

## **LOCAL ADVERT**



Makhado Municipality which adheres to the objectives of Employment Equity Plan, wishes to invite applications from suitably qualified persons to fill the under-mentioned vacancies:

### **DEPARTMENT: CORPORATE SERVICES**

#### **OFFICE OF THE MAYOR**

##### **1x CHAUFFER OFFICE OF THE MAYOR Ref: (5/3/4/7/33)**

**Salary Scale:** R236 876.16 – R261 593.72 per annum plus fixed overtime and clothing allowance (post level 08)

**Requirements:** \*Grade 10 or NQF Level 2 \*Code B drivers licence \*Two (2) years driving experience \*Ability to read and write \*Must be able to communicate in English and two other official languages

**Key Performance Area:** Transport Mayor, councillors and officials and goods as authorised by supervisor \*Execute safe driving techniques and protection of the Mayor \*Do proper planning of routes \*Honesty and Integrity \*Able to work under pressure abnormal working hours \*Healthy and physically fit

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure abnormal working hours \*Self-discipline and interpersonal skills

#### **OFFICE OF THE CHIEF WHIP**

##### **1x SECRETARY: OFFICE OF THE CHIEF WHIP Ref: (5/3/4/6/45)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum (post level 09)

**Requirements:** \*Grade 12 or Secretarial Diploma qualifications \*At least two years' experience in Office Administration \*Incumbent should have an extensive experience and in-depth knowledge and experience in Local government \*Computer literacy

**Key Performance Area:**\*Provide a secretariat service to the Chief Whip in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes \*Planning and organizing the workflow from the Chief Whip's Office \*Scheduling, confirming and updating the diary of the Chief Whip and indicating priority/urgent meetings which must be attended \*Write

requisition – and order documents for payment of accommodation and travelling arrangements \*Perform general administrative and related duties

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*able to work under pressure and abnormal working hours

## **INFORMATION & COMMUNICATION TECHNOLOGY**

### **2x CONTROL ROOM ATTENDANTS Ref: (5/3/4/7/35)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum – working under shift (Post level 09)

**Requirements:** \*Grade 12 or NQF Level 4 \*Ability to speak English and any of the two languages from Sepedi, Xitsonga, Tshivenda and Afrikaans \*At least two years relevant Call Centre experience \*Ability to communicate to with a two way radio

**Key Performance Area:** \*Perform control room duties by serving as central point of contact by two way radios and other internal staff communication systems \*Relate all complaints to the departments \*Reports all after hours emergencies \*Perform shift work and perform additional duties as assigned by the supervisor \*Keep records of all enquiries reported by members of public \*Perform task associated with the provision of a control room services to the municipality \*Perform any other related duties as instructed by supervisor \*Must be able to work under pressure \*Knowledge of call Centre \*Ability to communicate to with a two way radio

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure abnormal working hours \*Self-discipline and interpersonal skills

## **DEPARTMENT: COMMUNITY SERVICES**

### **OFFICE OF THE DIRECTOR COMMUNITY SERVICES**

#### **1 x SECRETARY: REF: (5/3/4/7/47)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum (post level 09)

**Requirements:** \*Grade 12 or NQF Level 4 \*Secretarial Diploma or equivalent qualification \*At least two years' experience in office administration \*MS Office Skills

**Key Performance Area:** \*Provide a secretarial service to the Director Community Services by making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes \*Planning and organizing the workflow in the office of the Director Community Services \*Scheduling, confirming and updating the diary of the Director Community Services and indicating priority/urgent meetings which must be attended

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure and abnormal working hours \*Accuracy and Attention to Details  
\*Self Motivated

### **LICENSING (Makhado)**

#### **3x EXAMINER FOR DRIVING LEARNERS AND LICENCES Ref: (5/3/4/7/18)**

**Salary Scale:** R262 260.84 – R295 954.84 per annum (post level 07)

**Requirements:**\*Grade 12 plus Diploma Examiner for D/Licence Grade B \*Valid Code C1 Driving license \*Minimum of 2-3 years relevant experience \*Attach proof of clean criminal record

**Key Performance Area:**\*Testing of applications for driver's license and learners license \*Testing eyes and taking of finger prints \*Processing professional driving permits

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure abnormal working hours \*Self -discipline and interpersonal skills  
\*Healthy and physically fit

#### **2 x CASHIER E-NATIS REF: (5/3/4/7/45)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum (post level - 09)

**Requirements:**\*Grade 12 or NQF Level 4 \*Relevant post school qualification e g Diploma/ E-natis user \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*Responsible for changeover of driver's licenses and professional driver permit on computer to the card type licenses \*Posting and listing of application forms to prodiba \*Responsible for the daily cashing up of the income generated \*Issuing and filing of learners licenses, drivers licenses, certificate of fitness, professional drivers permits, roadworthy certificates, instructors registration certificates, operators certificates, temporary and special permits and registration licensing

