

EMTHANJENI MUNICIPALITY



INTERNAL / EXTERNAL ADVERTISEMENT

NOTICE NO: 70/2023

Emthanjeni Municipality, with its Headquarters in De Aar, invites suitably qualified candidates to apply for the following vacant post. 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.

DIRECTORATES: INFRASTRUCTURE SERVICES

1. FOREMAN: SPORT AND RECREATION & SPORT GROUNDS

Salary: R 248 917.00 – R 323 116.00 (Task Level 9)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 10
- NQF Level 3
- Code EB / Code 8
- 3 years relevant experience
- Supervisory skills
- Interpersonal skills
- Bilingualism
- Creative and analytical thinking
- Plan, organize and co-ordinate the work flow
- Respond positively to and act under pressure
- The incumbent must be a normal person with good health
- The incumbent must be able to make decisions, or take independent action without reference to a superior.

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- To manage the aesthetics and neatness of municipal owned open spaces, parks, recreational facilities and cemeteries in order to give the community an aesthetic appealing, clean and safe environment to live in.
- Plans, coordinates and ensures activities of reporting staff in order to ensure productivity and discipline.
- Ensuring quality and safety working procedures are applied by performing spot inspections on plant and equipment, observing working procedures and by receiving and considering verbal reports of reporting staff.
- Verifying and completing time sheets of reporting staff by inspecting and recording normal hours and overtime worked.
- Compiling stand-by lists and duty and leave rosters.
- Receiving pay slips and distribute to relevant people.
- Performs parks and recreation infrastructure construction and maintenance activities by measuring layout of new or revised green areas
- Planning and doing lay-out of plant decorations during functions
- Installing and maintaining irrigation systems by visiting the site check water pond, measure the distance to where water is needed together with Parks.
- Performing quality control inspections to ensure all aspects of contract are adhered to.
- Performs driver activities using a vehicle by transporting machinery, equipment and people.
- Completing log sheets to report on vehicle usage and fuel consumption
- Perform any other related duties as instructed by supervisor.

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Senior Manager: Infrastructure Services, Ms. L Thiso at 053 632 9100.

Closing date: Wednesday, 29 November 2023 at 12h00

- Canvassing for selection 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.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

**MR HD MOLAOLE
MUNICIPAL MANAGER
EMTHANJENI MUNICIPALITY
PO BOX 42
DE AAR
7000
TEL: 053 632 9100**