

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

P. O. BOX 48
GROBLERSDAL
0470
Tel: 013 262 3056



Civic Centre
2nd Grobler Avenue
GROBLERSDAL
0470

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the post as indicated below:

INTERNAL & EXTERNAL ADVERTISEMENT

1 x MANAGER: LICENSING (T15); PERMANENT POST

REMUNERATION: R377 076 P. A

DIRECTORATE: COMMUNITY SERVICES

DIVISION: LICENSING

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Grade 12 Certificate,
- Driving License (Valid Code A & EC manual transmission),
- The applicant must be registered as a Examiner of Driving Licenses Grade A,
- The applicant must be registered as a Examiner of Vehicles Grade A,
- The applicant must have at least successfully completed the ILO IV Diploma or a Baccalaureus Technologies degree in Licensing or Management (NQF Level 5/6),
- The applicant must have at least 4 - 6 years relevant experience in a supervisory position of a Licensing division.
- Must be computer literate and be able to draft reports and presentations as and when required,
- Must have in depth knowledge of ENATIS and the relevant transactions related to Monthly reconciliations, Management Representative transactions etc,
- The Management requirements associated with this post requires in depth application of the procedure and laws (NRTA, 93 of 1996) applicable to the functionality,
- The applicant must be physically and mentally fit and be willing to work extended hours and be willing to perform duties as and when required,
- The applicant will be exposed to a mental and skills test and will only be considered if these tests were executed successfully,

- The applicant must have a clean credit and criminal record and will be exposed to vetting.

Functions & Responsibilities

Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives with respect to the Registration Authority, Driving License Testing Centre and the Vehicle Testing Centre through the co-ordination and management of all the related administrative duties executing the sequences and applications effective and efficiently.

Terms of Employment

- The applicant is bound to a three (3) month contract period, whereby he/she will be evaluated and the appointment be considered accordingly,
- The applicant must have good leadership skills,
- The applicant must have good liaison skills,
- The applicant must be proficient in English,
- The applicant must have good communication skills both written and verbally,
- The applicant must have a positive attitude,
- The applicant must be able to work under pressure, be honest and reliable.

Selection Criteria

- Be evaluated on ENATIS regarding supervisory transactions and Management Representative transactions,
- Must pass a medical examination.

PLEASE NOTE:

Appointments will only be considered after the above mentioned has been successfully finalized.

**3 x EXAMINER OF DRIVING LICENSES (GRADE A) T10; PERMANENT POST
REMUNERATION: R194 112 P. A
DIRETORATE: COMMUNITY SERVICES
DIVISION: LICENSING**

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Grade 12 Certificate,

- Driving License (Valid Code A & EC manual transmission),
- The applicant must be registered as a Examiner of Driving Licenses Grade A,
- The applicant must have at least 3 - 4 years relevant experience in a Licensing division.
- Must have in depth knowledge of ENATIS and the LCU transactions,
- The requirements associated with this post requires in depth application of the procedure and laws (NRTA, 93 of 1996) applicable to the functionality,
- The applicant must be physically and mentally fit and be willing to work extended hours and be willing to perform duties as and when required,
- The applicant will be exposed to a mental and skills test and will only be considered if these tests were executed successfully,
- The applicant must have a clean credit – and criminal record and will be exposed to vetting.

Functions & Responsibilities

Co-ordinates tasks/activities associated with the examination, testing and issuing of learner and driving licenses through the application of laid down assessment and inspection procedures, attending to administrative reporting and recordkeeping requirements and guiding personnel with the execution of specific activities to ensure drivers conform with the requirements of the Road Traffic Act and regulations contributing to the safety of all users.

Terms of Employment

- The applicant is bound to a three (3) month contract period, whereby he/she will be evaluated and the appointment be considered accordingly,
- The applicant must have good leadership skills,
- The applicant must have good liaison skills,
- The applicant must be proficient in English,
- The applicant must have good communication skills both written and verbally,
- The applicant must have a positive attitude,
- The applicant must be able to work under pressure, be honest and reliable.