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure abnormal working hours \*Self -discipline and interpersonal skills  
\*To be able to work with money \*Healthy and physically fit

#### **1x CLERK ADMINISTRATION Ref: (5/3/4/6/52)**

**Salary Scale:** R236 876.16 – R261 593.72 per annum (post level 08)

**Requirements:**\*Grade 12 or NQF Level 4 \*Computer Literacy \*No Criminal Record

**Key Performance Area:**\*Plans and manages activities of the office, by Analysing activities, information in terms of service delivery, Law enforcement activities and

needs of internal customers and other statistics \*Making recommendations to supervisor in terms of changes to current service delivery or need for new services  
Updates personal records and filing system \*Handles all correspondence regarding all events and complaints \*Photo copying of all correspondence documentation  
\*See that filing is up to date \*Verifying and determining problems and enquiries  
\*Educating public on how applications are done regarding taxi applications, events, nuisance, escorts business applications are processed

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills

## **WASTE MANAGEMENT DIVISION**

### **1x CLERK ADMINISTRATION Ref: (5/3/4/6/52)**

**Salary Scale:** R236 876 16 – R261 593 72 per annum (post level 08)

**Requirements:**\*Grade 12 or NQF Level 4 \*Computer Literacy

**Key Performance Area :**\*Arranging awareness and educational campaigns/programs and removal operations \*Organize cleaning action in respect to illegal dumping sites \*Investigating of complaint receive in respect to illegal dumping and writing of reports and notices \* Interacts with the following institutions/ persons, by With employees, Councillors, management teams to educate, train, assist, advise, convey information, negotiate, consult, participate, observe and decision-making \*Processing application for graves, maintenance of cemetery registers and location maps

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills

### **1 x TRUCK DRIVER Ref: (5/3/4/6/10)**

**Salary scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10 or NQF Level 2 with 2 years relevant experience  
\*Driver's License Code C1 with PrDP

**Key Performance Area :** \*Performs driver activities using a vehicle or truck to ensure the transporting of machinery, equipment and people to and from the workplace \* Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures  
\*Supervises General Workers \*Supervises different works \*To operate a heavy vehicle or other specialized machines \*Ensure safe and correct work sequences

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills \*Healthy and physically fit

### **1 x LANDFILL ATTENDANT Ref: (5/3/4/7/48)**

**Salary Scale:** R 148 083.71 – R164 513.49 per annum (Post level 11)

**Requirements:** \*Grade 10 or NQF Level 2 qualifications \*Two years' relevant experience \*Computer Literacy \*Driver's license EC1 with PrDP

**Key Performance Area:** \*Driving heavy duty vehicles \*General Maintenance \*Maintenance of job cards \*Purchasing of materials for projects at suppliers according to Procurement Policy \*To co-ordinate and control the operational functionality of the waste management – industrial and landfill site through the application of laid down procedures with respect to monitoring and checking waste separation and disposal sequences, evaluation of personnel resource capabilities and efficiencies and execution of corrective measures/ interventions in order to ensure optimum functionality levels are maintained supporting the accomplishment of service delivery objectives \*Ensure safe and correct work sequences

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1 x TRACTOR DRIVER: Ref: (5/3/4/4/1)**

**Salary scale:** R105 220.29 – R117 384.82 per annum (Post level 14)

**Requirements:** Grade 8 or NQF Level 1 \*Code C1 Driver's licence +PrDP with 2 years' experience

**Key Performance Area:** \* To drive tractor with a trailer unit to ensure rubble is collected and to ensure work is done and remove rubble by tractor/trailer unit in an environmental friendly manner \*To collect rubble and transport workers between the depots, pre-determined rubble collection routes and the tip site \*To maintain the allocated machines on a daily basis, by ensure rubble is collected and supervise workers/loaders to ensure work is done \*Ensure safe and correct work sequences

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

## **PARKS AND RECREATION**

**1 x TRUCK DRIVER Ref: (5/3/4/6/10)**

**Salary scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10 or NQF Level 2 with 2 years relevant experience \*Driver's License Code C1 with PrDP

**Responsibilities:** \*Performs driver activities using a vehicle or truck to ensure the transporting of machinery, equipment and people to and from the workplace \* Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures \*Supervises General Workers \*Supervises different works \*The ability to operate a heavy vehicle or other specialized machines

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1x CARETAKER CEMETERY Ref: (5/3/4/7/49)**

**Salary scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10 or NQF Level 2 with 2 years relevant experience  
\*Driver's License Code C1 with PrDP

**Key Performance Area:**\*Maintaining cemetery yard by Ensuring that the security fencing is tight to ensure that animals do not get into the cemetery Referring to work schedules and registers to correct deviations in entries rose during processing  
\*Maintaining records of burials, cremations and payments in the registers against allocated control numbers to facilitate easy identification of payments, sites and times of cremations \*Maintain indigent and/or pauper burial (hospital, state) records for Council's perusal (from which ward, councillor, etc. ) \* Directing people to plots allocated to them \*Issuing receipts to people who bought the plots

