



SAKHISIZWE

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

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 WWW.SAKHISIZWE.GOV.ZA

POSITION 1: GRADER OPERATOR	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE: 07 • R 154,471.82 – R 200,515.42
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 10 • Valid Code 14 Driver's Licence • Valid Professional Driver Permit. • A Grader Operator Compliance Certificate. • Medical Certificate • A relevant minimum 3 years working experience as a Grader Operator. • Ability to read, write and excellent health
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Inspecting safety devices, controls, lubricant levels, etc on vehicles/heavy plant and report defects to the Supervisor. • Operate vehicle or plant machinery in accordance with road traffic rules and prescriptions, under safe conditions and using vehicle for official purposes only. • Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences. • Making use of machinery in the most economical way per Grader. • Performing pre-trip inspections to identify possible defects and completing inspection sheets to report on vehicle condition. • Ensuring vehicle is serviced on appointed times as indicated by maintenance plan by informing supervisor of upcoming services. • .

POSITION 2: TLB OPERATOR	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 07 • R154,471.82 – R200,515.42
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 10 • A TLB Operator Compliance Certificate • Valid Code 14 Driver's Licence • Valid Professional Driver Permit. • Medical Certificate • A relevant 3 years working experience as a TLB Operator. • Ability to read, write and excellent health
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Drive and operate the TLB. • Undertake daily inspection of the TLB, safety control devices and lubricant levels and report defects. • Operate vehicle or plant machinery in accordance with road traffic rules and prescriptions, under safe conditions and using vehicle for official purposes only. • Ensure the safety of personal and objects around the TLB while operating. • Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences. • Ensuring vehicle is serviced on appointed times as indicated by maintenance plan by informing supervisor of upcoming services. • Perform any other related duties that may be delegated by the Supervisor.

POSITION 3: EXAMINER OF VEHICLES GRADE A	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 07 • R154 471.82- R200 515.42
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Traffic Officer's Diploma • Diploma for Examiner of Vehicles Grade A • Registration as an Examiner of Vehicles and must be in possession of Grade A • At least 3 years working experience in the similar field

	<ul style="list-style-type: none"> • Understanding of legislation, Acts and Regulations in the functionality • A Valid Driver's Licence • Computer Literate • No Criminal Record
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Co-ordinate and control the application of procedures associated with vehicle testing by ensuring road safety is maintained through accurate assessment and certification of vehicles satisfying the minimum prescribed requirements. • Attend to specific administrative recording and recordkeeping sequences by ensuring information, records and reports are organised, completed, submitted and maintained in accordance with procedures and guidelines directing administrative outcomes. • Conduct or check testing equipment functionality on completion of routine maintenance sequences by ensuring that vehicle equipment is checked for accuracy and planned maintenance requirements are implemented and adhered to, enabling optimal functionality.

POSITION 4: SUPERVISOR: REFUSE REMOVAL	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 07 • R154 471.82– R200 515.42
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Computer Literacy • Minimum 5 years working experience in the refuse removal environment. • Ability to work under pressure, read and write. • Strong administrative skills. • Knowledge of Local Government Legislations. • Valid Driver's Licence C1 will be an added advantage.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Supervise all subordinates within the refuse removal section. • Plan removal of refuse in residential and business areas in Sakhisizwe Municipality. • Conduct monthly meetings with personnel. • Oversee and monitor moveable assets of the section.

	<ul style="list-style-type: none"> • Plan activities on the budget, eg. Purchase of protective clothing, equipment and cleansing materials. • Apply Occupational Health and Safety Act and Regulations. • Responsible for specific administrative and reporting duties. • Ensure the cleanliness of the streets. • Compile reports for submission to the Head of Department.
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POSITION 5: TRUCK DRIVER X02 IN ELLIOT

