



# SOL PLAATJE MUNICIPALITY

LOCAL MUNICIPALITY / PLAASLIKE MUNISIPALITEIT  
MADEPALA YA SELEGAE / UMASEPALA WENGULA

**DIRECTORATE**  
OFFICE OF THE  
MUNICIPAL MANAGER

**DEPARTMENT**  
Project Management Unit

**AVAILABLE POSITIONS**  
3 Vacancies

**SALARY SCALE**  
R7 000 per month

**EEDSM GRANT**  
Experiential Training

**TERM**  
Contract [10 months]

**REFERENCE NUMBER**  
2024/009

**CLOSING DATE & TIME**  
19 August 2024 @ 16:00

## HOW TO APPLY

Your application must be completed on an official Sol Plaatje Local Municipality application form and will not be considered if not submitted. Application forms are available on the municipal website ([www.solplaatje.org.za](http://www.solplaatje.org.za)).

If you meet the requirements, forward the duly completed SPLM application form, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable, to Mrs C Gouws, Sol Plaatje Local Municipality, c/o Bultfontein & Lyndhurst Avenues, New Civic Building, HR, 3rd Floor or send it electronically to [work@solplaatje.org.za](mailto:work@solplaatje.org.za). These requirements must be met and failure to do so will result in the applicant's immediate disqualification. Include a clear reference number and the post you are applying for in your application.

### Please Note:

- No CV's and certified copies of qualifications will be returned. Late applications will not be accepted. Please ensure the completion of your application by the specified closing date and time. No supplementary documents will be accepted after the closing date.
- Preference will be given to local candidates, i.e. applicants residing within the municipal, district or provincial boundaries.
- Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.
- Sol Plaatje Local Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- Sol Plaatje Local Municipality is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the company's employment equity policy and plan.
- Canvassing with Councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.
- The selected candidate will undergo a probationary period lasting six (6) months.
- Where necessary, shortlisted candidates will be subjected to a screening and vetting process.
- The incumbent will be appointed at the minimum notch of the salary scale.

**THE SOL PLAATJE LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.**

**ENQUIRIES: MRS C GOUWS, (053) 830 6705 / [work@solplaatje.org.za](mailto:work@solplaatje.org.za)**

## Electrical Engineering (P1 & P2)

### REQUIREMENTS

- S4 Electrical Engineering or Equivalent.

### COMPETENCIES

- Be able to communicate in writing and verbally at all levels.
- Be able to plan and organise workloads effectively.
- Have knowledge of Electrical Engineering Principles.

### KEY PERFORMANCE AREAS / CORE FUNCTIONS

- Assist with administration of projects.
- Assist with project data capturing.
- Assist with scheduling of site meetings.
- Assist with day-to-day running of the projects.



**QUALIFICATIONS (Please elaborate on CV)**

**Highest secondary qualification obtained**

Name of School																								
Highest Grade			Year Obtained					Province																
City / Town																								

**Highest tertiary qualification obtained**

Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					
Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					
Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					

**WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent (i.e. current employer)**

Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								
Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								
Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								

**DISCIPLINARY RECORD**

Have you been dismissed for misconduct during the past ten (10) years?	Yes	No
If yes, name of Municipality / Employer		
Type of misconduct / transgression		
Date of resignation / disciplinary case finalised / dismissal		
Award / sanction		
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	Yes	No

**CRIMINAL RECORD**

Have you been convicted of any criminal offence in a court of law during the past ten (10) years? Yes  No

If yes, type of criminal act

Date criminal case finalised

Outcome / Judgement. Please attach proof.

**REFERENCES (Please elaborate on CV)**

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

**DECLARATION**

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

Signature Date

**FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY**

Appointed as From

Salary Scale Notch

Remarks Post ID

Directorate Appointments Committee

Vote number Reference No 20\_\_\_\_ / \_\_\_\_\_

Application processed (Recruitment) Date

Comments

Comments

Approval – Executive Director Date

Approval – Municipal Manager Date

Approval – Human Resource Manager Date

