



Umuziwabantu Municipality

Private Bag X1023

Harding

4680

Tel: 039 433 3500 Fax: 039 433 1208

EXTERNAL ADVERTISEMENT

MUNICIPAL VACANCIES

Applications are hereby invited from suitable qualified candidates for the following positions:

Municipality is an equal opportunity, affirmative action employer. The Municipality reserves the right not to make an appointment in respect of the advertised post. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

DRIVER'S LICENSE EXAMINER X 2

TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	09
SALARY	R224 082 pa
BENEFITS	<ul style="list-style-type: none"> • 13th cheque • Subsidised pension and Medical Aid Scheme • Subsidised Housing Scheme (subject to certain conditions)
KEY REQUIREMENTS	A valid grade 12 • Traffic Diploma • Grade A Driving License Certificate • A valid Code EC driver's license • Registration Certificate for Driving License • Relevant 2 years' experience.
KEY DUTIES	<ul style="list-style-type: none"> • Co-ordinates and controls the application of procedures associated with the driver testing and learners licensing. • Checking details of application received against identification and or relevant supporting documents. • Applying written testing sequence, moderating result, and establishing and informing applicants of outcomes. • Conduct eye test, obtain images, fingerprints of applicants for driver/ learner license.
COMPETENCIES	Portrays an appropriate image to the public and other municipalities • Assesses and takes account of risks when making decisions • Recognizes unusual activity and intervenes appropriately • Controls critical incidents using standard operating procedures • Maintains clear communication with clients • Takes personal responsibility for providing excellent service quality • Stays calm and focused under pressure • Demonstrates logical and consequential thinking.

EXECUTIVE SECRETARY TO DIRECTOR TECHNICAL SERVICES

TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	07
SALARY	R176 768,88 pa
KEY REQUIREMENTS	Matric● NQF Level 6 in Secretariat / Office Administration/ or Any other Public Administration related qualification● Relevant secretarial/ administrative experience (12-18 months) ● Computer Literacy (Certificate to this effect will be required if it does not appear as a module on the qualification).
KEY DUTIES	<ul style="list-style-type: none">● Perform Secretarial services for the Director Technical Services and the entire Technical Services Department.● Perform typing duties.● Prepare presentations and reports.● Take minutes during meetings.● Make appointments, bookings, and reservations for the Technical Services Department officials.● Perform filing duties for Director Technical Services.● Make and receive calls and receive fax correspondences.● Prepare and/ or for meetings and events.● Receive and respond to emails for and/or behalf of Director Technical Services.● Sort and open incoming internal and external correspondences.● Attend to queries and resolve them or refer them to the Director Technical Services/ Middle managers when need arises.● Perform any other duties as may be assigned by competent authority.
COMPETENCIES	Ability to work under pressure● High level of responsibility in executing tasks● Good communication, presentation and reporting skills.

EXECUTIVE SECRETARY TO DIRECTOR CORPORATE SERVICES

TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	07
SALARY	R176 768,88 pa
KEY REQUIREMENTS	Matric● NQF Level 6 in Secretariat / Office Administration/ or Any other Public Administration related qualification● Relevant secretarial/ administrative experience (12-18 months) ● Computer Literacy (Certificate to this effect will be required if it does not appear as a module on the qualification).
KEY DUTIES	<ul style="list-style-type: none">● Perform Secretarial services for the Director Corporate Services and the entire Corporate Services Department.● Perform typing duties.● Prepare presentations and reports.● Take minutes during meetings.● Make appointments, bookings, and reservations for the Corporate Services Department officials.

	<ul style="list-style-type: none"> • Perform filing duties for Director Corporate Services. • Make and receive calls and receive fax correspondences. • Prepare and/ or for meetings and events. • Receive and respond to emails for and/or behalf of Director Corporate Services. • Sort and open incoming internal and external correspondences. • Attend to queries and resolve them or refer them to the Director Corporate Services/ Middle managers when need arises. • Perform any other duties as may be assigned by competed authority.
COMPETENCIES	Ability to work under pressure• High level of responsibility in executing tasks• Good communication, presentation and reporting skills.
CADET FIRE FIGHTER X 2	
TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	06
SALARY	R146 215 pa
KEY REQUIREMENTS	Grade 12• Valid code 08 driving license• Physical & Mental fitness• Fire Fighter 1 course• Hazmat Awareness• First Aid Level 3• Medical Test NFPA 1582• No criminal record.
KEY DUTIES	<ul style="list-style-type: none"> • Comprehending instructions and deploying arrange of equipment to control/ extinguish fires. • Directing water and/ or specific fire dosing chemicals using the hose and/or adjusting spray nozzle to increase or decrease flow and spread. • Responding to the emergences with other personnel for fire fighting / rescue. • Provide assistance on disaster management programmes when advised to do so. • Provide assistance in transporting educational and awareness material to the venue
COMPETENCIES	Community and Customer focus• Problem Solving• Negotiation and Influencing• Resilience• Communication• Ethics and Professionalism.
The closing date for applications will be Thursday, 29 August 2024 at 16h00.	

Applications should be made on the application form for employment which may be obtained from the municipal website (www.umuziwabantu.gov.za), together with a comprehensive Curriculum Vitae, certified copies of qualifications, Valid Driving Licence and be forwarded to:

recruitment@umuziwabantu.gov.za (Scanned PDF documents only)

OR

Hand deliver an application to the Human Resources Office at Lot 3635 Turner Street, Harding between 07:30 to 16:00.

ENQUIRIES: The Human Resources Officer, Ms. N Mbambalala on (039) 433 3500.


NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

The canvassing of councillors and/or management in respect of this position will lead to disqualification of applicant.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

Approved by:



**MR. TP CELE
THE ACTING MUNICIPAL MANAGER**