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1x CARETAKER PUBLIC ABLUTION Ref: (5/3/4/4/58)**

**Salary scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10 or NQF Level 2 with 2 years relevant experience  
\*Driver's License Code C1 with PrDP

**Key Performance Area:**\*Personally supervise the cleaning of all offices, community halls and public toilets \*Control and co-ordinate the use of all community Hall after Hours \*Manage and control consumables \*Overall control of all equipment's  
\*Control and supervise service workers

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**LAW ENFORCEMENT**

**1x ASSISTANT SUPERINTENDENT: LAW ENFORCEMENT & SECURITIES Ref: (5/3/4/7/51)**

**Salary Scale:** R262 260.84 – R295 954.84 per annum (post level 07)

**Requirements:** \*Grade 12 \*Diploma in Policing/Criminal Justice or related law enforcement field \*Must be a registered Traffic Officer \* At least 2 years' experience in related field \*Code 8 Driver's License Attach proof of clean criminal record

**Key Performance Area:** \*Ensure that the Law Enforcement Section operate within the legal requirements of the law, by scrutinizing relevant legislation to prevent civil action against council/and or its employees \*Organise and co-ordinate the escort of

VIP's and ensures that debriefing of staff regarding the event are executed effectively \*Conduct selective law enforcement campaigns in conjunction with Traffic Services, SAPS and other law enforcement agencies

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills\*Ability to operate in team as operational leader \*Ability to assume command under specific conditions \*Healthy and physically fit

### **2x TRAFFIC OFFICERS Ref: (5/3/4/7/28)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level 10)

**Requirements:**\*Grade 12 \*Basic Diploma for Traffic Officers \*Diploma as examiner for driving licenses or examiner of motor vehicles will be a strong recommendation \*At least 2 years' experience in this field \*valid code B driver's license \* Attach proof of clean criminal record

**Key Performance Area:**\*Law enforcement \*Emergency support services \*serving of summons to offences to offenders \*conduct scholar patrol and other related campaigns

**Key Competences:** \*Knowledge of local languages \*Good communication skills \*Ability to ensure compliance to the by-laws, road traffic and all related regulations \*Healthy and physically fit

## **DISASTER MANAGEMENT & LIBRARY**

### **1x ASSISTANT LIBRARIAN Ref: (5/3/4/7/30)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level - 10)

**Requirements:**\*Grade 12 \*Degree or Diploma in Library and Information Science \*Minimum of one year working experience in Library public library \*Computer Literacy and a Valid Driver's License

**Key Performance Area:**\*Shelving of Library materials \*Knowledge of Cataloguing and Classification System \*Taking daily statistics of Library Users \*Performing all other counter and reference duties \*Interpersonal and people skills \*Good organisational, communication, report writing and customer service skills

**Key Competences:** \*Knowledge of local languages \*Good communication skills \*Time management \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

## **DEPARTMENT OF DEVELOPMENT PLANNING**

### **BUILDING SECTION**

### **1x SENIOR CLERICAL ASSISTANT Ref: (5/3/4/3/90)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum (post level 9)

**Requirements:**\*Gr 12, NQF level 4 \* Computer literacy and a Valid Code B driver's licence

**Key Performance Area:**\* Check the correct completion of the requisite document, i.e. Agreement of Sale, Deed of Cession or re-allocation form where necessary \*See to the sending of notices to site permit holders to collect title deeds upon return of the document from Deeds Office \*Liaise with that Ward Councillor to resolve the matter if / when required \* Check regularly that all tenants are registered and no swapping of houses is done illegally \*Prevention of Illegal Occupation of Land \*Preparation of statistics

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills

## **DEPARTMENT OF BUDGET & TREASURY**

### **EXPENDITURE DIVISION**

#### **1x SENIOR CLERK SALARIES Ref: (5/3/4/3/21)**

**Salary Scale:** R262 260.84 – R295 954.84 per annum (Post level 07)

**Requirements:**\*Grade 12 with accounting/Bookkeeping or NQF Level 4 \*Three years relevant experience \*Computer Literacy \*National Diploma in Accounting will be an added advantage \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*To accurately and timeously attend to the applications of specific processes associated with updating the payroll by administering the payment of the monthly remuneration, third party deductions and statutory deductions of all permanent, temporary/ contractual employees, Councillors as well as Pensioners of the Municipality in accordance with the Municipal policies, Collective agreement from the Bargaining Council, UIF, SARS as well as the Basic Conditions of Employment Act \* Plan and schedule work within the payroll cycle to ensure that accurate pay slips are produced on time that reflect accurate employee records and concur with employee contracts \* To accurately balance all earnings and deductions of the monthly payroll

