

POSTAL ADDRESS
P.O. Box 31
Qumbu
5180



PHYSICAL ADDRESS
96 Church Street
Qumbu
5180

Ifoni/Tel: 047-5537000
Date : 26/08/2015
E-mail: JKwinan@mhlontlo.gov.za
Imibuzo/Enquiries: *J.T.Kwinana*

Ifax/Fax: 047-5530189

Mhlontlo local Municipality

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

Department: Community Services
Post No 01
Truck Driver: Refuse (Permanent)

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

Minimum Requirements

Must be in possession of Grade 08
Must have valid Code 14 driver's licence not endorsed
Must have a minimum of 2-3 years truck driving experience
Must understand local government environment

Key Responsibilities

To collect refuse in Qumbu
Keep truck in good condition at all times
Deliver all refuse collected to the waste site

Department: Corporate Services

Post No 2

1 X PA to the Chief Whip

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 Chief whip
- Prepare for meetings organised by the Chief whip
- Attend meetings as per invitation and take notes
- Compile reports for the Chief Whip
- Receiving and attending to all the office correspondence
- Liase with all stakeholders as directed by the Chief whip

Post No 03

1 x Committee Clerk (Permanent)

Annual Basic Salary (Excluding benefits): **R111 321.89**

Minimum Requirements

- Matric or Grade 12
- National Diploma in public management/ public administration will be an added advantage
- 2 years relevant experience
- Understanding Committee work
- Computer literacy
- Good communication skills

Key Responsibilities

- Taking minutes for all standing Committee meetings and other committees of Council
- Compiling Agendas for the said meetings
- Distributing same agendas to members of the committee
- Filing all minutes of the council committees
- Responsible for general administration of Committee office

Department: Budget and Treasury Office

Post No 04

1 X Ass. Director Supply Chain (Permanent) Re-advert

People who previously applied are encouraged to re-apply

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

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.

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: 10 February 2017

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

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Yours faithfully
Mr S.G. Sotshongaye
Municipal Manager