-ORDINATING</p> <p>Attends to queries/ complaints associated with roads and storm-water maintenance and sewerage connections / blockages, electricity faults and connections and street lights, water disconnection / connections and faults, from the general public/ officials, etc, by:</p> <ul style="list-style-type: none"> • Establishing the nature and/ or urgency of the query/ complaint. • Interacting with relevant Divisions/ Sections on queries/ problems and/ or accessing/ retrieving details of work undertaken/ in progress or completed from the 'Road Maintenance Management Information System' database, to support departmental response/ feedback. • Providing information related to work order requirements to the Regional Office for attention. • Reverting to the enquirer/ complainant and providing details to support specific outcomes or commenting on the status and/ or attention afforded to the query/ complaint. • Actively identify municipal projects that could qualify for registration as EPWP Projects • Assist internal stakeholders (project managers) with compliance related matters including registration forms, HR compliance, etc. • Perform ongoing compliance visits and draft reports or these visits in the prescribe formats for EPWP • Execute ad-hoc audits on behalf of Provincial and National Government Public Works and supply information as requested. • Collect monthly data (attendance registers, ID's etc.) from all project managers, maintain these records and capture on the National System. • Typing of various forms and reports as required. • Maintain records of work in progress, notices and correspondence, updating, filing and retrieving information for reference. • Arrange and servicing meeting, preparing agenda's and taking minutes relating to the Internal EPWP Task Team. • Logistical arrangements for all workshops and training related EPWP • Fully implement all administration relating to EPWP within the municipality, keep record of all documentation, to ensure that the required documentation is available whenever required and to communicate requirements and compliance matters with with other Departments and stakeholders involved in executing EPWP. <p>In order to ensure queries/ complaints are promptly attended to and relevant departments are informed accordingly of any urgent maintenance requirement.</p>	As and when required
4.	OFFICE SUPPORT	
4.1	<p>GENERAL ADMINISTRATION</p> <p>Provides support to the immediate supervisor in respect of specific administrative/ clerical tasks associated within the directorate, by:</p> <ul style="list-style-type: none"> • Provide desk services for the directorate, deal with building plan applications, queries, complaints, applications and general enquiries. • Attending to and establishing the nature of enquiries/ complaints from the general public/ officials, etc. prior to forwarding to the respective sections/ 	Daily

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	<p>personnel for attention</p> <ul style="list-style-type: none"> • File approved building plans • Make building plan copies (general plans, layout plans, etc) and clean plan copier machine. • Merging, copying and transferring data from applications, formatting/ generating forms/ transactional documentation for approval. • Filing completed work orders in alpha-numeric or chronological sequence and/ or retrieves files/ folders on request from departmental personnel. • Assist with the identification and pointing out of even spikes. • Responsible for radio communication in the office, taking messages from foreman/ supervisors and communicating complaints. • Make copies of documentation, reports, etc. • Keep safe clean and neat. • Issue cleaning materials, overalls, etc. • Customer Care services • Attends to specific administrative activities associated with record-keeping and query resolution, by: <ul style="list-style-type: none"> ○ Controlling records pertaining to the ordering, receiving and issuing of stationery and associated office consumable to personnel and/ or Regional Offices and Depots. ○ Collating information and statistics of time worked in excess of normal hours from the Regional Offices, verifying data and updating Head Office records. ○ Receiving queries on personnel administrative matters from the Regional Office and communicating/ referring to Human Resources for attention and feedback. ○ Perform general typing and office administrative duties <p>Ensure proper record keeping of all EPWP related records:</p> <ul style="list-style-type: none"> • Prepare ad – hoc reports when requested • Ensure submission of Annual Business Plans in line with Grant requirements by the prescribed deadlines • Monitor financial expenditure against EPWP funds to ensure this is taking place as planned and report on any discrepancies. <p>To maintain record of all documentation and information and ensure that this is available when required.</p> <p>In order to ensure adequate administrative support is made available to the directorate, queries promptly attended to and laid down instructions/ guidelines complied with.</p>	
5.	<p>Report to the following institutions/ persons, by:</p> <ul style="list-style-type: none"> • Informal Reporting: <ul style="list-style-type: none"> • Verbally to manager regarding work performed • Formal Reporting: <ul style="list-style-type: none"> • Type letters, reports • Prepare ad-hoc reports when requested • Report on financial expenditure against EPWP funds to ensure this is taking place as planned and report on any discrepancies <p>In order to ensure that proper reporting procedures are executed</p>	Daily
6.	<p>Interacts with the following institutions/ persons, by:</p> <ul style="list-style-type: none"> • With other employees, Municipal Councillors and public to advise, convey information. By means of telephonically, written and in person. Use diplomacy • With public, consultants to assist, advise, convey information. In person. Use diplomacy • Attending all Central Karoo District EPWP Forum meetings • Attending all Provincial Sectorial EPWP Forum meetings • Serve as contact point for all administrative EPWP requirements for internal and external stakeholders • In order to ensure that the post's responsibilities regarding 	Daily

