

# MUNISIPALITEIT EMTHANJENI *MUNICIPALITY*



**NOTICE: NO 15/2018**

## **INTERNAL ADVERTISEMENT**

Emthanjeni Municipality, with its Headquarters in De Aar, invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

### **DIRECTORATE: INFRASTRUCTURE SERVICES**

#### **1. HANDYMAN – (WATER SERVICES): HANOVER & BRITSTOWN**

**Salary:** R117 229.00 – R152 179.00 (Task Level 6)

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### **Key requirements:**

- Grade 8 or NQF Level 1
- Good interpersonal skills
- Good communication skills
- Minimum of 3 years work experience
- Plumbing & bricklaying skills are essential
- Physical lifting of objects, equipment / machinery and materials
- Ability to work under pressure

#### • **Responsibilities:**

- Repair and maintain water networks to ensure uninterrupted water supply;

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- Assist with the repair of water leaks;
- Ensure provision of water to the community by repairing leakages quickly to save water;
- Repair broken pipes and water meters;
- Check equipment and machines for defaults and report to Supervisor;
- Repair and maintain water pumps and boreholes;
- Perform meter readings at households, when necessary and assist with monthly readings at the plant;
- Organise work to utilize equipment, material and workforce to the maximum;
- Perform maintenance of buildings and plumbing duties in order to keep buildings in good condition;
- Report to the Supervisor in accordance with procedures and instructions of work performed;
- Perform any other job related duties as instructed by Supervisor

**Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Manager: Support Services. Enquiries can be directed to the Director: Infrastructure Services, Mr M Owies at 053 632 9100.**

## **DIRECTORATE FINANCIAL SERVICES**

### **2. SCM CLERK**

**Salary:** R117 229.00 – R152 179.00 (Task Level 6)

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

#### **Key requirements:**

- Grade 12
- NQF Level 4
- Knowledge of MFMA, SCM Regulations and Emthanjeni SCM Policy;
- Ability to pay attention to detail;
- Ability to make decisions within his/her work area;
- Good interpersonal and communication skills;
- 1 year relevant experience

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## **Responsibilities:**

- Assist with updating of the database of suppliers on the Treasury Central Supplier Database (CSD);
- Process transactional information on SABATA computerized applications and complete forms, schedules and documents in accordance with laid down guidelines;
- Updating records, registers, assets and inventory, completing orders inserting relevant details and, submitting for approval;
- Perform general stores administration by conducting annual stock count to see that they balance;
- Check incoming stock, verify invoices and check delivery notes when stock is received;
- Liaise with suppliers regarding errors on invoices and delivery notes;
- Follow up outstanding orders and invoices;
- Carry out tasks associated with procurement/purchase of items within the prescribed limits, procurement of materials and services;
- Report problems experienced with daily duties to the Supervisor to ensure execution of post responsibilities.

## **DIRECTORATE: COMMUNITY SERVICES**

### **3. CASHIER/CLERK (ADMIN)**

**Salary:** R99 303.00 – R128 893.00 (Task Level 5)

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

### **Qualification and skills requirements**

- Grade 12
- NQF Level 4 qualification
- Ability to communicate verbally and in writing
- Bilingualism essential language proficiency
- Computer literacy necessary
- Sound human and interpersonal skills
- Ability to focus and give attention to detail
- At least 1 year relevant experience

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## Responsibilities:

- Perform administrative tasks/activities in the Licensing Section as prescribed in the National Road Traffic Act, 93/1996;
- Perform administrative duties required to sustain the function of Motor Vehicle Licensing Registration Authority;
- Perform NATIS administration and enquiries to ensure efficient & effective customer service delivery;
- Report equipment and system problems to Supervisor;
- Perform financial responsibilities with regard to the licensing office daily;
- Balance daily cash taking sheet in respect of all payments and verify NATIS computer tally;
- Ensure that float is complete and corrected at all times;
- Make appointments, ensure dates and times are correct for applicant;
- Filing learner's license applications according to dates;
- Complete all transactions with the prescribed administrative specifications and regulations;
- Ensure that proper reporting procedures are adhered to at all times;
- Perform specific procedural applications associated with screening, testing and invigilation

**Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Manager: Support Services. Enquiries can be directed to the Chief Financial Officer, Mr M Ludwick at 053 632 9100.**

**Closing date: 29 June 2018**

**I Visser  
Municipal Manager  
Emthanjeni Municipality  
P O Box 42  
DE AAR  
7000**

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

**The Municipality reserves the right not to make an appointment.  
Kennisgewing/Notice: 15/2018**