



MUSINA LOCAL MUNICIPALITY

The Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislations as Historically Disadvantaged South Africans as well as people with disabilities are encouraged to apply:

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE				
Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
Personal Assistant to the Mayor	Post Level: 04 Basic Salary: R 347 211.55 - R 402 953.18 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid, b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, c) Any Statutory employer contributions	(a) Grade 12 (Matric), (b) Diploma in Public Administration, Secretariat, Local Government or relevant equivalent qualification. (c) A Valid Code B driver's license. (d) Two (2) years' relevant experience	<ul style="list-style-type: none"> • Excellent Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel and PowerPoint programmes • Problem solving and leadership skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. 	Coordinate activities of the office and its unit. Provide administrative support to the office of the mayor. Responsible for logistical arrangements for meetings, travels and events. Liaise with internal and external stakeholders. Responsible for office cash management and reconciliations. Maintain office records. Monitor office budget and other resources. Diary management. Coordinate departmental meetings. Advise the municipal manager on office operations. Handle and direct enquiries. Execution of specific instructions and apply laid down operational procedures.
Internal Auditor	Post Level : 5 Salary : R 326 420.65 – R 346 450.97 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid, b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, c) Any Statutory employer contributions	a) Bachelor degree in Internal Audit/Accounting or equivalent. b) Registration with the relevant professional body. (a) A Valid Code B driver's license. (b) Two (2) years' relevant experience	<ul style="list-style-type: none"> • Excellent Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel and PowerPoint programmes • Problem solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. 	Coordinate and control processes and procedures associated with formulation of a risk based municipal audit plan. Contribute in the formulation and implementation of audit frameworks. Provide support to the audit committee and any other council committee charged with a responsibility to execute oversight functions that requires audit processes. Monitor applications, processes and procedures associated with statutory financial and non-financial responsibilities and functions of the municipality. Assist in conducting audits to establish compliance and improve internal controls. Provide guidance and information pertaining to audit processes and functions. Generate reports.
Secretary to the Speaker	Post Level : 8 Salary : R 236 577.26 – R 266 502.53 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid. b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund. c) Any Statutory employer contributions.	(a) Grade 12 (Matric) and / or National Certificate in Secretarial or relevant equivalent (b) Relevant work experience	<ul style="list-style-type: none"> • Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel and PowerPoint programmes • Interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. 	Coordinate activities of the office and its units. Provide administrative support to the office and associated structures. Handle inbound and out bound calls. Coordinate logistics and maintain appropriate levels of consumables/stock for the office. Recording, handling and referral of enquiries. Perform reception duties/functions. Perform diary management functions. Execution of specific instructions and apply laid down operational procedures. Perform secretarial support services including typing, recording, meeting arrangements, office consumable etc. Handle bookings. Consolidate reports.
Secretary to the Chief Whip	Post Level : 8 Salary : R 236 577.26 – R 266 502.53 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid. b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund. c) Any Statutory employer contributions.	(a) Grade 12 (Matric) and / or National Certificate in Secretarial or relevant equivalent (b) Relevant Work experience	<ul style="list-style-type: none"> • Excellent Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel and PowerPoint programmes • Interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. 	Coordinate activities of the office and its units. Provide administrative support to the office and associated structures. Handle inbound and out bound calls. Coordinate logistics and maintain appropriate levels of consumables/stock for the office. Recording, handling and referral of enquiries. Perform reception duties/functions. Perform diary management functions. Execution of specific instructions and apply laid down operational procedures. Perform secretarial support services including typing, recording, meeting arrangements, office consumable etc. Handle bookings. Consolidate reports.