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	interaction and liaison are efficiently executed	
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B3 - ALL FOR ONE OF THE POST	
<p>1. The post is not permitted to deviate from laid down instructions and/ or departmental guidelines and procedures.</p>	

SECTION C: JOB SPECIFICATION


Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C1 - ESSENTIAL REQUIREMENTS OF THE POST	
<p>State the minimum educational qualifications and experience that are required to perform the job competently.</p>	
Qualification	<p>Gr 12 NQF Level 4 Skills Required:</p> <ul style="list-style-type: none"> • Computer literacy • Bilingualism (3 languages) • Communication skills • Responsible • Sound human relations • Diplomatic • Work independent • Interpersonal skills • Standard typing abilities
Reasons for essential qualification	Functional literacy
Experience	2 years

C2 - PREFERRED REQUIREMENTS OF THE POST	
Qualification	
Reasons for preferred qualification	
Experience	

C3 - PHYSICAL REQUIREMENTS OF THE POST	
<p>State where directly relevant to the performance of the job.</p>	
1.	The post requires of the incumbent to be a normal person with good health

C4 - SPECIAL CONDITIONS ATTACHED TO THE POST	
1.	The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.



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We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Directorate/ Department	JAN VENTER	122	<i>J Venter</i>	17/6/2015
Immediate Superior	JAN VENTER	122.	<i>J Venter</i>	17/6/2015
IMATU Representative	PETRO BUYS	14	<i>P Buys</i>	17/6/2015
SAMWU Representative	KEITH GERTSE	81	<i>K Gertse</i>	17/06/15
Incumbent	AUBREY MARTHINUS	112	<i>A M</i>	17/06/2015

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JOB DESCRIPTION FORM
(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1 POST IDENTIFICATION	
1. Municipality	LAINGSBURG LOCAL MUNICIPALITY
2. Post Title	FOREMAN: TECHNICAL SERVICES
3. Number of Posts	1
4. Job Grade	
5. Grade Authorised	
6. Post Identification No/s.:	
7. Name of Incumbent/(s) and Service Number/(s):	ANDRIES SPANNENBERG

A.2 LOCATION OF POST	
The departments or service units and sub-divisions within which the post or posts are located. Use the terminology used in your municipality.	
Directorate/Department	INFRASTRUCTURE SERVICES
Division or Section	TECHNICAL SERVICES
Sub-Section	

A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1. MANAGER: INFRASTRUCTURE SERVICES	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
1. ASSISTANT FOREMAN: WATER & WASTE WATER SERVICES X 1	
2. ASSISTANT FOREMAN: ROADS & STORM WATER & REFUSE REMOVAL X 1	