Selection Criteria

- Be evaluated on ENATIS and driving license and License Pro Learners License tests,
- Must pass a medical examination.

**2 x ASSISTANT EXAMINER OF DRIVING LICENSES (GRADE F) T7; PERMANENT POST
 REMUNERATION: R146 028 P. A
 DIRECTORATE: COMMUNITY SERVICES
 DIVISION: LICENSING**

QUALIFICATIONS/REQUIREMENTS

- Grade 12 Certificate,
- Driving License (At least a valid Code B or higher manual transmission),
- The applicant must be registered as a Examiner of Driving Licenses Grade A,
- The applicant must have at least 2 years relevant experience in a Licensing division.
- Must have in depth knowledge of ENATIS and the LCU transactions,
- The requirements associated with this post requires in depth application of the procedure and laws (NRTA, 93 of 1996) applicable to the functionality,
- The applicant must be physically and mentally fit and be willing to work extended hours and be willing to perform duties as and when required,
- The applicant will be exposed to a mental and skills test and will only be considered if these tests were executed successfully,
- The applicant must have a clean credit – and criminal record and will be exposed to vetting.

Functions & Responsibilities

Co-ordinates tasks/activities associated with the examination of Learners Licenses and duties related to the LCU for driving license renewals, through the application of laid down assessment and inspection procedures, attending to administrative reporting and recordkeeping requirements and guiding personnel with the execution of specific activities to ensure drivers conform with the requirements of the Road Traffic Act and regulations contributing to the safety of all users.

Terms of Employment

- The applicant is bound to a three (3) month contract period, whereby he/she will be evaluated and the appointment be considered accordingly,
- The applicant must have good liaison skills,
- The applicant must be proficient in English,
- The applicant must have good communication skills both written and verbally,
- The applicant must have a positive attitude,
- The applicant must be able to work under pressure, be honest and reliable.

Selection Criteria

- Be evaluated on ENATIS, LCU and License Pro Learners License tests,
- Must pass a medical examination.

1 x SENIOR E-NATIS OPERATOR T7; PERMANENT POST

REMUNERATION: R146 028, 00 P. A

DIRECTORATE: COMMUNITY SERVICES

DIVISION: LICENSING

MINIMUM QUALIFICATION AND REQUIREMENTS

- Grade 12
- Computer literacy
- The requirement to collate, verify and update information requires interpretative skills and understanding of general administrative applicants
- Good communication skills
- Sound knowledge of e-NATIS and monthly and statistical reports
- Relevant clerical / office administration experience (12-18 months)

RESPONSIBILITIES/ DUTIES

- Supervising the performing of specific administrative tasks associated with the processing of vehicle and registration and driving license applications and payments, reconciling of daily and monthly cash transactional recordings and deposits and provisions of information and/or guidance on procedural requirements to the public.
- To ensure customer requirements are promptly and professionally attended to in accordance with the National Road Traffic Act, Act 93 of 1996 and laid down departmental guideline and procedures.
- Provide monthly statistical reports to all relevant Government and Departments and Manager as and when required.

1 x E-NATIS OPERATOR T5; PERMANENT POST

REMUNERATION: R136 740, 00 per annum

DIRECTORATE: COMMUNITY SERVICES

DIVISION: LICENSING

MINIMUM QUALIFICATION AND REQUIREMENTS

- Grade 12
- Computer literacy
- Good communication skills
- Minimum of One year Relevant experience in clerical / office administration will be added as advantage

RESPONSIBILITIES/ DUTIES

- Do transaction of all booking i.e. learners license and driving license queries
- Renewal of license cards and motor vehicle, inform the supervisor about any eNATIS problem encountered
- Professional Driving Permit

