



SAKHISIZWE

TEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455
 UMASIPALA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000
 P.O.BOX 21, ELLIOT, 5460
 ELLIOT, TEL – 045 – 9311011 / FAX – 045 – 9311 361
 WWW.SAKHISIZWE.GOV.ZA

POSITION 1: CIVIL/PROJECT TECHNICIAN	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> TASK GRADE: 11 R 282,597.83 – R 366,827.26
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> Grade 12 BSc in Civil Engineering, National Diploma in Civil Engineering. A relevant minimum 2 years working experience. Valid registration with professional engineering council of SA will be added advantage. Valid Driver's Licence Knowledge of Municipal Infrastructure Grant and Municipal Infrastructure System.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> Co-ordinate the project planning phases and participate in IDP process with the view of identifying possible projects. Facilitate and monitor the progress and the project. Communicating with relevant stakeholders regarding technical matters when problems occur on site and technical input is required. Ensuring work is conducted according to designs and specifications. Disseminating information to the community, local municipalities regarding work to be done which will affect the relevant community. Co-ordinates specific administrative and reporting requirements associated with key performance and result indicators of the functionality.

POSITION 2: SECRETARY TO THE OFFICE OF THE SPEAKER

NATURE OF EMPLOYMENT	LINKED TO THE TERM OF OFFICE OF THE SPEAKER
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 07 • R167,712.37 – R217,702.60
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Degree in Office Administration or Management Assistant and/or National Diploma in Office Administration or Management Assistant • A relevant minimum 3 years working experience of secretary work. • Excellent report writing skills and minute taking. • Highly computer literate (Microsoft Word, Excel and Power Point) • Good interpersonal skills • Knowledge of filing system and archiving • Work long hours.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Provide secretariat duties to the office of the Speaker. • Deal with travelling arrangements and bookings. • Deal with appointments and follow up on scheduled meetings • Handle telephone calls • Handle procurement needs of the office of the Speaker. • Keep filing and records updated.

POSITION 3: EXAMINER OF VEHICLES GRADE A

POSITION 3: EXAMINER OF VEHICLES GRADE A	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 07 • R167 712.37- R217 702.60
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 • 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

	<p>ensuring road safety is maintained through accurate assessment and certification of vehicles satisfying the minimum prescribed requirements.</p> <ul style="list-style-type: none"> • 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.
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POSITION 4: EXAMINER FOR DRIVING LICENCES GRADE A X02	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 07 • R167,712.37– R217,702.60
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 Certificate • Traffic Officer's Diploma • Grade A Examiner's Diploma for Driving Licences • Registration as a Traffic Officer and Registered Examiner for Driving Licences • A relevant minimum 3 years' experience as a Supervisor in DLTC. • Knowledge of National Road Traffic Act and other legislations. • Valid A and EC Driver's Licence with PrDp • No criminal record
<ul style="list-style-type: none"> • KEY PERFORMANCE AREAS 	<ul style="list-style-type: none"> • Must be able to control the operations of the testing centre. • To supervise and control learners and driver's licence examiners. • To ensure and control issuing of relevant documents. • Must be able to prepare relevant reports within the section and give feedback to the Superintendent. • Must be able to supervise staff by carrying out random quality audits. • Be able to command emergency/ operational scenes.

POSITION 5: SKILLS DEVELOPMENT FACILITATOR	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> TASK GRADE: 11 (R 282,597.83 – R 366,827.26)
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> Grade 12 certificate Bachelor's Degree/ National Diploma in Human Resource Management National Certificate in ODETDP will be an added advantage A relevant minimum of 2 to 3 years working experience in training and development Valid driver's licence
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> Conduct in-depth statistical analysis of organisational skills development and training trends to determine training outcomes. Advise the immediate supervisor municipality regarding skills development budget and grants application. Develop, implement and submit Workplace Skills Plan and Annual Training Report to LGSETA Facilitate implementation of Training interventions in line with approved Workplace Skills Plan Implement activities associated with Internship, Learner ship and Experiential Learners Facilitate the compilation, approval and implementation of the Employment Equity Plan.

