



EXTERNAL ADVERT

The Ntabankulu Local Municipality which is situated in the Alfred Nzo region is an equal opportunity employer and requires the services of the suitable qualified person to fill in the following position / (s).

CORPORATE SERVICES

1. PERSONAL ASSISTANT TO THE DIRECTOR: CORPORATE SERVICES – TG 7

Term of Appointment: Permanent

Annual Salary : R 181 018 (Excluding benefits)

Requirements

- Matric
- ND Office Administration / Management/ Equivalent
- Computer literate
- 2 years' experience in office administration / working environment

Key Performance Areas

- Provides executive support to the Director Corporate Services
- Scheduling, planning and updating the Director Corporate Service's diary.
- Interacting internally and externally to confirm arrangements and programmes
- Arranging and confirming travel and accommodation details and briefing the Director Corporate Services on specific requirements prior to departure
- Copying, typing and formatting documents/ confidential information reports and creates presentations using Word Processing and related office applications.
- Preparing notification, agendas and minutes for the Director Corporate Services meetings and attending to the distribution and collection of documents prior to scheduled meeting.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation
- Perusing mail and documents, minutes etc, received in the office in order to identify and forward items requiring Director Corporate Services attention.
- Attending to telephone calls and visitors to the Director Corporate Service's office and establish the nature of visit and attend or record details and /or messaged in the absence of the Director.

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TECHNICAL SERVICES

1. TLB OPERATOR – TG-7 (Re-Advertisement)

Annual Basic Salary: R 181 018 (Contract Employment: Three (03) Years Fixed Term)

Minimum Requirements

- Grade 10
- Certificate in TLB Operator
- Code EC driving license + PrDP
- 1 year working experience in heavy duty driver / operator services

Key Performance Areas

- Operating heavy machinery
- Driving and manoeuvring the vehicles and engaging controls to operate mechanisms to facilitate specific sequences (tipping, etc.)
- Digging trenches and backfilling in accordance with specifications and drawings
- Loading and offloading material that the manpower cannot handle.
- Strictly adhere to safety regulations and ensuring potential hazards are minimized.
- Maintaining and cleaning of machine / vehicles allocated, check water, oil, etc. according to relevant checklist.
- Performing delivering and collection of material
- Conducting maintenance of register regarding deliveries and assembling
- Controlling the utilization of materials (sand, stone, crusher, run, etc.) and discharging / offloading required quantities of materials for repair or construction work.
- Operate all equipment in a safe and efficient way according to all relevant policies and procedures

3. GRADER OPERATOR- TG-8 (Re-Advertisement)

Annual Basic Salary: R 203 809

Type of Employment (Contract Employment: Three (03) Years Fixed Term)

Minimum Requirements

- Grade 09
- Grader Certificate
- Code EC driving license + PrDP
- 1 year working experience
- Must be able to operate a grader and tip truck with trailer.

Key Performance Areas:

- Operating heavy machinery
- Driving and manoeuvring the vehicles and engaging controls to operate mechanisms to facilitate specific sequences (roads construction)

- Perform specific tasks / activities associated with the construction of virgin roads and their maintenance.
- Performs general tasks associated with cleaning and maintaining heavy machines offsite
- Completion of official documentation to ensure effective administration
- Maintenance work on gravel roads to ensure safe driving surface of road for travelling public
- Ensure the maintenance and safeguarding of grader and equipment.
- Reporting of maintenance issues
- Performing standby in case of one plant operator is on leave.
- Operate all equipment in a safe and efficient way according to all relevant policies and procedures
- Strictly adhere to safety regulations and ensuring potential hazards are minimized.

4. TECHNICIAN ROADS AND STORM WATER -TG 12 (Re-Advertisement)

Annual Basic Salary: R351 623.00

Type of Employment: Permanent

Minimum Requirements

- Degree/National Diploma in Civil Engineering
- 3 years relevant experience
- Valid Code EB (10) Driver's license
- Computer Literate

Key Performance Areas:

- Keeping abreast with technological developments in the rehabilitation and maintenance of roads, storm-water drainage, traffic signage/ markings.
- Analyzing and aligning requirements with operating capacity and capability.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans
- Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the supervisor for consideration and inclusion into the departments short/ long term performance and service delivery plans.
- Preparing/ approving drawings, designs and cost estimates for minor new works and, monitoring the implementation sequences thereof.
- Evaluating interventions and/ or the design and construction of Road, Storm-water Drainage and Traffic Engineering Infrastructure contemplated or affected through external sources and, providing comments on constraints/ applicability with regards to ongoing maintenance.
- Assessing and analyzing material design, introduction of new materials and equipment and its impact on the functioning and level of service delivery.

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- Addressing complex technical issues and disseminating professional advice associated with the objectives and outcomes of the functionality.

To apply for the above posts, send: The application covering letter, accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an identity document and driver's license where applicable. The shortlisted candidates may be subjected to security and reference check. Failure to comply with the above request will disqualify your application. Ntabankulu Local Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender, and disabilities) in the municipality. The municipality reserves the right not to fill the advertised position, if is not satisfied with the candidates. If candidates do not receive communication from the municipality within 30 days from the closing date of the advert, consider your application unsuccessful. Applicants shall be penalized for canvassing the employees or any stakeholder for appointment. All appointed applicants shall be based in Ntabankulu Local Municipality main site, but the municipality reserves the right to transfer/ place an employee wherever (within Ntabankulu municipality jurisdiction) when the needs arise.

Forward all applications to **Mrs Ivy Sikhulu- Nqwena, The Municipal Manager, Ntabankulu Local Municipality, and Private Bag X 504, Ntabankulu, 5130.** Or applications may be hand delivered to the Municipal HR Office, at Erf. 85 Main Street, Ntabankulu. Faxed or emailed applications will not be considered. Closing date **31 January 2024**

Approved by.

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I Sikhulu- Nqwena
Municipal Manager

Date: 11 January 2024