



## MERAFONG CITY LOCAL MUNICIPALITY



Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position

### **ENERGY INTERNAL / EXTERNAL JOB POSTING**

#### **DEPARTMENT: ENERGY**

**POSITION** : **Manager Energy Planning**  
**SECTION** : **Energy**  
**REFERENCE NO** : **MEP/01/11/2024**  
**REMUNERATIONS** : In accordance with job level 1 of Merafong City local Municipality R 874 126.99 per annum excluding benefits

**REQUIREMENTS:** B Degree in Electrical Engineering or equivalent at NQF level 7 qualification and be Trade Tested; •At least 8 years Electrical Engineering experience in a municipal environment of which 3 years must be in a managerial position; •Must be in a possession of a Government Certificate of Competency; •Excellent knowledge of Electrical regulations, procedures and policies. Good management skills. • Excellent planning and organizing skills. • Excellent communication and negotiating skills. Ability to work in a pressurized environment and dealing tactfully with role-players. Valid driver's .

**RESPONSIBILITIES:** Coordinating project identification and prioritization process ensuring proper integration of the respective Infrastructure Investment Framework (IIF) and Integrated Development Planning (IDP's) and SDBIP and updating annually; •Aligning projects with municipal IDP as per the demands identified and prioritized by the Council; •Preparing business plans to seek and source funding for the delivery of electrical infrastructure projects; •Preparing capital and operating estimates and controls expenditure against the approved MTEF budget allocation; •Keeping abreast with technological developments and alternatives in the delivery of services within the electrical engineering industry •;Establishing key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to electrical network maintenance metering (routine, planned and unplanned) and repair work; •Analysing energy consumption and costs, identifying and implementing energy saving opportunities. •Developing and implement energy management plans and strategies. •Conducting regular energy audits and propose efficiency improvements. •Manage relationships with utility companies and energy service providers. •Ensure compliance with environmental regulations and best practices in energy management. •Train and educate staff on energy conservation measures and procedures. •Monitor and report on energy performance and savings. •Stay current with developments in energy management technologies and industry

trends. •Collaborate with various departments to ensure energy efficiency in all operations. •Strategic Planning - by providing improved information into the IDP process on current levels of service, risks and future demand, costing strategic options with tariff implications, and coordinated programs;

**COMPETENCIES:** Planning . Organisational Awareness. Attention to detail  
**Functional Competencies:** Design. Project Management Construction. Operational and maintenance  
**Public Services Orientation Competencies** Interpersonal Relationships Communication Service Delivery Orientation. **Personal Competencies** Action and outcome orientation. Resilience. Change readiness. Cognitive ability. Learning orientation. Accountability. **Management/Leadership Competencies;** Impact and Influence. Team Orientation. Direction Setting. Coaching and mentoring.

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**POSITION : SECRETARY**  
**SECTION : ENERGY**  
**REFERENCE : EN/SEC/02/11/24**  
**REMUNERATION : In accordance with job level 9-8 of Merafong City Local Municipality (R 262 121.38 - per annum, excluding benefits)**

**REQUIREMENTS:** Grade 12• Computer Literacy: MS Office• 2-5 years or more relevant experience• Good knowledge of Local Government related Legislation and Policies• Valid driver's licence.

**RESPONSIBILITIES:** Performing reception and secretariat duties and general office administration in the office of the Executive Manager: Energy. • Handling enquires, take messages, schedule appointments and keep the Executive Manager's diary up to date. • Arranging meetings and take minutes if needed. • Referring documentation to departmental managers where appropriate. • Providing assistance to the Executive Manager's during absence from the office. • Sorting and distributing correspondence and filling them, sending receiving and distributing fax messages and e-mails to ensure the efficient functioning of the Executive Manager's Office. • Performing any other reasonable tasks as requested by the Executive Manager.

**COMPETENCIES: Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Processes • Use of Technology • Data Processing & Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.