NATURE OF EMPLOYMENT	PERMANENT
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REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE: 05 • (R108 221. 95 – R140 491.43)
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MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 10 Certificate or equivalent • Valid Code 14 Driver’s Licence • Valid Professional Driver Permit • A relevant minimum 3 year’s working experience as a waste collection truck driver. • Ability to operate a solid waste collection truck. • Ability to read, write and excellent health. • Must be able to work as a team, work overtime as and when needed.
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KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Responsible for operating a variety of solid waste vehicles to collect and transport solid waste and recycling materials • Operate mechanism for loading, compressing, and dumping refuse and recyclable materials • Drives to designated area to deliver refuse, safely operates the packing and dumping apparatus. • Perform pre-trip/ post –trip vehicle inspections to identify possible defects and failures and completing inspection sheets to report on vehicle condition. • Reporting defects and failures to supervisor. • Operate vehicle in accordance with road traffic rules and prescriptions, under safe conditions and using vehicle for official purposes only. • Ensuring vehicle is serviced on appointed times as indicated by maintenance plan by informing supervisor of upcoming services.
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	<ul style="list-style-type: none"> • Updating vehicle log sheets, checklist and work orders. • Cleaning machinery, equipment and tools using rags, water and cleaning agents.
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POSITION 6: HOUSING CLERK	
NATURE OF EMPLOYMENT	PEMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE: 06 • (R127 771. 57 – R165 862.40)
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Housing and Human Settlement or Built Environment and project management • Valid Driver's Licence • A relevant minimum 3 year's working experience in housing or human settlement environment. • Sound knowledge and understanding of transfer and land ownership. • Knowledge of Housing Subsidy System policies and procedures • Good communication and interpersonal skills are essential. • Computer literate.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Drafting human settlement programmes for approval by Director IPED. • Monitor and control all informal settlements and take the necessary steps to prevent land invasion within the area of jurisdiction of the municipality. • Implement and ensure compliance with all human related policies, programmes and necessary budget to facilitate human settlement delivery. • Supervise the management of housing administration for rental units, informal units, low and medium income housing units. • Facilitation of landlord and tenant related issues to resolve disputes. • Facilitate real estate's issues in order to effect the transfer of property. • Collect, collate and interpret data for the planning and management Human Settlement developments. • Facilitate and monitor the service provider in all stages of project management.

POSITION 7: REGISTRY CLERK	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 05 • REMUNERATION: R108 221.95 – R140 491.43
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • National Diploma in Records Management or Archives • A relevant minimum 3 years working experience in Archives and Records Management. • Valid Driver's Licence • Good interpersonal and communication skills. (verbal & written) • Administrative, analytical and organisational skills. • Ability to maintain a high level of confidentiality. • Computer literate
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Compiling, implementing and reviewing the file plan, records policies, procedures and records control schedule as well as schedule of electronic records for the municipality. • Ensure appropriate processes are followed for the circulation, filing, archiving and disposal of documents. • Liaise with Provincial Archives before making decisions with regards to records. • Render an effective filing and recording management services. • Opening and close files according to record classification system. • Process documents for archiving and disposal. • Sort, register and dispatch mail, distribute notices on registry issues. • Conduct records management audits and provide litigation support related to records management

Sakhisizwe Municipality is an Affirmative Action and Equal opportunity employer, it encourages people with disabilities and women to apply and disclose the nature of their disabilities for the purpose of addressing the Municipalities Employment Equity Plan. Correspondence will be limited to successfully candidates only. If you have not been contacted within 01 month from the closing date, please accept that your application has been unsuccessful. Canvassing of Councillors is not permitted and will result to disqualification thereof. The Council reserves the right not to make any appointment.

Interested persons should submit their detailed CV's, certified copies of qualifications and supporting documents with application letters to:

Applications should be addressed to:

**Municipal Manager Or Delivered
NOMTHANDAZO MAZWAYI**

Sakhisizwe Municipality	Sakhisizwe Municipality
P. O. Box 26	ERF 5556, Umthatha Road
CALA	CALA
5455	5455

NB: Failure to submit documents listed above will result in disqualification. Faxed/emailed application will not be accepted and APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.

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

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

Closing Date: 08 January 2021@14H00