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills

#### **1x SENIOR CLERK: ACCOUNTS PAYABLE Ref: (5/3/4/4/107)**

**Salary Scale:** R262 260.84 – R295 954.84 per annum (Post level 07)

**Requirements:**\*Grade 12 with accounting/Bookkeeping or NQF Level 4 \*Three years relevant experience \*Computer Literacy \*National Diploma in Accounting



will be an added advantage \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:**\* Responsible for the reconciliation and payment of creditors, by Ensuring that accounts and invoices are reconciled as per financial policy guidelines and requirements \*Ensuring that sufficient and correct supporting documents are available to substantiate payments/claims Captures data on the financial system for payment purposes \*Compiles payment advise and reconciles appropriate statements \*Takes finalized remittances to the Accountant for verification \*Perform electronic transfer of funds to the creditors' accounts

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills

### **1x CLERK: DIRECT PAYMENT ACCOUNT Ref: (5/3/4/4/108)**

**Salary Scale:** R236 876.16 – R261 593.72 per annum (Post level 08)

**Requirements:**\*Grade 12 with accounting/Bookeeping or NQF Level 4 \*1 Year relevant experience \*National Diploma in Accounting will be an added advantage \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:**\*To effect correct payment of creditors/ direct payments (suppliers with no account with the municipality); to be responsible for the performing of a client service; to handle any enquiries regarding out payments \*Ensuring that accounts and invoices are reconciled as per financial policy guidelines and requirements \*Ensuring that sufficient and correct supporting documents are available to substantiate payments/claims \*Ensure that payment are made timeously where settlement discounts are offered \*Captures data on the financial system for payment purposes

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills

### **REVENUE DIVISION**

### **2 X CASHIER Ref: (5/3/4/3/82)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum (Post level 09)

**Requirements:** \*Grade 10 or NQF Level 4 qualifications \*Two years' relevant experience \*Computer Literacy \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*Revenue collection \*Selling of prepaid electricity \*Processing bank payments transaction \*Daily banking and filling of daily receipts \*Safe handling of cash

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills \*Healthy and physically fit

## **SUPPLY CHAIN MANAGEMENT DIVISION**

**1 x CLERK: BIDS Ref: (5/3/4/3/73)**

**Salary Scale:** R236 876.16 – R261 593.72 per annum (post level 08)

**Requirements:**\*Grade 12 or NQF Level 4 with Accounting/Bookkeeping \*At least one year related experience \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:**\* Advertising tenders through newspapers, municipal website and on municipal notice board \*Organize briefing and site inspection sessions and make presentation to prospective bidders \*Packaging tender documents and sell them to bidders \*Publishing results of successful bidders on the Municipal website \*Preparing Service Level Agreement and Contract of Service for Service providers and Municipality to sign \*Opening and registering all tenders during closing date of tenders \*Supervision of staff \*Drafting appointment letters for Bid Committees members and distribute them timeously \*Provide secretariat services to bid committees \*Implementation of Supply Chain Management Policy and other relevant regulations \*Training and conducting works for user departments and service providers on SCM matters \*Tender and quotation administration \*Preparing monthly and quarterly reports \*Maintenance of supplier database for service providers \*Filing of all Supply Chain Management documents

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills

## **DEPARTMENT OF TECHNICAL SERVICES**

### **CIVIL ENGINEERING (ROADS AND STORM WATER/BUILDING MAINTENANCE SUB-SECTION)**

**1x ARTISAN BRICKLAYING Ref: (5/3/4/4/51)**

**Salary Scale:** R262 260.84 – R295 954.84 per annum (post level 07)

**Requirements:**\* Grade 10 or NQF Level 2 \*Bricklaying Trade certificate \*At least a valid code B driver's license \*Able to read building plans \*Minimum of 2 years relevant experience

**Key Performance Area:**\*Construction of concrete channels, storm water manholes, wing walls by making use of hand tools and materials in order to create an effective storm water system \*Supervises Service Workers and Machine Operators on site to ensure completion of tasks as instructed by supervisor \*Render a repairs and maintenance service regarding carpentry and buildings \* Installs or repairs tilling, puts up shelving, notice boards and fences

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**2 x ARTISAN PLUMBER Ref: (5/3/4/4/57)**

**Salary Scale:** R262 260.84 – R295 954.84 per annum (post level 07)

**Requirements:** \*Trade Certificate in Plumbing \*At least two (2) years relevant experience \*A Valid Code B driver's license

**Key Performance Area:** \*Repair, maintain and conduct minor extensions to the water reticulation and plumbing work \*Excavating / exposing / striping works to identify faults/problems \*Fit new sections, backfill / close and open valves / taps, for continued operation as quickly as possible using vehicles & staff tools \*Do sewerage line inspections

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1 x CARETAKER: ROADS MAINTENANCE (TEAM LEADER) Ref: (5/3/4/4/12)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level 10)