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Driver to the Mayor	<p>Post Level: 08 Salary : R 236 577.26 – R 266 502.53 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid. b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund. c) Any Statutory employer contributions.</p>	<p>(a) Grade 12 (Matric) (b) Code EB Driving Licence (c) 1 Year Relevant Experience</p>	<ul style="list-style-type: none"> • Communication Skills • Interpersonal skills. • Ability to work extended hours. • Advanced Driving Certificate 	<p>Responsible for the upkeep the official vehicles. Responsible for transportation of the Mayor, authorised persons and goods. Execute safe driving techniques and the protection of the Mayor. Plan travel routes. Adhere to the traffic rules and regulations. Responsible for ensuring that the vehicle is at all times driven with the utmost care. Conduct road-worthy inspection of vehicle before use. Identify and report vehicle defects. Report vehicle service requirements. Ensure that the official vehicle is regularly cleaned. Maintain vehicle logbook and submit inspection. Responsible for reporting any accidents, damages or losses to the supervisor immediately.</p>
DEPARTMENT: TECHNICAL SERVICES				
Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
Manager: Electrical	<p>Post Level : 3 Salary : R 515 625.48 – R 644 651.52 per annum Applicable Benefits: (a) Municipal contributions to SALGBC recognised/ approved medical aid, (b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, (c) Any Statutory employer contributions (d) Travelling / Vehicle Allowance as per council policy.</p>	<p>(a) Degree or National Diploma / S4 in Electrical Engineering (b) ORHVS (c) Qualified Indentured Electrician (d) Registration with the relevant professional body. (e) A valid Code B Driver's license (f) 5 years relevant experience 3 of which must be at a supervisory level.</p>	<ul style="list-style-type: none"> • Excellent Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel and PowerPoint programmes • Interpersonal skills. • Excellent organizational and administrative skills. • Project management skills • Managerial Skills • Analytical Skills • Presentation Skills • Interpersonal and people management Skills • Conflict resolution skills. • Ability to work under pressure. • A strong client service and team focus 	<p>Plans, coordinates and manages activities of the Electrical Services Division through the sections Protection and Electrification, Network and Design, and Occupational Health and Safety. Develop divisional vision and strategy and ensure implementation. Plans and manages utilisation of resources. Coordinate the development and maintenance of systems, policies, procedures and processes. Monitor the calculation of statistics of services provided. Manage and lead the division to a safe, productive and high level of service. Oversee and monitor the bulk supply meter readings in the municipality to ensure technical correctness in the billing system of bulk supply meter readings. Lead the installations and maintenance of meter readers. Manage the upkeep, compliance and renewal of the National Electricity Regulator (NER) license according to the prescriptions of the Electricity Act. Evaluate and comment on the applicability of specific operational key performance indicators and measures against outcomes detailed in the Council's Integrated Development Plan and/or strategic plans. Develop and assess project proposals and plans, to determine viability of projects including preparing/ approving drawings, designs and cost estimates for new works</p>
Manager: Project Management Unit	<p>Post Level : 3 Salary : R 515 625.48 – R 644 651.52 per annum Applicable Benefits: (a) Municipal contributions to SALGBC recognised/ approved medical aid, (b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, (c) Any Statutory employer contributions (d) Travelling / Vehicle Allowance as per council policy.</p>	<p>a) An appropriate B degree in Civil Engineering or relevant equivalent in local government. b) Certificate in Project Management c) Registration with the relevant professional body. d) A valid Code B Driver's license e) Three (3) years relevant experience.</p>	<ul style="list-style-type: none"> • Excellent Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel and PowerPoint programmes • Interpersonal skills. • Excellent organizational and administrative skills. • Project management skills • Managerial Skills • Analytical Skills • Presentation Skills 	<p>Plan, lead, organise and control functions within the division. Develop divisional vision and strategy and ensure implementation thereof. Implement objectives and budget allocated to the division. Control and monitor performance of employees in the division. Monitor divisional systems, policies, procedures and processes. Plays an active role in project identification and prioritisation process by ensuring proper integration of respective (Infrastructure Investment Framework and Integrated Development Plans with appropriate input from various other government departments to ensure eligibility and synchronized service delivery. Liaises with and solicit buy in from various stakeholder. Co-ordinates project applications. Responsible for the management of infrastructure programme. Responsible for administration and financial management of MIG funds. Manage and enforce compliance to project</p>



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			<ul style="list-style-type: none"> • Interpersonal and people management Skills • Conflict resolution skills. • Ability to work under pressure. 	agreements and contracts. Responsible for MIS data and database management. Responsible for monitoring and evaluation of MIG programme. Responsible for ensuring that there is co-ordination of project-based capacity building and developmental initiatives. Provide technical advice to the Municipal Manager and other departments. Compile reports.
Superintendent: Roads and Storm Water	Post Level : 5 Salary : R 326 420.65 – R 346 450.97 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid, b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, c) Any Statutory employer contributions	(a) National Diploma in Civil Engineering and/or relevant equivalent qualification. (b) Code B driving licence or relevant qualification. (c) 3 years relevant experience	<ul style="list-style-type: none"> • Excellent Communication and report writing Skills • Proficiency in Microsoft Office including MS Word, Outlook, Excel and PowerPoint programmes • Problem solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment. • A strong client service and team focus 	Co-ordinates tasks/ activities associated with the implementation of procedures and, monitoring and reporting on sequences/ outcomes. Plans, prioritises and schedules roads and storm-water project and maintenance work. Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline. Monitors and evaluates progress with regards to repair, construction, installation and maintenance type work (e.g. construction of asphalt/ gravel roads, installation of underground pipelines, kerb-laying, lines and signs, etc.). Oversee and schedule maintenance queries and complains. Ensure a safe working environment. Ensure compliance with industry standards, controls and procedures. Input into design work for road and storm water services.
DEPARTMENT: CORPORATE SERVICES				
Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
5 X Cleaners	Post Level : 15 Salary : R 99 258.67 – R 113 491.37 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid, b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, c) Any Statutory employer contributions	a) Ability to perform hard physical work in different and difficult environments. b) Ability to read and write	<ul style="list-style-type: none"> • Ability to perform hard physical work in different and difficult environments. • Honest and reliable • Use own initiative and be proactive • Healthy and physical fit 	Routine cleaning activities including emptying bins, washings floors, walls, dishes & other materials, polish floors & furniture, remove webs, vacuum carpets, clean ablution facilities, replenish supplies and clean equipment's and machinery. Offload and pack stock. Services and prepare venues including cleaning, preparing and serving refreshment and / or meals. Counting cutlery and crockery after usage and take back to the storage. Writing down breakages or shortages and reporting same to supervisor to take further action. Tool, utensil & equipment storage/care. Operate kitchen services. Conduct work tasks in a controlled and safe manner. Filling the water bottles with clean water. Moving furniture within the offices of the municipality.
DEPARTMENT: COMMUNITY SERVICES				
Position	Remunerations and Benefits	Minimum Requirement	Skills and Competencies	Key Performance
Thusong Centre Coordinator	Post Level : 10 Salary : R 179 124.08 - R 184 538.10 Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid, b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, c) Any Statutory employer contributions	(a) Grade 12 (Matric) (b) 1 Year Relevant Experience	<ul style="list-style-type: none"> • Good communication skills • Good organizational skills • Able to supervise staff • Honest and reliable Use own initiative and be proactive	Coordinate activities at the Thusong Centre and provide support to role players. Perform administrative duties including typing, record keeping, processing transactions, conveying information and messages. Direct clients to appropriate service points. Consolidate service reports for the Centre. Monitor the level and quality of service provided by the centre. Report defects and coordinate maintenance of such defects. Supervise personnel at the centre. Identify and respond to the needs of the centre, Provide client services to all inhabitants. Coordinate rental arrangements. Analyse statistics for services delivery, Ensure that the provision of services is in line with SLA. Promotion of the centre. Monitor assets placed at the centre.



