



# Maluti-a-Phofung Water (Pty) Ltd

Private Bag X874  
**WITSIESHOEK**  
9870

Tel : Phuthaditjhaba office (058) 718 1100  
Harrismith office (058) 623 0305  
Fax : Phuthaditjhaba office (058) 713 5418  
Harrismith office (058) 623 2115  
Tollfree : 0800202680

---

Maluti-a-Phofung water (Pty) Ltd is an equal opportunity, affirmative action employer and invites suitable candidates to apply for the following vacant position.

## **Artisan: Diesel Mechanic**

### **Remuneration Package: Basic Salary plus other benefits**

Minimum Qualifications:

- Trade Test in related field.
- Code EC1 driving license.
- Relevant experiencing in diesel and driven motors (3 – 4 years).
- Supervision of 2 – 3 years.

### **Key Outputs:**

- Interprets and co-ordinates specific pre-work/site requirements with regards to repairs and planned and predictive maintenance sequences.
- Co-ordinate activities and sequences associated with maintaining the functionality of petrol/diesel driven Mechanical plant and vehicles.
- Co-ordinates activities /sequences associated with trouble shooting fault finding and repairing mechanical breakdowns.
- Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures.
- Removing and replacing defective parts with re-conditioned or new spares.
- Cleaning and removing blockages or other forms of debris from inlets/outlets restricting flow of fluid/lubricants to movable parts and/or replacing broken/defective pipes. Checking the functionality of replacement parts and executing the necessary adjustment and setting sequences.

## **Motor Mechanic: Assistant**

### **Qualifications and attributes required**

- Matric Certificate.
- Code EC driving license.
- Good communication and interpersonal skills
- Report writing skills
- Ability to understand and execute regulations and policies
- Self discipline and willingness to work overtime
- Experience in diesel and petrol driven motors with 3 – 5 years.

Certificate in Motor Mechanics or relevant qualifications will serve as an advantage.

## **Key responsibilities:**

Co-ordinate activities and sequences associated with maintaining the functionality of petrol/diesel driven Mechanical plant and vehicles.

Co-ordinates activities /sequences associated with trouble shooting fault finding and repairing mechanical breakdowns. Diagnosing faults through the application of visual and other related mechanical inspection and investigation procedures.

Removing and replacing defective parts with re-conditioned or new spares. Cleaning and removing blockages or other forms of debris from inlets/outlets restricting flow of fluid/lubricants to movable parts and/or replacing broken/defective pipes.

Checking the functionality of replacement parts and executing the necessary adjustment and setting sequences.

**Closing date: 30 April 2015 at 12h00**

**Interested persons are requested to submit complete Curriculum Vitae with certified certificates to the Human Resource Department, Private Bag x 874, Witsieshoek, 9870.**

- NB: No faxed or emailed applications will be accepted.
- Please note that no application without certified copies and other relevant documentation will be considered. No prescribed form is available.
- If you have not been contacted by the **Entity** within one month of the date of closure, you may accept that your application has been unsuccessful.
- All enquiries can be directed to the Manager Technical Support, Mr. Mokele Phele at 058 7181325

**Maluti-a-Phofung Water (Pty) Ltd is an equal opportunity, affirmative action employer.**

**Manager: Internal Audit**

**Remuneration Package: PL 1 plus other benefits.**

Key Performance Areas:

- To Manage the Internal Audit functionality, coordinating specific processes to support the formulation of the Maluti -a- Phofung Water (Pty) Ltd Audit Plan and Program.

Key Outputs:

- Researching key compliance aspects related to controls, risk, accounting procedures and practices.
- Interacting and providing information and opinion on researched issues to the immediate superior/ Audit Committee.

- Analyzing Financial Statements and commenting to the immediate superior on the credibility of the report with respect to the financial position of the entity.
- Analyzing accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures.
- Evaluating the adequacy and capability of internal controls to identify with deviations from guidelines and procedures.
- Receiving Audit Committee Reports and analyzing the scope and nature of the investigation.
- Formulating and checking the validity the methodology using sample audits.
- Implementing procedure, analyzing records and paper trails, conducting interviews and, testing and/ or verifying information and data.
- Preparing comments, opinions and conclusions in respect of the investigation and findings.
- Participating in various meetings (Audit Committee, internal and external forums) and provides comments/ opinions.
- Responding to queries/ questions, through the collection of factual information and/ or presenting and elaborating on findings to substantiate outcomes.
- Providing advice to heads of internal departments on the realignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.

### **Skills, Competencies and Qualifications Required:**

- The incumbent must possess a higher degree in Audit Management.
- Must have at least 5 years or more considerable Audit experience as a senior manager in a medium organization.
- Valid driver's license.

### **Internal Auditor**

#### **PL 4 plus other benefits**

Key outputs:

- Interpreting legislative requirements and discussing with the immediate superior/ Audit Committee, the structure of the plan and program.
- Researching key compliance aspects related to controls, risk, accounting procedures and practices, performance management and loss control for inclusion into the plan and program.

- Interacting and providing information and opinion on researched issues to the immediate superior/ Audit Committee, commenting specifically on the appropriateness of the Plan/ Program against internal processes.
- Adjusting the Plan/ Program based on approval of recommendations/ submissions prior to implementation.
- Perusing through contractual agreements and assesses compliance with laid down financial and procurement policies.
- Analyzing accounting recordings and reconciliation sequences related to revenue and expenditure transactional activities against policy and procedures.
- Evaluating the adequacy and capability of internal controls to identify with deviations from guidelines and procedures.
- Receiving Audit Committee Reports and analyzing the scope and nature of the investigation.
- Formulating and checking the validity the methodology using sample audits.
- Preparing comments, opinions and conclusions in respect of the investigation and findings.

