



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 vacancies:

1. 2 x TRAFFIC SUPERINTENDENT

Basic Salary: R285 755.10 per annum (excluding benefits)

Requirements: Grade 12.Traffic Diploma .EC and A Drivers licence. 3 years applicable experience

KPA's: Formulate, revise work plans and allocate to reporting staff. Develop reports on volume surveys on traffic flows and pedestrian traffic. Report progress on quality of working activities by performing ad-hoc inspections and receiving and considering verbal and written reports of reporting staff. Review work plans by instructing reporting staff to change working procedures, re-priorities activities or by re-distributing resources. Perform quality and safety checks on working procedures by performing spot inspections, observing working procedures and by receiving and considering verbal reports of reporting staff. Prepare monthly reports on statistics of traffic services rendered e.g. Number of summons, accidents etc. Identify high accidents zones, defect robots and road hazards based on reported statistics. Coordinate maintenance of vehicles and equipment. Conduct investigations on injuries sustained on duty. Resolve complaints and conduct further investigation into complaints from public and recommends further action.

2. 1 X HELP DESK CLERK

Basic Salary: R217 368.12 per annum (excluding benefits)

Requirements: Grade 12. One (01) year working experience.

KPA's: Address the public in person or telephonically when dealing with enquiries related to administration of licenses or de-registration of vehicles. Advice public on required documents regarding registration of vehicles and applications for driver's license, Verify supplied information by applicants, direct people to relevant offices and staff members, and Assist public in filling forms correctly and direct them to the right officials for further assistance. File documentation for enquiry and audit purposes, Keep manual register and filing documentation as proof of captured information. Record all customer complaints and submit them to the supervisor. Maintain order in the waiting area. Prepare faxes using faxing machine to inform relevant authorities of



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

licensing related aspects. Perform any other duties that may be assigned by the supervisor.

3. 4 X GENERAL WORKERS

Basic Salary: R144 316.56 per annum (excluding benefits)

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

KPA's: Replacing damaged road signs. Perform routine maintenance activities. Notify management of need for repairs stores equipment/tools and loads/offloads materials prior to and from worksites. Remove spoil material along the road. Patch work. Undertake any other duties as may be required from time to time.

4. 8 X TRAFFIC WARDEN

Basic Salary: R120 000.00 per annum (excluding benefits)

Requirements: Grade 12.No criminal record.

KPA's: Notify the traffic officers and police about stolen vehicles. Checking for infringements of waiting restrictions and on the loading and unloading of goods. Checking that vehicles are displaying up to date motor vehicle licenses (tax discs).Arranging for vehicles to be clamped, or removed by the police to a parking pound if necessary. Reporting parking offences. Traffic control. Issuing fixed penalty notices to offenders. Monitoring the use of parking meters, controlled parking zones and one-way systems. Monitoring pedestrian crossings (school children)



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

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not old than 3 months) of academic qualifications and identity document. Copy of drivers' licence must also be attached if it is a requirement of the post.

Failure to comply with the above request will disqualify your application. Emailed and faxed applications will not be considered.

ENQUIRIES: Letshedi G/ Mpogeng T.M

HR: (013) 265 8619/16

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- delivered 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: 3 September 2020

Applications received after the closing date will not be considered, and if you don't hear from the municipality within 30 days then regard your application as being unsuccessful



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

Approved <input checked="" type="checkbox"/>	Not Approved	Approved as amended
--	--------------	---------------------

11 / 08 / 2020

Date

Rampedi M.N
Municipal Manager

Office of the Municipal Manager