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	<ul style="list-style-type: none"> • Observing and/ or participating in the loading/ offloading sequences of material and equipment and correcting deviations from safety procedures. • Transporting personnel, material and equipment to/ from specific locations • Transporting machinery, equipment and people • Keeps the vehicle log book up to date • Completes checklist and requisition by filling in the right information in terms of ensuring efficient operation • Prepares daily tasks by receiving instructions from supervisor to load all necessary material and machinery into the vehicle with the assistance of workmen in terms of ensuring the assigned project is attended efficiently • Drives and offloads to the site by concentrating and observing the road and maintaining the relevant Safety Standards in terms of ensuring all material and machinery are delivered to a specific area without being damaged or lost • Communicates with supervisor on site and confirming requirements /specifications of task to be performed • Update machine statements <p>In order to ensure instructions and departmental procedures are complied with and Occupational Health and Safety rules adhered to enabling uninterrupted functionality and the accomplishment of productivity targets/ standards</p>	
3.2	<p>VEHICLE OPERATIONS</p> <p>Performs specific tasks associated with the operation of heavy and/ or specialized vehicles (Tipper Trucks; Crane Trucks; Tractor etc.) maintenance activities, by:</p> <ul style="list-style-type: none"> • Engaging controls to operate mechanisms (mounted cranes) to facilitate specific sequences (tipping, hoisting etc.) and/ or transporting materials. • Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/ offloading required quantities of materials for repair or reconstruction work. <p>In order to ensure activities are executed in accordance with laid down instructions and guidelines and general and specific safety procedures are complied with</p>	Continuously
3.3	<p>Supervise technical maintenance activities in the division to ensure the executing of responsibilities and effective control over the activities, by:</p>	Continuously
	<p>1. Commonage:</p> <ul style="list-style-type: none"> • Oversee water in dams • Assist with the repair of windmills and dams for emerging farmers • Do inspections in commonage at windmills, dams, fences and watering places for livestock • Oversee stray animals 	Continuously
	<ul style="list-style-type: none"> • Buildings: • General maintenance of buildings at sports grounds, sport facilities and grounds/courts, playgrounds and community halls • Cleaning and maintenance of halls and municipal buildings • See to the neatness of all parks, open areas, nature reserves, waterfalls and gardens, the cleaning of the terrain and buildings and watering of plants • Welding and repair work • Maintenance of Council's buildings and supervise plumbing, taps, geysers and toilets 	Continuously
	<p>2. Waterworks:</p> <ul style="list-style-type: none"> • Oversee daily sufficient water for town 	Continuously

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SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE
To Co-ordinate and control the set-up, work in progress and completion of specialized tasks activities associated with technical services, including monitoring and correcting support personnel performance and deviations from standards, procedures and guidelines and, undertaking general tasks contributing to the accomplishment of departmental objectives.

B.2 DUTIES OF THE POST		
No	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	<p>SUPERVISION AND CONTROL</p> <p>Monitors and supervises activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed, by:</p> <ul style="list-style-type: none"> • Co-ordinates and controls tasks and activities of subordinates • Takes responsibility for determining training needs of staff reporting to incumbent, motivates and follows through to obtain feedback on training. • Monitoring attendance of staff reporting to incumbent and addresses deviations • Available for consultation by subordinates and motivates adjudged needs to Supervisor • Participating in the induction programme and, providing "on the job" training for new recruits to the department • Addressing workplace conflict/ conduct through the consultative processes and implementation of specific disciplinary procedures • Provide safety equipment and clothing <p>In order to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed</p>	Daily
2.	<p>MONITORING AND CONTROLLING WORK PROCEDURES/ PERFORMANCE</p> <p>Co-ordinates, monitors and controls maintenance, repair, construction work and provision of services at specific sites, by</p> <ul style="list-style-type: none"> • Communicating work sequences from work orders/ plans to personnel (Operators; General Workers; etc.) on site and determining the signage and safety signal controls necessary to accommodate traffic and pedestrian flow • Visiting work sites and communicating with personnel (Operators, etc.) to ascertain progress and, determining constraints/ complex problems requiring technical/ specialist intervention and implementing corrective measures • Investigating accidents/ incidents on site with a view to accurately describing/ detailing sequences to facilitate reporting/ updating of registers and records <p>In order to ensure priorities and requirements for work is confirmed and understood, effectively communicated to teams and progress monitored and deviations promptly addressed to support the accomplishment of laid down outcomes and objectives</p>	Ongoing
3.	GENERAL/ OPERATIONAL TASKS/ ACTIVITIES	
3.1	<p>Performs specific tasks/ activities at the depot or work sites prior to and on completion of allocated maintenance assignments, by:</p> <ul style="list-style-type: none"> • Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials). • Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reports defects to the immediate superior. 	Daily

