



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 vacancy:

1. Receptionist (X2)

Basic Salary: R173 395, 08 per annum (excluding benefits)

Requirements: Grade 12 plus Certificate in Office Administration/ Management.

KPA's: Receive and communicate with guests, complainants and/ or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention. Answer telephonic calls and determining requirements prior to transferring to appropriate personnel or Councillors in the Municipality. Establish and maintain stakeholder telephone list for ease of reference by staff members. Record telephonic messages in the absence of personnel and/ or locating and contacting persons/companies, etc. on behalf of the personnel and/or Councillors in the municipality. Relay messages to other staff members. Adhere to Batho Pele principles when dealing or communicating with members of the public/ and or municipal service providers in order to preserve the image of the municipality.

2. Landfill Supervisor (X1)

Basic Salary: R160 664, 64 per annum (excluding benefits)

Requirements: Grade 12. National Certificate in Environmental Science/Management/Waste Management will be an added advantage. 1 year working experience.

KPA's: The successful candidate will supervise the safe disposal of waste and recycling of items within required regulations and safety requirements in line with the following key performance areas: Ensure landfills are maintained, evaluated and deviations corrected. Ensure access to landfills is permitted. Ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained. Ensure Equipment and consumables are in good working condition. Ensure performance is measured against the plan.

3. Truck Driver: Waste Management (X1)

Basic Salary: R160 664, 64 per annum (excluding benefits)

Requirements: ABET Level 3 plus Code EC1 Driver's licence with PRDP. 0 - 1 year relevant experience. Communication skills.



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KPA's: Performs specific tasks/ activities at the Depot prior to and on completion of allocated assignments, by ensuring that instructions and departmental procedures are complied with to enable the execution of service delivery related activities. Performs specific tasks associated with the operation of heavy vehicles and/ or other vehicles (light motor vehicle), by ensuring that activities are executed in accordance with laid down instructions and guidelines contributing to the provision of quality service delivery. Maintains machinery, equipment and tools, by ensuring that all remains are in good order.

To apply for the above post use:

The application form must be accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, and Identity Document. Copy of the 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

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: 23 August 2021

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.



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

Approved ✓	Not Approved	Approved as amended
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21/06/2021
Date

Rampedi NM
Municipal Manager

Office of the Municipal Manager