



MAKHUDUTHAMAGA

LOCAL MUNICIPALITY

PHYSICAL ADDRESS
01 Groblersdal Road
Jane Furse
1085

POSTAL ADDRESS
Private Bag X434
Jane Furse
1085

Mmogo re šomela diphetogo!

DEPARTMENT:
CORPORATE SERVICES

Makhuduthamaga Local Municipality invites suitably qualified applicants to apply for the under-mentioned permanent vacancies, based at the Main Office in Jane-Furse:

1. Senior Protocol Officer (X1)

Basic Salary: R406 457, 04 per annum (excluding benefits)

Requirements: Grade 12 plus National Diploma in Political Science or equivalent relevant qualification. Three (03) years relevant experience.

KPA's: Ensure strategic partnerships which will ensure co-ordination of service delivery by all departments. Ensure effectiveness and efficient protocol services. Ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life.

2. Wellness Officer (X1)

Basic Salary: R320 520, 00 per annum (excluding benefits)

Requirements: Grade 12 plus National Diploma in Human Resources, Social Work or equivalent relevant qualification. Two (02) years' relevant experience.

KPA's: Maintain a healthy workforce in order to ensure productivity. Ensure that employees are updated on the new business trends and promote capacity building within the institution. Ensure that all EAP Programmes are well budgeted for in advance and that the planned budget is spent accordingly. Ensure accountability in all the activities relating to the section.

3. PMU Administrator (X1)

Basic Salary: R320 520, 00 per annum (excluding benefits)

Requirements: Grade 12 plus Diploma in Project Management or equivalent relevant qualification. Two (02) years relevant experience



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KPA's: Ensure provision of administration functions to PMU. Ensure infrastructure reports are coordinated and submitted timely. Ensure all financial administration is submitted and processed timely. Ensure personnel is properly utilized and capable of performing at acceptable levels, deviations addressed and corrective measures implemented to sustain productivity and efficiency. Perform budget control tasks.

4. Traffic Officer (X2)

Basic Salary: R247 760, 16 per annum (excluding benefits)

Requirements: Grade 12 plus Traffic Officer Diploma. Valid drivers' licence. No criminal record. 0-1-year practical work internship as a Traffic Warden/ Officer.

KPA's: Ensure compliance with the National Road Traffic Code of practice as a mandate by Road Traffic Management Corporation (RTMC). Ensure road safety and compliance to road safety management acts, policies and procedures by the motorists, pedestrians and road users in general. Promote public order and safety within the municipality's area of jurisdiction. Ensure that the Municipality complies with the Road Traffic Management Acts, policies and procedures. Perform Community Policing.

5. Admin Assistant: Office of the Chief Financial Officer (X1)

Basic Salary: R247 760, 16 per annum (excluding benefits)

Requirements: Grade 12 plus Secretarial Diploma or equivalent relevant qualification. Computer literacy-Office Applications. One (01) year relevant experience.

KPA's: Provide an efficient secretarial service to the Office of the Chief Financial Officer. Provide effective and efficient office admin support to the office of the Chief Financial Officer. Provide effective and efficient secretarial support to the office of the Chief Financial Officer.



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6. Drivers (X3)

Basic Salary: R173 542, 32 per annum (excluding benefits)

Requirements: Grade 10 with valid Driver's License (C1) plus PRDP. 0-1 year driving experience.

KPA's: Ensure mobility of staff and relevant stakeholders from one point to the other as assigned and effective transportation of goods and documents as required. Maintain the roadworthiness of the vehicle and ensure that it is always in good condition to transport people and goods to various destinations. Ensure timely conveyance of messages to different stakeholders as required.

7. General Workers: Waste Management (X9)

Basic Salary: R163 016, 52 per annum (excluding benefits)

Requirements: Grade 10/ ABET. 0 - 3 months on the job training. Basic literacy.

KPA's: Walk, pick up and load refuse bags into the refuse vehicles. Place clean litter bags on premises. Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles. Collecting refuse from business premises, lifting mobile waste containers or gathering and loading refuse bags into vehicles. Move refuse to create space and attending to offloading of refuse from vehicles using hand held tools at disposal sites. Direct and assist EPWP workers in their roles. Remove and wash off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand held hoses). Placing and stacking tools in designated storage areas.

To apply for the above posts:

The application must include Application Form (for officials below senior managers), obtainable from the Municipal website and a detailed Curriculum Vitae, Certified copies of Identity Document, any other required Certificates and the highest required qualifications. Driver's licence may be attached where it is a requirement. Failure to do so will result in your application being disqualified. It is the applicant's



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responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report. Certified documents must not be older than 6 months.

E-mailed and faxed applications will not be considered.

ENQUIRIES: Letshedi G

HR: (013) 265 8658

Switchboard: (013) 265 8600

Applications should be directed to the below address.

Please forward application to: The Municipal Manager, Makhuduthamaga Local Municipality, Private Bag x 434, Jane Furse, 1085

OR

Hand- deliver to: Stand No 1, Groblersdal Road, Jane Furse, 1085 @Municipal Reception

Women and  (people with disability) are encouraged to apply.

Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will disqualify the applicant.

Closing Date: 27 September 2022

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 90 days then regard your application as being unsuccessful.

Makhuduthamaga Local Municipality is an equal opportunity, Affirmative Action employer and subscribe to principles of Employment Equity.



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| Approved | Not Approved | Approved as amended |
|---------------------|-----------------|------------------------|

Mogamedi

16/08/2022
Date

Mogamedi RM
Municipal Manager

Office of the Municipal Manager
MAKHUDUTHAMAGA LOCAL MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER

DATE: 16/08/2022

SIGN: *Mogamedi*