#### **Skills, Competencies and Qualifications Required:**

- B. COMM Auditing. (NQF Level 7)
- Statutory requirements dictate that the post has knowledge of the Auditing process, applications and principles to enable analysis, evaluation and reporting.
- Valid driver's license.
- Considerable Auditing experience (4-5 years)

#### **Executive Secretary X 3 Corporate, Operations and Finance Departments**

#### **Remuneration Package: Basic Salary plus other benefits**

#### **Key Outputs:**

- Preparing notification, agendas and minutes for specific meetings (Board of Directors and Executive Committee) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.
- Copy typing and formatting documents/ confidential and routine reports and creates presentations using word processing and related office applications.
- Briefing the Executive on the status of the event with respect to confirmation on the guest list, schedule of events, mayoral speech, etc.
- Perusing Council and Committee Agenda and Minutes of Meetings and identifying and forwarding items requiring the attention of the Executive
- Attending to telephonic calls and visitors to the Executive Office, establishing nature of visit and attending to specific routine matters and/ or recording

details of enquiries and/ or messages in the absence of the Executive and forwarding for attention upon availability.

- Removing and replacing consumable items (paper, ink) from specific office equipment, transmitting/ receiving facsimile and/ or attending to the photocopying of correspondence/ documents.

**Skills, Competencies and Qualifications Required:**

- Grade 12 and relevant Tertiary Qualification with or equivalent
- Computer Literacy
- Minimum 1 to 2 years relevant secretarial / Administrative experience

**Manager:Legal Advisor**

**Remuneration Package: Basic Salary plus other benefits**

- LLB Degree or appropriate tertiary or equivalent qualifications
- Extensive managerial experience
- The ability to communicate and negotiate with all relevant role-players
- 3-4 years relevant experience
- Valid driver's license

**Key Outputs**

- Provide and manage the provision of legal advice and assistance to the entity and more specifically in relation to labour law and drafting and contract management.
- Chairing hearings
- Manage litigation process for criminal or civil cases in which the entity or officials may become involved in their official capacity to ensure that the entity's interests are properly protected.
- Manage the process of legal drafting of contracts and all other legal documents necessary for the day to day running of the administration to ensure that the entity's interests are properly protected.
- Manage the process of contract management of all contracts to ensure compliance with contractual obligations and time frames and thereby protecting the entity's interests.
- Plans and manages the budget of the Legal Division.
- Ensuring accuracy of disciplinary records
- Give advice to Departmental Managers on investigations, charges and sanctions.

**Performance Management System Manager**

**Remuneration Package: Basic Salary plus other benefits**

**Minimum Qualifications and Experience:**

- Diploma/Degree or equivalent in Human Resource or related field.

- 1 to 2 Years' experience

Key Outputs:

- Review organizational goals to relate with preferred organizational outcomes in terms of quality, quantity, costs or timelines.
- Specifying proffered results, called goal setting, for all employees.
- Weight, or prioritize the employee's desired results in numeric ranking from 1-5 or percentage level of time spent in work.
- Identifying first-level measures by considering most reliable, valid. Practical measurements to evaluate the accomplishment of employees' desired results.
- Identifying standards for evaluating the achieved results in terms of below expectations exceeds expectations, meet expectations & failure to perform.
- Documenting a performance plan that includes measures, desired results, and standards.
- Conducting ongoing measurements and observations to track an employee performance exchanging ongoing feedback on performance to them.
- Conducting a performance appraisal or review and reward for performance if an employee meets the required performance levels or exceed it.
- Developing or updating performance development or improvements plan to handle the performance gap, if an employee does not meet the required performance level.
- Marking the employee status as benchmark, if applicable, while initiating an employee's performance development plan.
- Initiating the drafting of employee's performance agreements.
- Effective management performance management enables employees and the teams to understand the goals of the organization and to identify how individual and team outputs contribute to the achievement of organizational values.
- An effective goal setting system, combine with a process for tracking progression can contribute significantly to individual, team and organizational performance.
- Documenting individual performance to support compensation and career planning decisions.
- Establishing focus for skill development and learning activity choices.
- Identifying clear career progress routes for employees.
- Defining and communicating clear performance objectives and standard.
- Planning and defining organizational, team and individual objectives and how to measure them.

**Closing date: 04 May 2015 at 16h00**

**Interested persons are requested to submit complete Curriculum Vitae with certified certificates to the Human Resource Department, Private Bag x 874, Witsieshoek, 9870.**

- NB: No faxed or emailed applications will be accepted.

- Please note that no application without certified copies and other relevant documentation will be considered. No prescribed form is available.
- If you have not been contacted by the **Entity** within one month of the date of closure, you may accept that your application has been unsuccessful.
- All enquiries for Performance Management System Manager and Manager: Legal Advisor can be directed to the Executive Manager Corporate: Me MD Skefu at 058 718 1108
- All enquiries for Manager: Internal Audit and Internal Audit can be directed to the HR Manager: Mr. NR Alexander at 058 718 1105.

**Ms. M.N. Khiba**  
**Acting Chief Executive Officer**  
**Maluti-a-Phofung Water (Pty) Ltd**