- Assist the municipality in curbing corruption

2 X SUPERINTENDENT: LAW ENFORCEMENT T12; PERMANENT POST

REMUNERATION: R258 000 P. A

DIRECTORATE: COMMUNITY SERVICES

DIVISION: TRAFFIC

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Grade 12 Certificate,
- Driving License (Valid Code A & EC manual transmission will be an advantage),
- The applicant must be registered as a Traffic Officer with a valid Traffic Diploma,
- The applicant must have at least successfully completed the ITO III Diploma or a National Diploma in Traffic Safety Management.
- The applicant must provide proof of the duties performed as Traffic Officer during the last six months of employment at previous employer (The proof must be in electronic back office format authenticated by the immediate supervisor),
- The individual must have a passion to be a Traffic Officer,
- The applicant must have at least 2 years experience in a supervisory position of a traffic division.
- Must be computer literate and have experience in the back office system (TCS) of the Traffic division.
- The supervision requirements associated with this post requires in depth application of the procedures, laws and by-laws applicable to the functionality,
- The applicant must be physically and mentally fit and be willing to work extended hours and be willing to perform duties as and when required,
- The applicant must be able and willing to work in all weather conditions,
- The applicant must be willing to work shifts and extended hours after normal working hours as and when required,
- The applicant is responsible for travelling to and from work with own transportation at any given time when required (irrespective of hour of day/night),
- The applicant will be exposed to a physical, mental and skills test and will only be considered if these tests were executed successfully,
- The applicant must have a clean credit – and criminal record and will be exposed to vetting.

Functions & Responsibilities

The post is accountable for all outcomes associated with the Section and is authorized to take decisions on operational issues within the ambit of Departmental Policy and

Procedures, relevant Laws and By-Laws regulating action in cases of non compliance by the general public.

Supervises the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to public safety through the co-ordination of operations associated with the enforcement of relevant Laws and By-laws in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt and efficient execution of sequences and applications.

Responsible for the execution of traffic and public safety procedures in accordance with departmental policies and procedures and authorized to issue notices or arrest individuals for any contravention of Municipal By-Laws, Criminal Procedure Act 51 of 1977, National Road Traffic Act, Act 93 of 1996, AARTO Act 46 of 1998 and or any other applicable legislation. Required to execute duties diligent and according to the set targets of the Traffic Division, and will be measured on daily performance and execution of duties. Duties include but not limited to Law enforcement, Point duty, Foot beat, crowd control, monitoring of hawkers, issuing parking tickets, etc. Not authorized to use discretion on the issuing of traffic fines.

Terms of Employment

- The applicant is bound to a three (3) month contract period, whereby he/she will be evaluated and the appointment be considered accordingly,
- The applicant must have good leadership skills,
- The applicant must have good liaison skills,
- The applicant must be proficient in English,
- The applicant must have good communication skills both written and verbally,
- The applicant must have a positive attitude,
- The applicant must be able to work under pressure, be honest and reliable.

Selection Criteria

- The applicant must be able to undergo a fitness test of 2.4 km running within 11.09 minutes for males and 14.29 minutes for females,
- The applicant must be able to complete an obstacle course within 3 minutes for males and 4 minutes for females (provide a medical certificate as proof that a person may do strenuous exercise),
- You will be requested to provide this certificate if and when you are invited for a physical evaluation,
- Complete an English proficiency pre requisite test,

- Must pass a medical examination

2 X ASSISTANT SUPERINTENDENT: LAW ENFORCEMENT T11; PERMANENT POST

REMUNERATION: R229 164 P. A

DIRECTORATE: COMMUNITY SERVICES

DIVISION: TRAFFIC

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Grade 12 Certificate,
- Driving License (Valid Code A & EC manual transmission will be an advantage),
- The applicant must be registered as a Traffic Officer with a valid Traffic Diploma,
- The applicant must have at least successfully completed the ITO II Diploma or a Certificate in Traffic Safety Management.
- The applicant must provide proof of the duties performed as Traffic Officer during the last six months of employment at previous employer (The proof must be in electronic back office format authenticated by the immediate supervisor),
- The individual must have a passion to be a Traffic Officer,
- The applicant must have at least 2 years experience in a supervisory position of a traffic division.
- Must be computer literate and have experience in the back office system (TCS) of the Traffic division.
- The supervision requirements associated with this post requires in depth application of the procedures, laws and by-laws applicable to the functionality,
- The applicant must be physically and mentally fit and be willing to work extended hours and be willing to perform duties as and when required,
- The applicant must be able and willing to work in all weather conditions,
- The applicant must be willing to work shifts and extended hours after normal working hours as and when required,
- The applicant is responsible for travelling to and from work with own transportation at any given time when required (irrespective of hour of day/night),
- The applicant will be exposed to a physical, mental and skills test and will only be considered if these tests were executed successfully,
- The applicant must have a clean credit – and criminal record and will be exposed to vetting.

