

POSTAL ADDRESS  
P.O. Box 31  
Qumbu  
5180



PHYSICAL ADDRESS  
96 Church Street  
Qumbu  
5180

Ifoni/Tel: 047-5537000

E-mail:

Imibuzo/Enquiries: *J.T. Kwinana*

Ifax/Fax: 047-5530189

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## Mhlontlo Local Municipality

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Mhlontlo Local Municipality invites suitable qualified candidates to apply for the following vacant posts

### **Department: Infrastructure Services Department**

#### **Posts No 01**

##### **Tipper Truck Operator**

Annual basic salary excluding benefits: **R122 338.08**

##### **Minimum requirements**

- Must be in possession of at least Grade 06 report
- Must be able to speak basic English and isiXhosa
- Must be in possession of a valid code C1 drivers licence which was not endorsed
- Must have a minimum of 1year driving experience

##### **Key responsibilities**

- Transport material to be used on construction
- Monitor and attending to road worthiness of tipper truck
- Be prepared to work even beyond normal working hours to weekends
- Mechanical works
- Keep plant and machinery clean at all times
- Deliver fuel and other working material on site
- *Any other tasks given by supervisor*

#### **Post No 02**

##### **EPWP Officer**

Annual Basic Salary excluding benefits: **R 217 780**

##### **Minimum Requirements**

- Must be in possession of grade 12 certificate
- At least 1-2 years' experience working with communities
- Must be able to speak English and Isixhosa
- Must understand local government environment and the concept of EPWP

### **Key Responsibilities**

- Coordinate EPWP within the municipality and DPW
- Monitor programmes against the municipality work opportunities created against the targets
- Involved in the implementation of contractor development programmes
- Attendance of site handovers and engage contractors on EPWP requirements
- Arranging the collection of information on the projects from contractors
- Monitor compliance of contractors with EPWP guidelines
- Attend Regional Steering committee (RSC) meetings and report back the resolutions to the municipality
- Incorporating EPWP targets set for municipality
- Ensure sitting of EPWP Committees
- Ensure compliance with the ministerial determination and code of good practice
- Ensure that EPWP is aligned to strategic documents of the municipality

### ***Department: Community Services***

### **Post No 03**

#### **Foreman**

Annual basic salary excluding benefits: **R233 848**

### **Minimum requirements**

- Must be in possession of at least Grade 08 certificate
- Must be able to speak basic English and isiXhosa
- Must be in possession of a valid code 14 drivers licence which was not endorsed
- Must have a minimum of 3 years of on roads, bulk earthworks and storm water reticulation projects

### **Key responsibilities**

- Driving the heavy duty/ low bed truck
- Transport and deliver goods whenever necessary
- Be prepared to work even beyond normal working hours to weekends
- Keeping heavy duty clean at all times and doing some mechanical work
- Monitor and attending to road worthiness of machinery

- Any other tasks given by supervisor

### **Post No 04**

#### **Traffic Officers X 2**

Annual basic salary excluding benefits: **R202 119.06**

#### **Minimum requirements**

- Matric or equivalent
- Diploma and traffic safety certificate shall be added advantage
- Valid code 8 drivers licence

#### **Key responsibilities**

- Point duties
- Enforcement of national road traffic and municipal by-laws
- Execute road block duties
- Execute patrols within the municipal area
- Work with SAPS in general contribution

**Department: Local economic Development, Planning and Rural Development**

### **Post No 05**

#### **Town Planner**

**5 years fixed term contract**

Total Remuneration Package: **R 772 845.98**

#### **Minimum Requirements**

- Matric and Diploma or Degree in Town Planning or any equivalent qualification
- 2-3 year experience in Town Planning
- Knowledge of the relevant land-use regulatory and legal framework
- Planning, analytical research, report writing, organisational and communication skills
- Computer literacy
- ACAD experience essential
- Valid Driver's licence (Code B)
- Good communication and facilitation skills

#### **Key Responsibilities**

- Gathers and assess all relevant information with regard to a specific property/site and assist in the SDF
- Assist communities with recommended procedures
- Compiling and submitting land-use departure applications for telecommunications infrastructure to Council for approval
- Compile and submit land-use applications in terms of the Land use Ordinance
- Responsible for the development of the spatial development framework and township establishment within the municipality

### **Post No 06**

### **LED Clerk**

Annual basic salary excluding benefits: **R111 321.89**

### **Minimum requirements**

- Grade 12 certificate
- Diploma or degree in Administration will be an added advantage
- 1-2 years' experience
- Computer literacy
- Report writing skills
- Fluency in both English and IsiXhosa
- Ability to handle confidential information
- Must be a person of high integrity with high moral values

### **Key responsibility**

- Compiling reports for the Office
- Providing reception and secretarial duties
- Managing diary of the office
- Taking minutes and keeping accurate records
- Assists in coordinating office activities
- Attend all incoming and outgoing correspondences in the office
- Attend to all visitors in the office
- Responsible for general administration in the office

**Department: Corporate Services**

**Post No 07**

**IT Technician**

Annual basic salary excluding benefits: **R217 780**

**Minimum requirements:**

- Matric plus 3 years Diploma or Degree in Information Technology or equivalent
- Good communication skills both verbal and non-verbal
- 1-2 year's system administration experience

**Key responsibilities**

- Effective provisioning, installation, configuration, operation, and maintenance of systems hardware and software and related infrastructure.
- Support LANs, WANs, network segments and Internet.
- Administer desktop computers, printers, routers, phones, smartphones, software deployment, security updates and patches.
- Provide user support per request. Investigate and troubleshoot issues
- Repair and recover from hardware or software failures