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	<ul style="list-style-type: none"> • Switch water pumps on and off • Take readings and recording at boreholes, reservoir and meters • Check dams, reservoirs, boreholes for leaks and maintain • Maintenance to water network, pipe lines and meters • Repair of damaged water pipes and main lines in house connections • Replace or repair clogged water meters and pipes • See to it that water meter readings are taken monthly at houses and reservoirs • Adding of chlorine • Maintenance of pumps and equipment at town's reservoir • Clean water filters • Install new water connections • Connection and disconnections of water resulting from non-payment 	
	<p>3. Public Works, Street, Sewerage Distribution Networks:</p> <p>See to the proper execution of the following maintenance tasks:</p> <ul style="list-style-type: none"> • Hoe pavements and siding • Patch holes • Replace and repair kerbstones, water cannels and storm water inlets • Clean water canals • Maintain storm water canals • Grade streets • Street resealing and patching • Construct new gravel and pavement streets • Weed control • Maintain private siding • Supervise over all transport work • Water trees • Painting of street names • Placing of kerbstones and the construction of storm water cannels • Make new sewer connections • Open sewer blockage and maintain sewer pump station • Open up blocked drains and pipes • Repair all sewer pipes • Vacuum tank services • Repair and maintain roads and storm water outlets • Oversee the delivery of technical services in Matjiesfontein • Oversee the maintenance of vehicles 	Continuously
4.	DRIVER ACTIVITIES	
	<p>Performs driver activities using a vehicle for the safe and efficient operation of the vehicle, by:</p> <ul style="list-style-type: none"> • Completing inspection sheets to report on machine condition • Performing pre-trip inspections to identify possible defects and failures and completing inspection sheets to report on vehicle condition • Monitoring vehicle performance and functioning to identify possible defects and failures • Reporting defects and failures to supervisor • Operate vehicle in accordance with road traffic rules and prescriptions, under safe conditions and using vehicle for official purposes only • Ensuring vehicle is serviced on appointed times as indicated by maintenance plan by informing supervisor of upcoming services and by taking vehicle to workshop • Cleaning machinery, equipment and tools using rags, water and cleaning agents • Storing and stacking equipment and tools as instructed by supervisor to ensure safety and housekeeping requirements are met • Providing verbal details or completing accident reports in case of accidents • Performs limited supervisory duties over general workers from time to time when they are allocated to the driver for a specific task, and as instructed by supervisor. 	Daily

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5.	INFORMATION RECORDING	
	<p>REGISTERS AND RECORDKEEPING</p> <p>Co-ordinates specific administrative and reporting requirements, by</p> <ul style="list-style-type: none"> • Preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection. • <u>Visit and inspect:</u> <ul style="list-style-type: none"> • All refuse areas/routes • Refuse storage areas • Landfill site • Street cleaner routes • The replacing and deliver bins • Completing instructional/ operational documentation (vehicle log sheets; overtime schedules; timesheets) extracting information from activity lists and forwarding for approval and processing. • Maintaining procedural records and registers of inspections and incidents and, providing details during internal assessments. • Forwarding to the relevant personnel for processing. • Referring to work schedules and registers to correct deviations in entries raised during processing <p>In order to ensure administrative sequences dictating reporting requirements, approval procedures and maintenance of records are complied with.</p>	Daily
6.	<p>Report to the following institutions/ persons, by:</p> <ul style="list-style-type: none"> • <u>Informal Reporting:</u> <ul style="list-style-type: none"> • Advice and guidance to sub-ordinates • <u>Formal Reporting:</u> <ul style="list-style-type: none"> • Information on maintenance progress and technical issues, progress report, weekly and monthly reports, safety report to supervisor • <u>Production of Documents:</u> <ul style="list-style-type: none"> • Report on research and investigation on issues relating to policies, procedures and strategies to the supervisor <p>In order to ensure that proper reporting procedures are executed.</p>	Daily
7.	<p>Interacts with the following institutions/ persons to ensure that the execution of the post's responsibilities are met, by:</p> <ul style="list-style-type: none"> • With supervisor and other employees and the Snr Foreman to discipline, integrated development planning, performance management. By means of formal meetings, working groups. Use diplomacy • With Community meetings and forums, officials of State Departments to train, assist, development planning. By means of formal meetings, working groups. <p>In order to ensure that the post's responsibilities regarding interaction and liaison are efficiently executed.</p>	Daily

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B.3 AUTHORITY OF THE POST This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to ...)	
1.	The post is not permitted to deviate from laid down regulations and is required to observe safety procedures during the operation of vehicles and plant.

