

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

DIRECTORATE: TECHNICAL SERVICES
WATER AND SEWERAGE:
PROCESS CONTROLLER CLASS D (REFERENCE TEC 301)
PERMANENT APPOINTMENT – CERES - WWTW

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

Requirements:

- Grade 12 or relevant post-matric qualification, preferably a NTC 3 in Water Treatment or Wastewater treatment.
- 1 – 2 years relevant experience
- Code EB Drivers' license.
- Computer literacy (MS Office Applications) and Telemetry Systems
- Knowledge of the Occupational Health and Safety Act
- Sound mathematical and technical skills. Ability to give attention to detail.
- High level of responsibility.
- Ability to work under pressure and to handle conflict.
- Required to work in all weather conditions.
- Required to work overtime and/or outside normal working hours during emergencies and planned overtime.
- Must be willing to work shifts, stand by, and on public holidays.
- Must perform duties in the whole municipal area.
- Fluent in 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or Xhosa
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

No	Category	Competency
1.	Core Professional Competencies	<i>Oral Communication, Written Communication, Problem Solving, Decision making, Planning and Organising, and Ethics and Professionalism</i>
2.	Functional Competencies	<i>Discipline Specific Skills; Task Management; Use of process-specific; Technology/Equipment; Quality Orientation; Workplace Safety and People Management</i>
3.	Public Service Orientation Competencies	<i>Service Delivery Orientation, Interpersonal Relationships, and Communication and Service Delivery Orientation</i>
4.	Personal Competencies	<i>Action and outcome orientation, Resilience, Change readiness, Cognitive ability, and Learning orientation</i>
5.	Management / Leadership Competencies	<i>Direction Setting; Impact and Influence; Coaching and Mentoring; and Team Orientation</i>

Duties:

- Coordinate tasks and activities associated with the implementation of procedures and the monitoring and reporting thereof.
- Keeping abreast with technological changes in the development and maintenance of Wastewater Treatment.
- Evaluating and commenting on the applicability of key performance indicators of wastewater quality monitoring against the standards of the Department of Water and Sanitation.
- Direct and control outcomes associated with utilization, productivity and performance of personnel within the Wastewater Section
- Identify skill gaps within the Section and assist with the developmental plans for existing personnel with job enrichment opportunities.
- Do physical analyses of wastewater samples to check on the quality standards.
- Collect wastewater samples and ensure (in collaboration with an appointed service provider) that analyses are conducted on the quality thereof.
- Ensure the correct chlorine applications for disinfection purposes are determined.
- Oversee the daily process of tests conducted for quality control purposes.

- Determined by means of standard tests, the most effective dosage points.
- Perform and oversee housekeeping duties to ensure that effective maintenance is carried out.
- Operate mechanical and non-mechanical equipment in the execution of duties.
- Ensure continual safety of chlorination installations as determined by legislation and the Occupational Health and Safety Act.
- Provide assistance with Green Drop audits; Provide input with compilation of Wastewater Risk Abatement plans.
- Assist with the compilation of plant audit reports and monitor subordinates' compliance with reporting requirements.
- Determine the most effective dosage points for certain processes.
- Perform analyses of processes for effective operations in accordance with the O&M manual and DWS regulations.
- Provide assistance with inputs for the capital and operational budgets.
- Assist the Superintendent with regard to maintenance requirements and budget needs.

Salary: R 211 406.03 per annum (Post Level T7 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Senior Recruitment Practitioner, 50 Voortrekker Road, Ceres, 6835 or E-mail to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates. For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 20 MARCH 2026 BEFORE 12H00

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

Please state the reference number on your application

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

**Municipal Manager
D Nasson
04/03/23**

04 MARCH 2026