POSITION 6: TRAFFIC OFFICER	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> TASK GRADE 07 REMUNERATION: R167,712.37 – R217,702.60
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> Grade 12 Certificate Traffic Officer's Diploma Proof of registration as a Traffic Officer Diploma of Examiner for Driving Licences Grade A 3 years working experience as a Traffic Officer.

	<ul style="list-style-type: none"> • Code EC Drivers Licence. • No criminal record
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Traffic control and traffic law enforcement. • Ensuring that patrolling and observing the streets are done, e.g. neglecting of the traffic signs, illegal parking. • Performing duties as prescribed in the National Land Transportation Act. • Record road traffic crashes and register such at the SAPS to obtain AR-NO for reference purposes. • Enforcement of Municipal By Law. • Execution Warrants of Arrests and prepare statements • Provide emergency support function during disaster or emergency. • See to impounding of vehicles

POSITION 7: ENATIS CLERK

NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 06 • R138,723.51 – R180,079.29
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Must be in possession of E-Natis Certificate. • Computer literacy • Minimum 2 year’s working experience in a similar environment. • Good human relations, interpersonal, analytical and communication skills. • Ability to work under pressure, after normal working hours, during emergencies and planned overtime. • Valid Driver’s Licence C1 • No criminal record
<ul style="list-style-type: none"> • KEY PERFORMANCE AREAS 	<ul style="list-style-type: none"> • Attends to the processing of vehicle licensing and registration applications in accordance ENATIS procedures. • Perform various administration and cashier duties. • Perform tasks/ activities associated with receiving and receipting of payments. • Reconcile payments and cash deposits against transactional information / statements prior to forwarding for depositing.

	<ul style="list-style-type: none"> • Provide information and explanations to general enquiries related to vehicle licensing and registration. • Attends to procedural administrative requirements, record keeping and reporting deadlines.
POSITION 8: REVENUE ACCOUNTANT	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE 10 • R239 350.93 – R310 715.78
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • B Com Degree / National Diploma in Accounting or Financial Management. • Certificate in Municipal Finance Management is an added advantage. • A relevant minimum 3 years working experience in the field of financial management preferable in Local Government is required. • Valid Driver's Licence • SEBATA Financial Management System knowledge would be advantageous
<ul style="list-style-type: none"> • KEY PERFORMANCE AREAS 	<ul style="list-style-type: none"> • Update and reconcile revenue accounts, and prepare the financial reports reflecting the municipality's income status. • Implement billing and revenue collection systems such as cash collection, including cashiering, direct debit payment and bank payment. • The daily verification of all revenue related transactions on the general ledger. • The updating and implementation of the valuation roll information onto the financial system and the rates and taxes reconciliation. • Oversee the implementation of the Credit control and related policies. • Ensure effective customer care and follow up on customer queries.
POSITION 9 : SCM CLERK	

NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> • TASK GRADE: 07 • R 167 712.37 – R217 702.60
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • A Bachelor's Degree, B. Tech/ National Diploma in Accounting, Municipal Finance Management and Supply Chain Management. • A relevant minimum 2 years working experience in Supply Chain Management field preferable within Local Government is required. • Valid Driver's Licence • Knowledge of MFMA and any legislation related to supply chain management.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • The person will be responsible for capturing information pertaining to supply chain management. • Processing new supplier information referring to registration forms. • Maintaining Bids register and preferential procurement information, extracting reports detailing Bids over specific values. • Sourcing of quotations and preparing orders. • Deal with any other matters delegated by Supervisor relating to Supply Chain 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
P. O. Box 26
CALA
5455

Sakhisizwe Municipality
ERF 5556, Umthatha Road
CALA
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.

**ENQUIRIES : Thandiwe Malangabi
TEL : 047 877 5200**

Closing Date: 25 November 2022@16H00