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.1 ESSENTIAL REQUIREMENTS OF THE POST State the minimum educational qualifications and experience that are required to perform the job competently.	
Qualification	Gr 12 NQF Level 4 Skills Required: <ul style="list-style-type: none"> • Code EC1 and PRDP driver's licence • In-service training: Maintenance • The ability to act as supervisor who is responsible for organising, planning and co-ordination of activities in the department • The ability to act independently, to take decisions and initiative and to be accurate • Knowledge of applicable legislation, regulations and policies as well as methods and procedures in the infrastructure department • Good human relations to interact with personnel and the public • Plan, organise and co-ordinate the work flow • Respond positively to and act under pressure
Reasons for essential qualification	Functional literacy
Experience	4 years with previous experience in public works, e.g. roads, waterworks, maintenance

C.2 PREFERRED REQUIREMENTS OF THE POST	
Qualification	
Reasons for preferred qualification	
Experience	

C.3 PHYSICAL REQUIREMENTS OF THE POST (Only where directly relevant to the performance of the job)	
1.	Specific physical attributes, which can become essential for the execution of tasks/ duties inherent in the job design, necessitates that the incumbent be physically fit and able bodied.

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Required to work in all weather conditions
2.	Required to work outside normal working hours during emergencies and planned overtime
3.	Required to be on standby
4.	The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

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SECTION D: APPROVAL OF JOB DESCRIPTION

D.1 CERTIFIED CORRECT				
We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content				
TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Department/ Directorate	Jan Vertes		<i>J Vertes</i>	11/06/2015
Immediate Superlor	Jan Vertes		<i>J Vertes</i>	11/06/2015
IMATU Representative	PETRONELIA BUI		<i>P Bui</i>	11/06/2015
SAMWU Representative	Keith Geite		<i>Keith Geite</i>	11/06/2015
Incumbent	ANDRZEJ SPANIELSKI		<i>Andrzej Spanielski</i>	11/06/2015