**Requirements:**\*Grade 10 or NQF Level 2 with N2 certificate in Civil Engineering/Diploma Civil Engineering \*Certificate in Asphalt Technology with 2 years' experience in Asphalt mixing will be an added advantage \*Supervisory experience in Road Maintenance (Patch work) \*\*A Valid code C1 Driver's License with PrDP

**Key Performance Area:**\*Road Maintenance work \*To certify the mixture of Asphalt material mixed on site \*To supervise all potholes repairs, Implement procedure, system and controls to regulate specific work sequences and general practices/processes as dictated to in environmental health legislation and by-laws \*Ensure safe/correct work sequences and deviations from laid down practices/regulations are identified and rectified minimizing the threat of injury to persons, damage to property and the risk of diseases/sicknesses through degradation of the environment

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1 x Operator TLB & Dozer Ref: (5/3/4/6/10)**

**Salary scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10 or NQF Level 2 with 2 years relevant experience \*A Valid code C1 Driver's License with PrDP

**Key Performance Area:** \*Receiving instructions from the Foreman to establish details of tasks (heavy mechanical plant – Dozer & TLB) \*Inspecting safety devices, controls, lubricant levels, etc on vehicles/heavy plant and reports defects to the Foreman \*Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures

\*Supervises general workers \*The ability to operate a heavy vehicle or other specialized machine

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1 x TEAM LEADER /DRIVER REF: (5/3/4/4/12)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level 10)

**Requirements:** \* Grade 10 or NQF Level 2 \*A Valid Code C1 Driver's License with PrDP \*At least 2 year's relevant experience

**Key Performance Area:**\* Road Maintenance Work/Waste and Parks Management \*Implement procedure, system and controls to regulate specific work sequences and general practices/processes as dictated to in Occupational Health and Safety Act \*Ensure safe /and incorrect work sequences and deviations from laid down practices/regulations are identified and rectified, minimizing the threat of injury to persons, damage to property and /or the risk of diseases/sicknesses through degradation of the environment \*Supervision of staff

**Key Competences** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**3 x TRACTOR DRIVER: Ref: (5/3/4/4/1)**

**Salary scale:** R105 220.29 – R117 384.82 per annum (Post level 14)

**Requirements:** Grade 8 or NQF Level 1 \*Code C1 Driver's licence +PrDP with 2 years' experience

**Key Performance Area:** \* To drive tractor with a trailer unit to ensure rubble is collected and to ensure work is done and remove rubble by tractor/trailer unit in an environmental friendly manner \*To collect rubble and transport workers between the depots, pre-determined rubble collection routes and the tip site \*To maintain the allocated machines on a daily basis, by ensure rubble is collected and supervise workers/loaders to ensure work is done \*The ability to operate without direct supervision from time to time

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**MECHANICAL WORKSHOP**

**1x WELDER Ref: (5/3/4/5/20)**

**Salary Scale** R262 260.84 – R295 954.84 per annum (post level 07)

**Requirements:** \*Grade 10 or NQF Level 2 \*Minimum of at least N3 certificate-qualified welder with trade certificate in welding \*At least two (2) years relevant experience \*A Valid Code 8 driver's license

**Key Performance Area:**\*Operating safety working equipment's and applying safety practice at work while performing his/her duties\* Welding spare parts in various directions: flat, horizontal, vertical or overhead, etc \* Igniting flame or striking an arc while welding or performing other electricity-related work to weld part of a metal structure

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills \*Healthy and physically fit

**1x MECHANIC DIESEL Ref: (5/3/4/4/47)**

**Salary Scale:** R262 260.84 – R295 954.84 per annum (post level 07)

**Requirements:** \*Grade 10 or NQF Level 2 \* At least N3 certificate with trade certificate Qualified Artisan in Diesel mechanic \*Code EC1 drivers licence plus PrDP \*Minimum 2 years relevant experience in diesel driven motor vehicles as well as Heavy Duty Plant s' machinery

**Key Performance Area:**\*To perform maintenance and repairs on council fleet, by Co-ordinates activities and sequences associated with maintaining the functionality of petrol/ diesel driven Mechanical Plant and vehicles \*Checking the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor \*Checking oil levels, electronic components and breaking devices and/ or replacing defective parts \*Flushing water systems and replacing anti-coolants \*Removing and replacing gaskets, seals, v-belts and bearings and, setting/ adjusting brakes, carburettor, etc, tuning engine and aligning/ balancing tyres to manufactures specification \*Cleaning and/ or replacing air, oil and dust filters and/ or replacing hose clamps, screws and protective covers \*Driving and testing vehicles to assess operating functionality and safety \* Attend to all breakdowns, from hydraulics mechanical, electrical, accidents

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self -discipline and interpersonal skills \*Healthy and physically fit

**1 x MESSENGER Ref: (5/3/4/2/53)**

**Salary Scale:** R105 220.29 – R117 384.82 per annum (post level 14)

**Requirements:** \*Grade 10 or NQF Level 2 \*Computer Literacy \*Ability to read and write \*Must be able to communicate in English \*A Valid Code B Drivers' license