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<p>10 X General Workers (Parks, Refuse, Cemetery & Recreational Facilities)</p>	<p>Post Level : 15 Salary : R 99 258.67 – R 113 491.37 per annum Applicable Benefits: a) Municipal contributions to SALGBC recognised/ approved medical aid, b) Municipal contributions to SALGBC recognised/ approved pension / retirement / provident fund, c) Any Statuto employer contributions</p>	<p>a) Ability to perform hard physical work in different and difficult environments. b) Ability to read and write</p>	<ul style="list-style-type: none"> • Honest and reliable • Use own initiative and be proactive • Healthy and physical fit 	<p>Walk, pick up and load refuse bags into the refuse vehicles. Place clean litter bags on premises. Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles. Collecting refuse from business premises, lifting mobile waste containers or gathering and loading refuse bags into vehicles. Move refuse to create space and attending to offloading of refuse from vehicles using hand held tools at disposal sites. Remove and wash off debris from tools, containers and/ or vehicles, applying disinfectants and using pressurized cleaning systems (hand held hoses). Placing and stacking tools in designated storage areas and/ or year, to review the previous year's programme and to draw the one for the current financial year. Report tool malfunctioning to Supervisor. Arranging tables and/or chairs for functions in hall such as dances, concerts, meetings, etc. Removes litter on public premises daily. Removes dead animals. Empties litter bins daily. Relieves staff on other refuse removal trucks when required. Removes refuse dumped illegally. Distributes circulars to residents. Cleans public amenities, bus stops and pedestrian subways. Removes carcasses from public places and vets. Keep the store properly packed and tidy. Clean the tools before storing them. Slashing and removing plants and weeds using slashers, shovels and hoes to enable access and ensue neatness. Render maintenance and burial preparation tasks at the cemetery. Ensuring that the security fencing is tight. Open gates during daytime hours and make sure that the yards are locked and secure at night. Digging and preparing burial sites. Directing clients to plots allocated to them. Verifying proof of payments to people who bought the plots.</p>
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IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your formal applications to: The Municipal Manager: Musina Local Municipality, Private Bag X611; Musina, 0900 or deliver to 21 Irwin Street, Musina. Applications must be accompanied by a Musina Local Municipality Employment Application Form (a copy of the form can be obtain from the municipal website i.e. www.musina.gov.za or municipal offices), a comprehensive curriculum vitae and recently certified copies of:

- a) Identity Document.
- b) Valid driver's license.
- c) Qualifications.

Applications without the above will not be considered. Musina Local Municipality reserves the right to or not to make appointments. If no response is received from the Musina Municipality within 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to shortlisted and successful candidates only. Shortlisted candidates may be subjected to and undergo personnel suitability checks including but not limited to security background checks, qualifications and employment verification. Fax and Email applications will not be accepted. Applications received after the closing date and time will not be considered. Fraudulent qualifications or documentation will immediately disqualify an applicant. Direct or indirect canvassing for preferential treatment will result in automatic disqualification of the applicant. Enquiries on the above should be directed to Human Resources Section at 015 534 6158/ 6148/ 6123

CLOSING DATE OF THE APPLICATIONS IS: Friday 15 December 2017

TN TSHIWANAMBI
MUNICIPAL MANAGER

NOTICE NUMBER: 10/2017