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ADOPTED BY COUNCIL

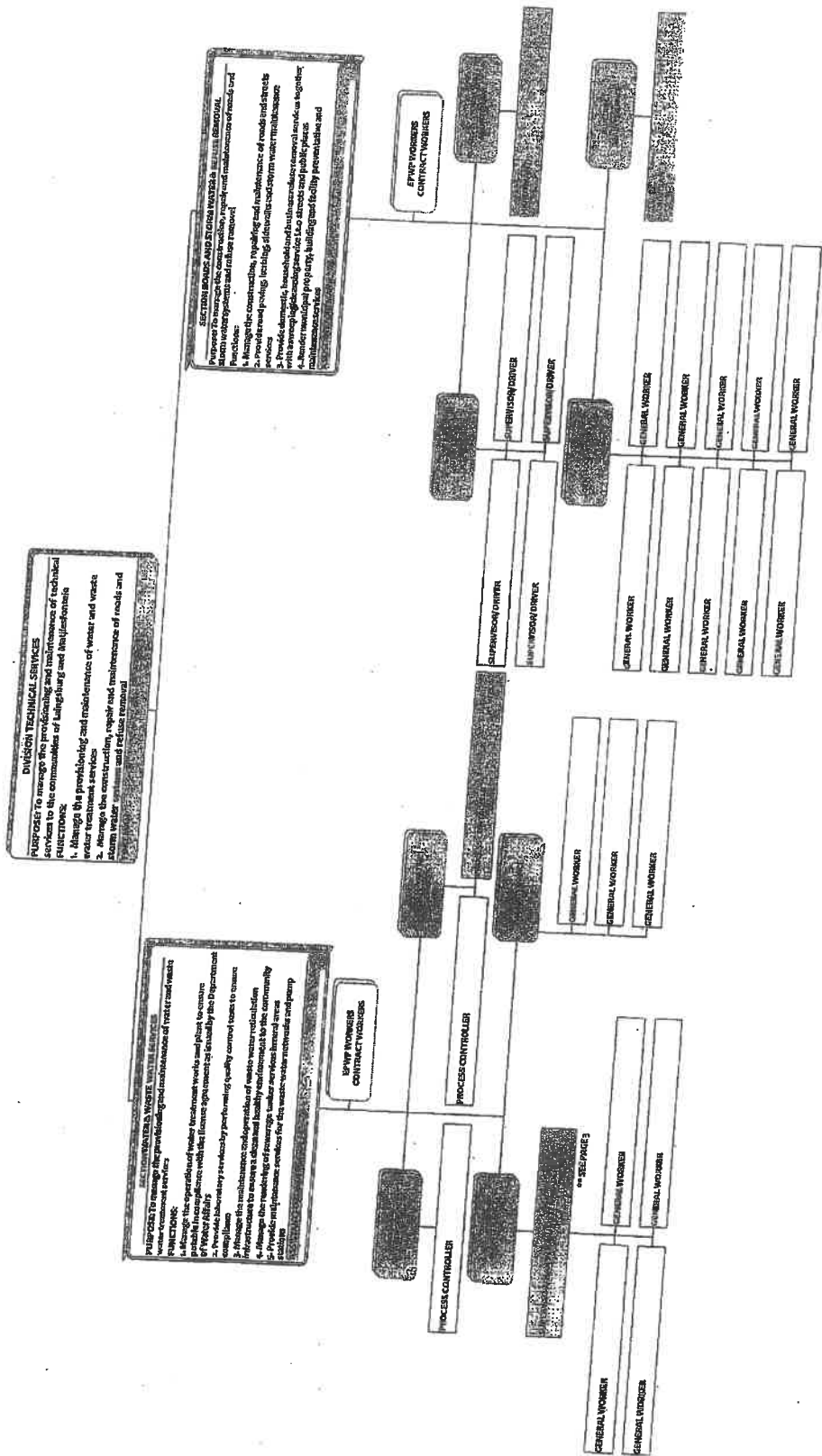
1/1/2014

LAINSBURG LOCAL MUNICIPALITY PROPOSED ORGANISATIONAL STRUCTURE - 12 JUNE 2014



RECOMMENDED BY
MUNICIPAL MANAGER

1/1/2014



JOB DESCRIPTION FORM
(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

A-1 POST IDENTIFICATION		
1. Municipality	LAINGSBURG LOCAL MUNICIPALITY	
2. Post Title	GENERAL WORKER	
3. Number of Posts	17	
4. Job Grade		
5. Grade Authorised		
6. Post Identification No/s.:		
7. Name of Incumbent/(s) and Service Number/(s):	ALFREDO DE BRUYN PIETER LOUW BABY PRETORIUS HENDRIK ISAACS SANDRA MEYERS MARQUINE MEYER DUWAYNE PEKEUR GLORIA COAKLEY JOHN CANIE WAYNE VLOK MAURINCE FARAO DANIEL JACOBS	NICO VOLMINK KOESAIN EBRAHIEM ALWYN JACOBS RUITER JACOBS SHAUN JACOBS

A-2 LOCATION OF POST	
<small>The departments or service units and sub-divisions within which the post(s) are located. Use the terminology used in your municipality.</small>	
Directorate/Department	INFRASTRUCTURE SERVICES
Division or Section	TECHNICAL SERVICES <ul style="list-style-type: none"> • ROADS & STORM WATER & REFUSE REMOVAL • WATER & WSTE WATER SERVICES
Sub-Section	

A-3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1. ASSISTANT FOREMAN: ROADS & STORM WATER & REFUSE REMOVAL 2. ASSISTANT FOREMAN: WATER & WSTE WATER SERVICES	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
1. NONE	