**Key Performance Area:**\* Ensuring vehicle is serviced on appointed times as indicated by maintenance plan by informing supervisor of upcoming services and by taking vehicle to workshop \*Providing verbal details or completing accident reports in case of accidents \*Observing and/ or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures \*Transporting personnel, material and equipment to/from specific locations

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills

### **ELECTRICAL ENGINEERING (MAINTENANCE & OPERATION)**

**1x ELECTRICIAN Ref: (5/3/4/5/3)**

**Salary scale:** R262 260.84 – R295 954.84 per annum (Post level 07)

**Requirements:** Grade 10 or (N3) and be a qualified electrician in terms of the apprentice Act or the labour Training Act with two (2) years practical \*Code C1 drivers licence plus PrDP \*Valid ORHVS and HV Operating certificate in high voltage switching

**Key Performance Area:**\*Co-ordinates and controls the set-up, work in progress and completion of specialized tasks activities associated with relevant maintenance and construction on 11kV system, substations, abc lines and meters; co-ordinate and supervise activities of staff; to monitors and supervises utilization, application and maintenance of machinery, equipment, tools and material; to perform driver activities using a vehicle \*Receiving notification of emergency situations from control room operator

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1 x ARTISAN ASSISTANT Ref: (5/3/4/5/45)**

**Salary Scale:** R148 083.71 – R164 513.49 per annum (post level 11)

**Requirements:** \*Grade 8 or NQF Level 1 and basic knowledge of electricity \*Be able to speak and write English \*Able to lead and work in a team \*At least one year experience in the electrical field \*Must be able to perform standby duties \*Code C1 drivers' license will be added as added advantage

**Key Performance Area:** Assist the electrician for general maintenance of the electrical system \*Be able to work on heights \*High tension cable maintenance: Digging to find faulty cable and closing up trench \*Assist artisan in repairing faulty cable \*Assist Artisan in overhead line installations and repairs \*Excavation of pole holes: Load and offload of material (poles, tools & equipment) \*Planting of poles \*Trenching for cables \*Perform any other related duties as instructed by supervisor

**Key Competences:** \*Time management \*Communication Skills \*Typing skills  
\*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1 x GENERAL WORKMAN Ref: (5/3/4/5/58)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10, N3 Electrical & Code C1 driver's license with PrDP \*ORHVS 1-4 & 7 \*Basic knowledge of electricity \*Able to lead and work in a team

**Key Performance Area:** \*To give supervisory instructions to the lower staff prior and during performance of duties \*Uphold correct safety and performance levels during performance of duties \*Carry out functional inspections prior to utilization of new assets \*Assisting electrician in electrical installations of buildings \* Perform any other related duties as instructed by supervisor

**Key Competences** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity, \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

### **ASSET CREATION DIVISION**

**1x GENERAL WORKMAN: NEW CONNECTIONS Ref: (5/3/4/4/55)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10, N3 Electrical & Code C1 driver's license with PrDP \*ORHVS 1-4 & 7 \*Basic knowledge of electricity \*Able to lead and work in a team

**Key Performance Area:** \*To give supervisory instructions to the lower staff prior and during performance of duties \*Uphold correct safety and performance levels during performance of duties \*Carry out functional inspections prior to utilization of new assets \*Assisting electrician in electrical installations of buildings \* Perform any other related duties as instructed by supervisor

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

### **WATERVAL REGIONAL OFFICE**

#### **LAW ENFORCEMENT**

**1x TRAFFIC OFFICER Ref: (5/3/4/7/28)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level 10)

**Requirements:**\*Grade 12 \*Basic Diploma for Traffic Officers \*Diploma as examiner for driving licenses or examiner of motor vehicles will be a strong recommendation \*At least 2 years' experience in this field \*valid driver's license \*Attach proof of clean criminal record

**Key Performance Area:** \*Law enforcement \*Emergency support services \*serving of summons to offences to offenders \*conduct scholar patrol and other related campaigns

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

#### **FINANCE**

**1x CLERK: LOGISTICS Ref: (5/3/4/3/106)**

**Salary Scale:** R236 876.16 – R261 593.72 per annum (post level 08)

**Requirements:**\*Grade 12 or NQF Level 4 plus knowledge of related financial systems \*1 year relevant experience \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*Ensure that assets are verified by physically checking assets and comparing results with register \*Ensure that new assets are insured and assets disposed of are removed from insurance portfolio to ensure adequate insurance cover for assets, and that unnecessary cover is not paid for \*Ensure that register is updated with all assets purchased and disposed of to ensure that the correct value of Council's assets is reflected, by checking General Ledger entries \*Ensures compliance with the Asset Management Policy \*Maintain and reconcile asset register

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1 x TRUCK DRIVER: Ref: (5/3/4/6/10)**