Functions & Responsibilities

Responsible for the execution of traffic and public safety procedures in accordance with departmental procedures and authorized to arrest or serve fines on individuals for any contravention of Municipal By-Laws and Road Safety Regulations. Not authorized to use discretion on the issuing of traffic fines. The post is responsible for all outcomes associated with the Traffic Section. Supervises the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to public safety through the co-ordination of operations associated with the enforcement of relevant Laws and By-laws in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt and efficient execution of sequences and applications

Responsible for the execution of traffic and public safety procedures in accordance with departmental policies and procedures and authorized to issue notices or arrest individuals for any contravention of Municipal By-Laws, Criminal Procedure Act 51 of 1977, National Road Traffic Act, Act 93 of 1996, AARTO Act 46 of 1998 and or any other applicable legislation. Required to execute duties diligent and according to the set targets of the Traffic Division, and will be measured on daily performance and execution of duties. Duties include but not limited to Law enforcement, Point duty, Foot beat, crowd control, monitoring of hawkers, issuing parking tickets, etc. Not authorized to use discretion on the issuing of traffic fines.

Terms of Employment

- The applicant is bound to a three (3) month contract period, whereby he/she will be evaluated and the appointment be considered accordingly,
- The applicant must have good leadership skills,
- The applicant must have good liaison skills,
- The applicant must be proficient in English,
- The applicant must have good communication skills both written and verbally,
- The applicant must have a positive attitude,
- The applicant must be able to work under pressure, be honest and reliable.

Selection Criteria

- The applicant must be able to undergo a fitness test of 2.4 km running within 11.09 minutes for males and 14.29 minutes for females,
- The applicant must be able to complete an obstacle course within 3 minutes for males and 4 minutes for females (provide a medical certificate as proof that a person may do strenuous exercise),

- You will be requested to provide this certificate if and when you are invited for a physical evaluation,
- Complete an English proficiency pre requisite test,
- Must pass a medical examination

15 x TRAFFIC OFFICERS T10; PERMANENT POST

REMUNERATION: R194 112 P. A

DIRECTORATE: COMMUNITY SERVICES

DIVISION: TRAFFIC

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Grade 12 Certificate,
- Driving License (Valid Code A & EC manual transmission),
- The applicant must be registered as a Traffic Officer with a valid Traffic Diploma,
- The applicant must provide proof of the duties performed as Traffic Officer during the last six months of employment (The proof must be in electronic format authenticated by the immediate supervisor),
- The individual must have a passion to be a Traffic Officer,
- The applicant must be physically fit and be willing to work extended hours and be willing to perform duties as and when required on foot beat,
- The applicant must be able and willing to work in all weather conditions,
- The applicant must be willing to work shifts and extended hours after normal working hours as and when required,
- The applicant is responsible for travelling to and from work with own transportation at any given time when required (irrespective of hour of day/night),
- The applicant will be exposed to a physical, mental and skills test and will only be considered if these tests were executed successfully,
- The applicant must have a clean credit – and criminal record and will be exposed to vetting.

Functions & Responsibilities

Responsible for the execution of traffic and public safety procedures in accordance with departmental policies and procedures and authorized to issue notices or arrest individuals for any contravention of Municipal By-Laws, Criminal Procedure Act 51 of 1977, National Road Traffic Act, Act 93 of 1996, AARTO Act 46 of 1998 and or any other applicable legislation. Required to execute duties diligent and according to the set targets of the Traffic Division, and will be measured on daily performance and execution of duties. Duties include but not limited to Law enforcement, Point duty, Foot beat, crowd control, monitoring of hawkers, issuing parking tickets, etc. Not authorized to use discretion on the issuing of traffic fines.

