

JOB SPECIFICATION

Position Information	
Job Title	District Manager
Job Grade	D4

Structural Information	
Division	COO
Section	Operations: Drainage District
Reports to	Head Of Department: Operations

Hierarchical position of Job (Only Job Titles are used)	
Supervisor (Second Reporting Level)	COO
Supervisor (First Reporting Level)	Head of Department: Operations
Incumbent	District Manager
Subordinates (First level)	Works Manager
Subordinates (Second Level)	Senior Process Controllers
Number of direct reports (own staff)	Two to Five (2 – 5)

Minimum Requirements	
Minimum qualifications required	BSc Eng Chemical or B-Eng. Chemical or B-Tech Eng. Chemical or B-Tech Water Care or BSc. Hons Microbiology / Chemistry A M Business Degree will be advantageous
Minimum operational experience required	15 years relevant experience
Managerial experience required	5 years managerial experience.

Core Competencies		
Knowledge	Skills	Attitudes
Wastewater purification	Change Management	Ability to work in a team
Relevant Legislation	Client Orientation and Customer Focus	Professionalism
Financial principles	People Management and Empowerment	Creative and innovative
	Financial Management	Adaptability/ Initiative
	Knowledge Management	Dependability
	Communication	Analytical ability
	Problem Solving and Analysis	Cooperation
	Programme and Project Management	Resourceful and Independent

	Risk Management	
--	-----------------	--

Special Requirements
<ul style="list-style-type: none"> • Specialised knowledge of wastewater treatment and purification processes • Ability to work under pressure • Ability to work collaboratively with all stakeholders • Financial Management (MFMA)

Job Content
<p>To ensure that the plant(s)/District and systems are managed to achieve compliance as per the Water Use Licenses and all other applicable legislation and regulatory requirements. All processes and procedures are aligned with the legal, environmental and socio-economical objectives.</p> <p>To ensure that a risk-based approach is followed to minimize risks as identified and ensure mitigation and action plans are implemented.</p>

Description of Job	
Key Responsibilities / Deliverables	Functions include but are not limited to per Key Responsibility
Financial Management	<ul style="list-style-type: none"> • Compile comprehensive budget for capital and operational purposes including identification and prioritising of budgetary requirements and budget programming. • Ensure management of the budget and expenditure control and administration for the plant(s)/District. • Provide comprehensive data analyses with respect to costing of operations for the plant(s) under your responsibility.
Efficiencies	<ul style="list-style-type: none"> • Establish the resources (financial, human, equipment, material, etc.) within the District to accomplish ERWAT's strategic plan and goals. • Develop objectives and targets for the District within the broad ERWAT strategic plan. • Establish action plans to reach the strategic plan. • Establish the time sequence of the action plans. • Arrange and relate functions to be performed efficiently, effectively and economically. • Develop, implement, maintain and review standardised policies and procedures • Develop, implement and maintain a quality control program. • Determine appropriate actions and problem solving where required.

	<ul style="list-style-type: none"> • Contribute to the development and maintaining of asset management strategies and plans. • Actively participate and provide inputs at Catchment Management Agencies and Community Liaison Committees. • Participate and provide inputs in research and development forums and plant trials. • Participate in and comment on Environmental Impact Assessments and planned developments within the region. • Report monthly/quarterly on the performance and budget expenditure of the District/ plants
Compliance and Corporate Governance	<ul style="list-style-type: none"> • Ensure compliance to the relevant legislation e.g. Labour Legislation, Water Act, Occupational Health and Safety Act, etc. • Ensure adherence to all ERWAT policies and procedures. • Develop and review risk registers for the plant(s) and Department and ensure implementation and tracking of progress of the mitigation plans
Organisational Design/People Management	<ul style="list-style-type: none"> • Maintain good communication within the District. (up and down) • Select and place employees in conjunction with the Executive Manager and HR Dept. • Contribute in the development of training plans according to identified skills gaps and personal development needs of the employees and maintain the development requirements and training plans • Provide coaching assistance in respect of the development of Works Managers • Ensure performance standards set, measured and achieved. • Handle disciplinary issues and chair disciplinary hearings as and when required
Performance Management (System/Processes)	<ul style="list-style-type: none"> • Implement and report on relevant performance management and monitoring models. • Determine performance standards and report on the achievement of such standards for the plants/District under your responsibility, including monthly and quarterly reporting to the Executive Manager and City of Ekurhuleni. • Implement appropriate corrective action as and when required • Implement and monitor effective cost reduction system to ensure

	services are continually provided at the best possible cost.
Maintain relations with external stakeholders	<ul style="list-style-type: none"> • Liaise with management of subsidiary companies in terms of support and services required. • Liaise with external stakeholders as and when required. • Liaise with consultants, contractors and service providers on various projects and review their performance throughout the contract

Approved by:	Executive Manager: Human Resources Mr. Rodney Barnes Signature: Date
	District Manager: DD6 Mr. Livhuwani Mathomu Signature:..... Date:.....