**Salary scale:** R168 638.54 - R190 928.73 per annum (Post level 10)

**Requirements:** \*Grade 10 or NQF Level 2 with 2 years relevant experience \*A Valid code C1 Driver's License with PrDP

**Key Performance Area:** \* Performs driver activities using a vehicle or truck to ensure the transporting of machinery, equipment and people to and from the workplace \*Receiving instructions from the Foreman to establish details of tasks (heavy mechanical plant – TLB/Grader, vehicle and materials) \*Inspecting safety devices, controls, lubricant levels, etc on vehicles/heavy plant and reports defects to the Foreman \*Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety Procedures \*Supervises General Workers

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**1x OPERATOR Ref: (5/3/4/4/19)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level-10)

**Requirements:**\*Grade 10 or NQF Level 2 \*Code EC1 Driver's Licence + PrDP\* At least two years' experience as a driver

**Key Performance Area:**\*Performs specific tasks associated with the operation of heavy specialized mechanical plant (e g Grader, TLB, Front End Loader, Crane Truck, Bulldozer, Concrete Mixer) and vehicles (Tipper Trucks, etc) during road and storm water drainage maintenance activities by: \*Driving and manoeuvring heavy



mechanical plant engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences \*Uses crane to install storm water pipes into excavated trench \*Doing road patching, laying of storm water pipes when necessary

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit \*The ability to operate heavy vehicle or other specialized machine \*Basic knowledge of safety requirements

**1 x TRACTOR DRIVER: Ref: (5/3/4/4/1)**

**Salary scale:** R105 220.29 – R117 384.82 per annum (Post level 14)

**Requirements:** Grade 10 or NQF Level 2 \*Code C1 Driver's licence plus PrDP \*Two years' experience

**Key Performance Area:** \* To drive tractor with a trailer unit to ensure rubble is collected and to ensure work is done and remove rubble by tractor/trailer unit in an environmental friendly manner \*To collect rubble and transport workers between the depots, pre-determined rubble collection routes and the tip site \*To maintain the allocated machines on a daily basis, by ensure rubble is collected and supervise workers/loaders to ensure work is done

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**VLEIFONTEIN**

**1 x TEAM LEADER /DRIVER (REF: 5/3/4/4/12)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level 10)

**Requirements:** \* Grade 10 or NQF Level 2 \*A Valid Code C1 Driver's License with PrDP \*At least 2 year's relevant experience \* Able to lead and work in a Team

**Key Performance Area:**\* Road Maintenance Work/Waste and Parks Management \*Implement procedure, system and controls to regulate specific work sequences and general practices/processes as dictated to in Occupational Health and Safety Act \*Ensure safe and correct work sequences \*Ensures that deviations from laid down practices/regulations are identified and rectified, by minimizing the threat of injury to persons, damage to property and /or the risk of diseases/sicknesses through degradation of the environment

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**DZANANI REGIONAL OFFICES**

## **CORPORATE SERVICES**

### **1 x MESSENGER: Ref: (5/3/4/2/53)**

**Salary Scale:** R105 220.29 – R117 384.82 per annum (post level 14)

**Requirements:** \*Grade 10 or NQF Level 2 \*Must be able to communicate in English and other two official languages prevalent in the municipal area \*A Valid Code B Drivers' license

**Key Performance Area:** \*Duplicate documents \*Deliver internal/ external correspondence \*Deliver documents of Council and its Committees to councillors and officials \*Assist with all duties generic to Registry Offices

**Key Competences** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self -discipline and interpersonal skills \* Driving skills \*Healthy and physically fit

## **LAW ENFORCEMENT**

### **1x TRAFFIC OFFICERS Ref: (5/3/4/7/28)**

**Salary Scale:** R168 638.54 - R190 928.73 per annum (post level 10)

**Requirements:**\*Grade 12 \*Basic Diploma for Traffic Officers \*Diploma as examiner for driving licenses or examiner of motor vehicles will be a strong recommendation \*At least 2 years' experience in this field \*Valid code B driver's license \* Attach proof of clean criminal record

**Key Performance Area:**\*Law enforcement \*Emergency support services \*Serving of summons to offences to offenders \*Conduct scholar patrol and other related campaigns

**Key Competences** \*Knowledge of local languages \*Good communication skills \*Ability to ensure compliance to the by-laws, road traffic and all related regulations \*Healthy and physically fit

## **LICENSING**

### **2 x CASHIER E-NATIS Ref: (5/3/4/7/45)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum (post level - 09)

**Requirements:** \*Grade 12 or NQF Level 4 \*Relevant post school qualification e g Diploma/ E-natis user \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*Responsible for changeover of driver's licenses and professional driver permit on computer to the card type licenses \*Posting and listing of application forms to prodiba \*Responsible for the daily cashing up of the income generated \*Issuing and filing of learners licenses, drivers licenses, certificate of fitness, professional drivers permits, roadworthy certificates, instructors

registration certificates, operators certificates, temporary and special permits and registration licensing