Terms of Employment

- Traffic Officers will be employed on a training contract to be trained as Traffic Officers. Once fully comply/qualified permanent employment will be considered on performance basis,
- The applicant must have good liaison skills,
- The applicant must be proficient in English,
- The applicant must have good communication skills both written and verbally,
- The applicant must have a positive attitude,
- The applicant must be able to work under pressure, be honest and reliable

Selection Criteria

- The applicant must be able to undergo a fitness test of 2.4 km running within 11.09 minutes for males and 14.29 minutes for females,
- The applicant must be able to complete an obstacle course within 3 minutes for males and 4 minutes for females (provide a medical certificate as proof that a person may do strenuous exercise),
- You will be requested to provide this certificate if and when you are invited for a physical evaluation,
- Complete an English proficiency pre requisite test,
- Must pass a medical examination

10 x TRAFFIC WARDEN/ LEARNER TRAFFIC OFFICER

DURATION: (CONTRACT FOR TWO (2) YEARS)

REMUNERATION: R 4000. 00 PER MONTH

DIRECTORATE: COMMUNITY SERVICES

DIVISION: TRAFFIC

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Grade 12 Certificate,
- Driving License (Valid Code A/ B/EC manual transmission),
- The individual must have a passion to become a Traffic Officer,
- The individual must be willing to attend a training program of at least one (1) year at the registered Traffic Training Institution identified by Elias Motsoaledi Local Municipality,
- The applicant must be a permanent resident of Elias Motsoaledi Local Municipality,
- The applicant must be physically and mentally fit and be willing to work (8) eight hour shifts on foot beat,
- The applicant must be able to work in all weather conditions,

- The applicant must be willing to work shifts and extended hours as and when required,
- The applicant is responsible for travelling to and from work with own transportation at any given time when required (irrespective of hour of day/night),
- The applicant will be exposed to a physical, mental and skills test and will only be considered if these tests were executed successfully,
- The applicant must have a clean credit – and criminal record and will be exposed to vetting,
- The applicant must be willing to take the oath of office as determined by the Municipality after successfully completion of the course

Functions & Responsibilities

Responsible for the execution of traffic and public safety procedures in accordance with departmental policies and procedures and authorized to issue notices or arrest individuals for any contravention of Municipal By-Laws, Criminal Procedure Act 51 of 1977, National Road Traffic Act, Act 93 of 1996, AARTO Act 46 of 1998 and or other applicable legislation. Duties include but not limited to Point duty, Foot beat, crowd control, monitoring of hawkers, issuing parking tickets, etc. Not authorized to use discretion on the issuing of traffic fines.

Terms of Employment

- Traffic Officers will be employed on a training contract to be trained as Traffic Officers. Once fully comply/qualified permanent employment will be considered on performance basis,
- The applicant must have good liaison skills,
- The applicant must be proficient in English,
- The applicant must have good communication skills both written and verbally,
- The applicant must have a positive attitude,
- The applicant must be able to work under pressure, be honest and reliable

Selection Criteria

- The applicant must be able to undergo a fitness test of 2.4 km running within 11.09 minutes for males and 14.29 minutes for females,
- The applicant must be able to complete an obstacle course within 3 minutes for males and 4 minutes for females (provide a medical certificate as proof that a person may do strenuous exercise),
- You will be requested to provide this certificate if and when you are invited for a physical evaluation,
- Complete an English proficiency pre requisite test,

- Must pass a medical examination

1X MANAGER: ELECTRICAL SERVICES T15 (New); PERMANENT POST

REMUNERATION: R377 076 PA

DIRECTORATE: INFRASTRUCTURE

DIVISION: ELECTRICAL

MINIMUM QUALIFICATION AND REQUIREMENTS

- National Diploma or B-Tech in Electrical Engineering
- Computer literacy
- Drivers License
- 3-5 years relevant experience

RESPONSIBILITIES / DUTIES

- Analyzing and aligning requirements with operating capability.
- Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of services
- Directs and controls outcomes associated with utilization, productivity and performance of personnel
- Prepares capital and operating estimates and control expenditure against approved budget allocations.
- Participate in various meeting, forums and provides comments/ inputs and opinions on matters concerning the functionality of electrical services
- Conducting research, investigations on concerns and inquiries pertaining to service delivery from the general public.
- Manage and verify compliance to relevant legislations, policies and procedures and taking corrective measures.