Attach a copy of the approved organogram

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1.2	REFUSE REMOVAL: <ul style="list-style-type: none"> ◦ Removes domestic, commercial, industrial and garden waste ◦ Operates compactor mechanism and handles bulk refuse containers ◦ Clean illegal dumpings ◦ Washes the refuse truck daily ◦ Cleans up spillages ◦ Guides drivers when reversing ◦ Relieves staff on other trucks during mechanical breakdowns ◦ Controls traffic when necessary during loading procedure ◦ Assists with refuse related work when trucks are being serviced 	Daily
1.3	STREET CLEANING: <ul style="list-style-type: none"> ◦ Removes litter on public premises daily ◦ Removes dead animals ◦ Empties litter bins daily ◦ Removes bags on street put by street cleaners ◦ Removes refuse from beaches ◦ Reports problems to team leader ◦ Relieves staff on other refuse removal trucks when required ◦ Removes refuse dumped illegally ◦ Distributes circulars to residents ◦ Washes bushtruck daily ◦ Remove stone and sand from pavements 	Daily
1.4	GENERAL REPAIRS To assist with routine mechanical duties to maintain, repair and service the municipal vehicle fleet with supervision, by: <ul style="list-style-type: none"> ◦ Repair vehicles, plant and machines within the scope of competence ◦ Hand correct tools to supervisor and is responsible for safekeeping in their proper places ◦ Clean the workshop after use using broom ◦ Packing the tools after use ◦ Opening and closing workshop doors ◦ Cleaning vehicle and body parts using steam cleaner and rags ◦ Cleaning workshop yard – tools ◦ Jacking the vehicle up, put it on Jack ◦ Putting the vehicles on trestles ◦ Taking the wheels off with wheel spanner ◦ Changing oil and oil filter with spanner and oil filter wrench ◦ Checking differentials and gear box oil with spanner ◦ Greases vehicles as instructed, check all grease points, replace missing or damaged grease nipples ◦ Checking water in the radiator and battery ◦ Filling up vehicle with oil using container <p>In order to ensure adequate support is made available during maintenance and repair work and tasks executed in accordance with laid down instructions.</p>	Daily
1.5	WATER & WASTE WATER MAINTENANCE Assist with the maintenance of the water & sewer network, by: <ul style="list-style-type: none"> ◦ Repair & clean water & sewer leaks ◦ Open and closing of trenches for the installation and/or repair of pipe lines ◦ Maintenance at bore holes and water & sewer pipe lines ◦ Install water meters, as instructed by the supervisor ◦ Assist with welding ◦ Do the painting and cleaning of equipment ◦ Install bore hole pumps, under supervision ◦ Handle jackhammer ◦ Clean vehicles, equipment and tools 	Daily

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1.	The post is not permitted to deviate from laid down instructions and is required to observe safety procedures during work sequences.
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SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.1. ESSENTIAL REQUIREMENTS OF THE POST	
State the minimum educational qualifications and experience that are required to perform the job competently.	
Qualification	Literate NQF Level 1
Reasons for essential qualification	Functional requirements of the post
Experience	-

C.2. PREFERRED REQUIREMENTS OF THE POST	
Qualification	
Reasons for preferred qualification	
Experience	

C.3. PHYSICAL REQUIREMENTS OF THE POST	
(Only where directly relevant to the performance of the job)	
1.	The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied.

C.4. SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Required to work in all weather conditions
2.	Required to work outside normal working hours during emergencies and planned overtime.
3.	Required to be on stand-by duty
4.	Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts.
5.	The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

SECTION D: APPROVAL OF JOB DESCRIPTION

D.1. CERTIFIED CORRECT				
We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content				
TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Head of Directorate	Jan Venter		<i>J Venter</i>	17/06/2015
Immediate Superior	ABRAHAM AFORE		<i>Afore</i>	15/06/2015
IMATU Representative	ABRONELLA BENS	14	<i>Abronella</i>	15/06/2015
SAMWU Representative	Keith Geite	81	<i>Keith Geite</i>	15/06/2015
Incumbent	ALFREDO DE BRUYN		<i>Alfredo</i>	15/06/2015
Incumbent	PIETER LOUW		<i>P. Louw</i>	15/06/2015

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Incumbent	BABY PRETORIUS		PRETORIUS	15/06/2015
Incumbent	HENDRIK ISAACS		ISAACS	15/06/2015
Incumbent	SANDRA MEYERS		MEYERS	15/06/2015
Incumbent	MARQUINE MEYER		M. MEYER	15/06/2015
Incumbent	DUWAYNE PEKEUR		D. PEKEUR	15/06/2015
Incumbent	GLORIA COAKLEY		COAKLEY	15/06/2015
Incumbent	JOHN CANIE		CANIE	15/06/2015
Incumbent	WAYNE VLOK		VLOK	15/06/2015
Incumbent	MAURINCE FAROA		M. FAROA	15/06/2015
Incumbent	DANIEL JACOBS		JACOBS	15/06/2015
Incumbent	NICO VOLMINK		N. VOLMINK	15/06/2015
Incumbent	KOESAIN EBRAHIEM		K. EBRAHIEM	15/06/2015
Incumbent	ALWYN JACOBS		ALWYN JACOBS	15/06/2015
Incumbent	RUITER JACOBS		R. JACOBS	15/06/2015
Incumbent	SHAUN JACOBS		SHAUN JACOBS	15/06/2015

KG
AIA



LAINSBURG LOCAL MUNICIPALITY PROPOSED ORGANISATIONAL STRUCTURE - 12 JUNE 2014

ADOPTED BY COUNCIL

1/2014



RECOMMENDED BY
MUNICIPAL MANAGER

1/2014