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure abnormal working hours \*Self-discipline and interpersonal skills \*To be able to work with money

## **FINANCE**

### **1x CLERK: LOGISTICS Ref: (5/3/4/3/106)**

**Salary Scale:** R236 876.16 – R261 593.72 per annum (post level - 08)

**Requirements:**\*Grade 12 or NQF Level 4 \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*Ensure that assets are verified by physically checking \*Ensure that new assets are insured \*Ensure that assets disposed are removed from the insurance portfolio to ensure adequate insurance cover \*Ensures compliance with the Asset Management Policy \*Maintain and reconcile asset register

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

### **1 X CASHIER (ref: 5/3/4/3/82)**

**Salary Scale:** R199 401.97 – R231 047.75 per annum (Post level 09)

**Requirements:** \*Grade 10 or NQF Level 4 qualifications \*Two years' relevant experience \*Computer Literacy \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*Revenue collection \*Selling of prepaid electricity \*Processing bank payments transaction \*Daily banking and filling of daily receipts \*Safe handling of cash

**Key Competences:** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

## **MULTIPURPOSE COMMUNITY CENTRE (Ha- Musekwa Ngundu)**

### **1 x ASSISTANT CASHIER Ref: (5/3/4/3/2)**

**Salary Scale:** R148 083.71 – R164 513.49 per annum (Post level 11)

**Requirements:** \*Grade 12 or NQF Level 4 with Accounting/Book keeping qualifications \*Two years with some cashier /teller experience \*Computer Literacy \*Attach proof of no criminal record regarding criminal offences with an element of dishonesty

**Key Performance Area:** \*Receives payment against services rendered, from the public \*Responsible for selling and issuing of prepaid electricity token (vending

stations) Balancing cash received against receipts issued to customers \*Filing of daily receipts \*Safe handling of cash

**Key Competences** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

## **TECHNICAL SERVICES**

### **1x FOREMAN: RECREATION, PARKS & CEMETERIES Ref: (5/3/4/6/53)**

**Salary Scale:** R236 876.16 – R261 593.72 (post level 8)

**Requirements:**\*Grade 12 \*National Diploma Horticulturalist and Code C1 drivers License \*2 years relevant experience

**Responsibilities:** \*Plans and device the regional work progress by consulting with the vegetation control officer to ensure effective productivity \*Plans and programs nature reserve and environmental rehabilitation projects by preparing work programs and actions plans for submission to the vegetation control officer in order to enhance and protect the natural environment \*To ensure cleaning of cemeteries by removing weed by spade \*To ensure raking of the area after digging by spade \*Ensuring that the security fence is tight and also fixing holes \*Perform administrative work by directing people to plots allocated to them \*Issuing receipts to people who bought the plots

**Key Competences** \*Time management \*Communication Skills \*Typing skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

## **ALL DEPARTMENTS**

### **15 x SERVICE WORKERS (all departments) Ref: (5/3/4/5/39)**

**Salary Scale:** R96 562.82 – R104 649.66 per annum (post level 15)

**Requirements:** \*Functional Literature or NQF Level 1 \*Must be able to speak or read and write at least three official languages prevalent in the municipal area

**Key Performance Area:**\*Cleaning and maintaining hygiene standards \*Cleaning of offices, all halls and public buildings \*Perform the crockery and cutlery cleaning duties to provide cleaning services \*Perform maintenance duties to maintain halls and conferences \*Cleaning of Streets (sweeping and removal of debris and rubble) \*Cleaning of catch pits \*Porthole patching \*Side walk repairs \*Poisoning of weeds along the streets

**Key Competences:** \*Time management \*Communication Skills \*Report writing Skills \*Interpersonal skills \*Honesty and Integrity \*Able to work under pressure \*Self-discipline and interpersonal skills \*Healthy and physically fit

**MAKHADO LOCAL MUNICIPALITY**

***NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE***

Makhado Municipality has a firm commitment to the advancement of designated groups, including *women and disabled*. Forward your application on the ***Council's prescribed application form*** with a copy of CV and certified qualifications to The **Municipal Manager, Private Bag X2596, MAKHADO, 0920** or **Hand delivered to 83 Krogh Street Makhado**. Application Forms can be collected from Civic Centre at 83 Krogh Street Makhado or downloaded on [www.makhado.gov.za](http://www.makhado.gov.za)

For more information contact **MRS NB NYALUNGU @ 015 519 3223** or **MS NS NEKHAVHAMBE @ 015 519 3225**

**PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED**

***NB: NO FAX AND E-MAIL APPLICATIONS WILL BE ACCEPTED***

If no response is received from Makhado Local Municipality within 90 days after the closing date, it must be regarded that the application has not been successful

**Publication Date: 2 December 2016**

**Closing Date: 23 December 2016**

**Notice No: 208/2016**

**Ref: 5/3/B**

**M J KANWENDO  
ACTING MUNICIPAL MANAGER**