1 x ELECTRICIAN T10 (New); PERMANENT POST

REMUNERATION: R194 112 PA

DIRECTORATE: INFRASTRUCTURE

DIVISION: ELECTRICAL (ROOSSENKAL OFFICE)

MINIMUM QUALIFICATION AND REQUIREMENTS

- N6 IN Electrical Engineering
- Trade Test Certificate
- Drivers License
- Required to work under various weather conditions
- Required to perform emergencies, standby and planned overtime.
- 1-2 years relevant experience

RESPONSIBILITIES / DUTIES

- Co-ordinates and supervise the installation, repairs and maintenance sequences of electrical appliances.
- Complete the internal transactional documentation such as time sheets, log book, progress report and related forms.

- Coordinates activities associated with the construction and installations of medium and low voltage electrical networks such as reading and interpreting drawings, layout and specifications.
- Coordinates and monitor the medium and low voltage electrical reticulation systems
- Coordinated with trouble shooting, fault finding and repairing of medium and low voltage reticulation and electrical systems.

1 x BUILDING INSPECTOR T10 (New); PERMANENT POST

REMUNERATION: R194 112. P.A

DIRECTORATE: DEVELOPMENT PLANNING

DIVISION: ROOSSENEKAL SATELLITE OFFICE

MINIMUM QUALIFICATION AND REQUIREMENTS

- National Diploma in Building Science, Quantity Surveying, Architecture.
- Computer Literacy.
- Must have a driver's license
- Must have at least two (2) years experience in the relevant field.
- Experience in a Municipal Environment will be an added advantage.
- Through knowledge of National Building Regulations and Building standards.

RESPONSIBILITIES / DUTIES

- Assessments and approval of Building Plans as submitted for any development of within Municipality area.
- Conduct inspections of all approved building constructions as guided by the National Building Regulations.
- Conduct weekly inspections for any illegal building construction within the Municipal area.
- Refer zoning, fire code, and other violations to appropriate municipal and country offices and clear records or refer case for legal action as appropriate.
- Work in conjunction with the Town Planning Section to review and assess the subdivision and rezoning applications received by the Municipality.
- Writing of monthly reports on all activities performed.

1x MECHANIC T10 (Re-Advert); PERMANENT POST

REMUNERATION: R194 112 00 P. A

DIRECTORATE: INFRASTRUCTURE

DIVISION: ELECTRICAL

MINIMUM QUALIFICATION AND REQUIREMENTS

- National Diploma or Bachelor Degree in Mechanical Engineering plus trade.
- Relevant experience in Mechanical Workshop and Administration
- Code B.

RESPONSIBILITIES / DUTIES

- Conducting safety inspection test of all operating devices and Records outcomes on safety inspection schedule,

- Checking condition of specific high mortality parts and/ or makes assessment on replacement requirements, referring specific problems to the immediate superior for detailed diagnosis.
- Preparing job cards detailing repair/ replacement requirements and forwarding to the immediate superior for approval.
- Testing the specific categories of vehicles (light duty) post maintenance/ repair to establish functionality.
- Reporting deviations to the immediate superior and/ or proceeding with further investigative procedures aimed at locating and Communicating with the immediate superior and/ or referring to works order/ job cards and establishes specific servicing or repair requirements.
- Outlining specific requirements to the immediate subordinate and providing guidance on specific mechanical maintenance/ repair sequences.
- Attending to replacement worn or damaged brushes, bearings and bushes, reinstalling/ wiring hand held equipment motors and switches.
- Checking oil levels, electronic components and breaking devices and/ or replacing defective parts.
- Checking the operating functionality of safety and warning devices (headlamps, turn signals, wiper blades, hooter, etc.) and attending to the replacement of defective parts.
- Flushing water systems and replacing anti-coolants and/ or 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.
- Removing and replacing gaskets, seals, v-belts and bearings and/ or attending to the lubrication of movable parts.
- Aligning/ balancing tyres and/ or removing and replacing defective tyres.
- Cleaning and/ or replacing air, oil and dust filters and