**Post No 08**

**Training Clerk**

Annual basic Salary excluding benefits: **R111 321.89**

**Minimum Requirements**

- National Diploma in public management/ public administration
- 2 years relevant experience
- Understanding of Workplace skills plan
- Understanding of employment equity
- Computer literacy
- Good communication skills

**Key Responsibilities**

- Responsible for development of the database for unemployed
- Assist in the development of WSP processes
- Convene training committee meetings
- Take minutes in the training committee meetings
- Responsible for bookings and processing of payments for training providers

- Assist in the development of employment equity plan

**Department: Budget and Treasury Office**

**Post No 09**

**Ass. Director Supply Chain**

Annual basic salary excluding benefits: **R233 848**

**Minimum requirements**

- Matric plus 3 year Diploma or Degree in finance or Procurement
- A. 3-4 years relevant experience in the procurement
- Knowledge of MFMA and preferential Procurement Policy Act
- CPMD shall be an additional advantage
- Computer literacy
- Report writing and communication skills
- Ability to handle confidential information
- Must be a person of high integrity with high moral values
- A valid code B drivers' license

**Key responsibilities**

- Implementation of Procurement Policy and Procedure
- Must manage the initiation, preparation of tender documentation, inviting proposals, receive and prepare tender reports and co-ordinate the compilation of tender committee agenda
- Managing, monitoring and keeping of records of all minor and major projects
- Compile monthly expenditure reports

**Department: Office of the Mayor**

**Post No 10**

**Manager Office of the Mayor**

Five years fixed term contract

**Total Remuneration Package: R772 845.98**

**Minimum requirements**

- Matric plus a three year diplo/degree in Public administration/ Social Sciences and or Law.

- Must have a clear understanding of at least two languages used in the area, written and spoken
- Must be well versed with local Government environment and legislation
- Valid Code B Driver's license;
- Must be Computer Literacy,
- Must be able to communicate at strategic level

### **Key responsibilities**

- Manage the office of the Mayor
- Act as the spokesperson for the Mayor
- Ensure proper sitting of executive committee meetings
- Manages and accounts for the expenditure of the budget within the office of the Mayor
- Coordinate all the projects in the office of the Mayor

### **Post No11**

### **Protectors for the Mayor x 3**

**5 years fixed term contract**

**Total Remuneration Package: R 242 186.61**

### **Minimum Requirements**

- Must be in possession of at least Grade 09 certificate
- Must be able to speak basic English and Xhosa
- Must be in possession of Code B drivers licence
- Security training and ability to use firearm
- A VIP protection qualification and valid PDP will be an added advantage
- Must be a person of high integrity with high moral values

### **Key Responsibilities**

- To drive the Mayors vehicle whenever assigned to go
- Provide security protection
- Hand in trip authority to the security of the municipality at the gate whenever requested to do so
- Monitor and attend to roadworthiness of the vehicle
- Check if the trip authority is properly signed and authorised
- Keep the car in good use and clean all the time
- Must be prepared to work beyond normal working hours

## **Post No 12**

### **PA to the Mayor**

**5 years fixed term contract**

**Total remuneration package: R216 714.40**

### **Minimum Requirements**

- Matric or equivalent
- Computer literacy
- Experience in political office
- Fluency in both English and Xhosa
- Good communication skills and report writing

### **Key Responsibilities**

- Maintain the diary of the Mayor
- Prepare for meetings organised by the Mayor
- Attend meetings as per invitation and take notes
- Compile reports for the Mayor
- Receiving and attending to all the office correspondence
- Liase with all stakeholders as directed by the Mayor

**Department: Office of the Speaker**

## **Post No 13**

### **Protectors of the Speaker x 3**

**5 year fixed term contract**

**Total remuneration package: R242 186.61**

### **Minimum Requirements**

- Must be in possession of at least Grade 09 certificate
- Must be able to speak basic English and Xhosa
- Must be in possession of Code B drivers licence
- Security training and ability to use firearm
- A VIP protection qualification and valid PDP will be an added advantage
- Must be a person of high integrity with high moral values



### **Key Responsibilities**

- To drive the Speaker's vehicle whenever assigned to go
- Provide security protection
- Hand in trip authority to the security of the municipality at the gate whenever requested to do so
- Monitor and attend to roadworthiness of the vehicle
- Check if the trip authority is properly signed and authorised
- Keep the car in good use and clean all the time
- Must be prepared to work beyond normal working hours

### **Post no 14**

#### **PA to the Speaker**

**5 years fixed term contract**

**Total remuneration package: 216 714.40**

### **Minimum Requirements**

- Matric or equivalent
- Computer literacy
- Experience in political office
- Fluency in both English and Xhosa
- Good communication skills and report writing

### **Key Responsibilities**

- Maintain the diary of the Speaker
- Prepare for meetings organised by the Speaker
- Attend meetings as per invitation and take notes
- Compile reports for the Speaker
- Receiving and attending to all the office correspondence
- Liase with all stakeholders as directed by the Speaker

**NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after 3months from closing date, they may regard themselves as having been unsuccessful. Canvassing of politicians and municipal officials will automatically disqualify the candidate. All shortlisted candidates will be subjected to vetting.**

Enquiries regarding the above posts should be directed to the Human Resources Department at 047 553 7000 during office hours. Contact person Mr J.T.Kwinana: Deputy Director: Corporate Services.

Closing Date: **30 September 2016**

Applications with CVs and Certified copies of certificates must be posted or handed by hand

Municipal Manager Mhlontlo Local Municipality P.O. Box 31 Qumbu 5180	96 L.G. Mabindla Street Qumbu 5180
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Phone: 047 553 7000

Faxed, emailed and late applications will not be considered

Yours faithfully  
(Mr) Sotshongaye S.G.  
Municipal Manager