



Applications are invited from the suitable qualified persons for the following positions:

**INTERNAL AND EXTERNAL ADVERTISEMENT
COMMUNICATIONS OFFICER
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
TASK GRADE 11: R 297 858.12 - R 386 635.92 P/A (Excluding benefits)**

ESSENTIAL REQUIREMENTS

Grade 12 • Relevant tertiary qualification in Development studies/ Public Relations/ Communication Science, Journalism (NQF Level 6) • Computer Literate • fluent in isiZulu and English • Code EB Driver's License • 3 – 4 years relevant experience.

KEY PERFORMANCE AREAS

Planning and developing departmental strategies, plans, policies and procedures in line with the IDP • Asset Control • Stakeholders Relations • Reporting and record keeping • Communications.

or

Preparing reports encapsulating specific duties and initiatives performed • Keeping abreast of changes to legislative requirements pertaining to public relations and providing inputs into the alignment of Communications forward plans and/ or amendments to specific policies • Identifying new ideas for the purpose of writing for internal communications channels, mainstream media, international media, community media and other relevant media • Disseminates information on the immediate and shorter term objectives and current developments, problems and constraints • Responding through the collection of factual information and/or conducting the necessary investigation/research to enquiries and concerns on delivery from the general public, councillors, government departments etc • Responsible for advertising, promotions, events and exhibitions • Organise events and programmes in accordance with budget allocations, interacting with service providers and community organisers on specific requirements.

**PRINCIPAL CLERK: FLEET
DEPARTMENT: TECHNICAL AND PLANNING SERVICES
TASK GRADE 07: R176 768.88 – R229 458.60**

ESSENTIAL REQUIREMENTS:

Grade 12 • Certificate in Fleet Management or related FIELD • 2 years relevant experience • Code B driver's license • Good communication skills both verbal and written • Computer literacy.

DUTIES AND RESPONSIBILITIES

Planning and organising work for subordinates • Provide inputs during planning and reviewal of policies • Initiates and arranges assets control • Build and maintains relationships with internal and external stakeholders • Maintain records, compile and submit reports • Fleet Management • Provide supervision. Maintain and update Council Fleet Register • Provide information to user departments regarding specific procedural applications • Advise users on procedures in respect of transport activities and the completing of the necessary documentation related thereto • Attend to queries relating to transport activities of all departments • Exercise control over the maintenance and expenditure involved in the use of Council vehicle • Ensure proper completion and regular security of all records and returns concerning transport including handling of traffic fines • Submit monthly kilometre statistics and fuel usage for each vehicle • Ensure that all Council vehicles are kept in good condition and are maintained and serviced regularly as required • Ensure that all instruction relevant to the use, operating and maintenance of vehicles are complied with • Prepare insurance reports and submit insurance claims.

**EXECUTIVE SECRETARY (Re-advertisement)
DEPARTMENT: COMMUNITY SERVICES
TASK GRADE 07: R176 768.88 – R229 458.60**

ESSENTIAL REQUIREMENTS:

Grade 12 • 1 Year Secretarial Certificate/ Diploma or equivalent qualification • Computer Literacy • Telephone

Etiquette • 2-3 experience • Ability to communicate effectively in both English and IsiZulu • Proactive in handling daily tasks and duties.

DUTIES AND RESPONSIBILITIES

Perform clerical duties • Prepare agendas and take minutes in departmental meetings • Scheduling, confirming, and updating the diary of the Director Community services as well as alerting and indicating priority/ urgent meeting requiring attention • Coordinating of reporting in the organization across all sectors of the Municipality • Ensure that all correspondences are attended to • Perform all other administrative duties incidental to the optimal functioning of the Director's office.

X2 OPERATOR: GRADER
DEPARTMENT: TECHNICAL AND PLANNING SERVICES
TASK GRADE 6: R146 214.60 – R189 803.52

ESSENTIAL REQUIREMENTS

Grade 9 • Code 10 with PrDP • Certificate of Competency in the Operation of a Grader • 12 Months operating Experience • Ability to work in all-weather condition and outside the normal hours during emergencies and planned overtime.

DUTIES AND RESPONSIBILITIES

Oversee maintenance of Gravel and Access Roads • Complete Grader logbooks • Ensure proper care and Maintenance of the Grader • Grading and levelling of sites • Grading and levelling of small playgrounds and sport fields • Driving light vehicle and or tractor (Articulated vehicles with gross combination mass (GCM) of 3 500 kg or less; and vehicles allowed by Code B but with a trailer with GVM greater than 750 kg) • Transports waste to disposal sites • Transporting staff, materials and tools to and from sites • Perform other functions designated by the Supervisor.

TLB OPERATOR
DEPARTMENT: TECHNICAL AND PLANNING SERVICES
TASK GRADE 6: R146 214.60 – R189 803.52

ESSENTIAL REQUIREMENTS

Grade 9 • Code 10 with a Professional Driving Permit • Certificate of Competency in the Operation of a TLB • Relevant 6 months working experience • Ability to work in all-weather condition and outside the normal hours during emergencies and planned overtime.

DUTIES AND RESPONSIBILITIES

Driving TLB and engaging controls • Communicates with Supervisor and confirming specifications • Complete TLB logbooks • Ensure proper care and maintenance of the TLB • Perform other functions designated by the Supervisor

X6 GENERAL WORKERS: REFUSE
DEPARTMENT: TECHNICAL AND PLANNING SERVICES
TASK GRADE 3: R118 716.24 – R130 524.60

ESSENTIAL MINIMUM REQUIREMENTS:

Primary school education/ equivalent level of ABET • Must be physically fit • Be able to speak IsiZulu • 3-6 months experience

DUTIES AND RESPONSIBILITIES

Collecting refuse • Sweeping walkways and paved areas • Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles • Attending to the loading of refuse bags into refuse vehicles and offloading at disposal sites • Cleaning pool walls and floors and removing alien items, picking up litter and items lying in open spaces • Performs all other duties as instructed by the Supervisor.

X2 GENERAL WORKER: ROADS AND BUILDING
DEPARTMENT: TECHNICAL AND PLANNING SERVICES
TASK GRADE 3: R118 716.24 – R130 524.60

ESSENTIAL MINIMUM REQUIREMENTS:

Primary school education/ equivalent level of ABET • Must be physically fit • Be able to speak IsiZulu • 3-6 months experience

DUTIES AND RESPONSIBILITIES

Cleans and prepares the worksites and stores • Maintains and ensure safe keeping of tools and equipment for effective use • Maintenance of municipal buildings, roads and storm water • Perform all allocated tasks by the supervisor • Drawing and painting road markings, paint and repair street names

Applications consisting of a completed application form, comprehensive CV, certified copies of qualifications and identity document should be submitted to: The Municipal Manager ZS Mthethwa Mthonjaneni Municipality, PO Box 11, Melmoth 3835 or hand delivered at municipal registry office on or before the **06 March 2024**. Enquiries may be directed to the Human Resources Office on Tel 035 450 2082.

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant. No emailed or faxed applications will be accepted.



ZS MTHETHWA
MUNICIPAL MANAGER