1 x SUPERINTENDENT SOLID WASTE MANAGEMENT T12; PERMANENT POST

REMUNERATION: R258 000 P. A

DIRECTORATE: COMMUNITY SERVICES

DIVISION: SOCIAL

MINIMUM QUALIFICATION AND REQUIREMENTS

- An appropriate three (3) year tertiary career-related (Degree or National Diploma) in Environmental management/Health
Relevant experience in Waste management including landfill site management
Must be physically fit and healthy
A valid code B driver's license
Computer literate
- Key responsibilities
- Overseeing and coordinating waste disposal refuse collection and recycling activities in an efficient and environmentally-friendly manner. Ensure the implementation of the National Waste Management Strategy (NWMS) and the Climate Change Response Policy. Promote the principles of reducing, reusing and recycling waste materials as well as the introduction of renewable energy initiatives.

1 x SUPERVISOR: SOLID WASTE T7 (Re-advert); PERMANENT POST

REMUNERATION: R146 028 00 P.A

DIRECTORATE: COMMUNITY SERVICES

DIVISION: SOCIAL SERVICES

MINIMUM QUALIFICATION AND REQUIREMENTS

- Grade 12
- 2 years experience in solid waste management
- Valid code EC1 driver's license plus PNP

RESPONSIBILITIES / DUTIES

- Provide support to Environmental officer
- Ensure that waste is disposed of efficiently and effectively
- Allocate all vehicles to different areas
- Report accident and injuries on duty
- Ensure the drivers perform pre-trip inspection of trucks on daily basis
- Report repairs and servicing of trucks
- Attend to waste removal complaints
- Inspection of refuse removal areas and street cleaning

1X EAP OFFICER T11 (New)

PERMANENT POST

REMUNERATION: R 229 164.00 P.A

DIRECTORATE: CORPORATE SERVICES

DIVISION: HUMAN RESOURCE

MINIMUM REQUIREMENTS

- Degree in Nursing or Social Work.
- EAP Certificate will serve as an advantage
- Communication Skills, counselling Skills
- Computer Literacy skills
- Presentation Skills
- Driver's License
- Registration as a social worker or Psychologist with the relevant council.

RESPONSIBILITIES

- Implement employee Health and Wellness, HIV/aids Programmes
- Implement life skills and educational programmes
- Conduct and arrange Health promotion programmes including HIV/AIDS and TB.
- Arrange HIV/AIDS Counselling and testing
- Attend to Provincial EHWP/EAP subcommittee of the HRWG, and other related committees
- Rendering Primary Health Care Services

PLEASE NOTE:

Appointments will only be considered after the above mentioned has been successfully finalized.

Each applicant must submit the following:

- A signed application form obtainable from the municipal website and municipal offices.
 - Comprehensive CV
 - Certified copy of all qualifications
 - Certified copy of Identity document
 - Certified copy of Driving License
 - Medical certificate
 - Proof of residence
 - SAPS – Criminal record report
1. Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful.
 2. A candidate who canvasses any Councillor or official for preference will be disqualified immediately from the selection process or from appointment.
 3. Correspondence will only be entered into with short listed candidates.

The Municipality reserves the right not to make any appointment.

CLOSING DATE: 28 JANUARY 2015 @ 16:15

Applications for the position should be forwarded to:

The Human Resource Manager

P. O. Box 48

GROBLERSDAL

0470

Or be deposited in vacancies box next to the switch board in the Main Office.

NB: Faxed and e-mailed applications shall not be accepted.

ENQUIRIES: Mr. L. Mafiri (Manager Human Resources)

Telephone number: 013 262 3056/7/8/9

Mrs. R. M. Maredi

MUNICIPAL MANAGER