

**INTERNAL & EXTERNAL ADVERTISEMENT NOTICE
FOR 14 DAYS (AS PER THE APPROVED POLICY)**

**EPHRAIM MOGALE
LOCAL MUNICIPALITY**

☎ 111
MARBLE HALL
0450
☎ 013-261 8400
☎ 013-261 2985



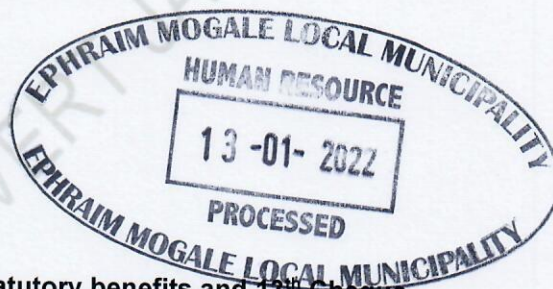
Leeuwfontein Office (013) 261 8509
Elandskraal Office (013) 268 8506
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions. The Municipality further commit to employment practices that promote the spirit as treasured in the Employment Equity Act, 1998 (Act 55 of 1998) as amended. People living with disabilities; Colored; Indians and women are encouraged to apply.

COMMUNITY SERVICES

POST NO. 01

Department : Community Services.
No. of Posts : One (01)
Immediate Supervisor : Superintendent Parks.
Job Title : Tractor Driver.
Duration : Permanent.
Remuneration : R115 287.46 p.a Plus related statutory benefits and 13th Cheque.
Status : N/A.



REQUIREMENTS

Candidate must have Grade 10. Tractor driver license (Code B). Be honest. Be a hard worker. 1 year experience. Be able to work in a dusty environment and in an unfavourable weather.

DUTIES/TASK

Transport parks equipment, and loading of garden waste with tractor trailer. Inspecting safety devices, controls, lubricants levels. Cleaning of tractor and report defects. Required to work outside normal working hours during emergencies and planned overtime. Be able to work in a dusty environment and in an unfavourable weather.

POST NO. 02

Department : Community Services.
No. of Posts : One (01)
Immediate Supervisor : Superintendent Solid Waste.
Job Title : Facility Cleaners.
Duration : Permanent.
Remuneration : R107 372.77p.a Plus related statutory benefits and 13th Cheque.
Status : N/A.

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REQUIREMENTS

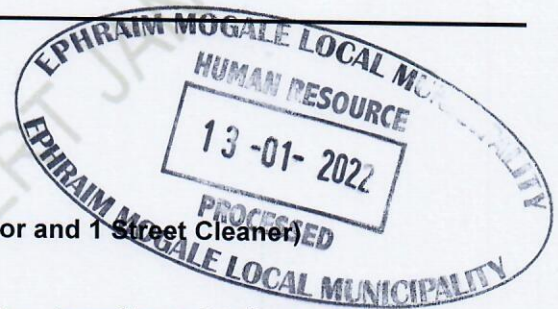
Candidate must have Grade 10. Be a hard worker. Be physically fit and healthy. Ability to work as a team and independently. Ability to take reasonable instructions and have good communication skills. Be willing to work long hours as and when required.

DUTIES/TASK

Undertake activities associated with maintaining cleanliness of designated areas, by sweeping, washing, scrubbing the floor, polishing floors, dusting, arranging chairs and tables, cleaning windows of offices and facilities as well as surrounding areas using a broom, picking up litter lying on in the office facilities and the open space, removing and replacing dust-bins from the offices, facilities and the open spaces. Provide support during the relocation of office equipment and furniture according to given instructions. Prepare and servicing refreshments for meetings. Refilling of water dispensers with clean water.

POST NO. 03

Department : Community Services.
No. of Posts : Three (03)
Immediate Supervisor : Superintendent Solid Waste.
Job Title : General Assistant (2 Waste Collector and 1 Street Cleaner)
Duration : Permanent.
Remuneration : R 107 372.77 p.a Plus related statutory benefits and 13th Cheque.
Status : N/A



REQUIREMENTS

Candidate must have Grade 10. Be honest. Be a hard worker. Be physically fit and healthy. Be prepared to walk long distance and operate in different weather conditions. Required to work outside normal working hours during emergencies and planned overtime. Be prepared to enter into confined areas. Be able to work in a dusty environment and in an unfavorable weather.

DUTIES/TASKS

Cleaning of the areas as per the supervisor instruction, Sweeping walkways, open areas and paved areas using a broom and other equipment, Picking up litter lying on the open spaces, Removing and replacing refuse bags from collection bins in public areas. Loading and offloading of refuse bags from a vehicle or the truck.

POST NO. 04

Department : Community Services.
No. of Posts : Six (06)
Immediate Supervisor : Superintendent Parks and Cemetery.
Job Title : General Assistant Parks.
Duration : Permanent.
Remuneration : R 107 372.77 p.a Plus related statutory benefits and 13th Cheque.
Status : N/A

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REQUIREMENTS

Candidate must have Grade 10. Be honest. Be a hard worker. Be physically fit and healthy. Be prepared to walk long distance and operate in different weather conditions. Required to work outside normal working hours during emergencies and planned overtime. Be prepared to enter into confined areas. Be able to work in a dusty environment and in an unfavorable weather

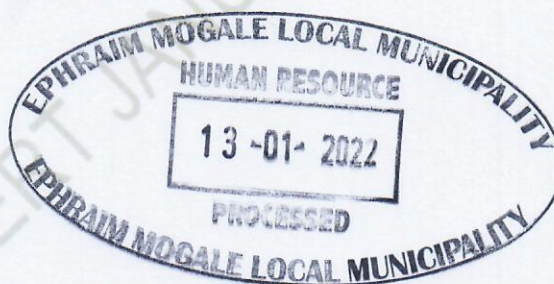
DUTIES/TASKS

Cleaning of the areas as per the supervisor instruction, Sweeping walkways, open areas and paved areas using a broom and other equipment, Picking up litter lying on the open spaces, Removing and replacing refuse bags from collection bins in public areas. Loading and offloading of refuse bags from a vehicle or the truck.

BUDGET AND TREASURY DEPARTMENT

POST NO. 05

Department : **Budget and Treasury**
Job Title : **Secretary.**
No. of Post : **ONE (1).**
Immediate Supervisor : **Chief Financial Officer.**
Duration : **Permanent.**
Remuneration : **R135422.17 p.a Plus related statutory benefits and 13th Cheque.**
Status : **N/A**



REQUIREMENTS

Candidate must have Grade 12. Secretarial /Office Administration Diploma or Equivalent. Knowledge of Computer systems (MS Word and Excel). Good communication Skills. Good interpersonal Skills. Ability to pay attention to details. Telephone Etiquette. 1 year secretariat /relevant experience.

DUTIES/TASKS

Scheduling and updating of appointments for the CFO. Arranging for travel and accommodation. Arranging and scheduling meetings with internal and external officials representing departments, and taking minutes in such meetings where required. Attending to filing of documents. Receiving and communicating with guests. Handling complaints from the members of the Public. Answering of telephone calls, taking and conveying messages.

INFRASTRUCTURE DEPARTMENT

POST NO. 06

Department : **Infrastructure Services.**
No. of Post : **One (01).**
Job Title : **Admin Clerk (Electrical).**
Immediate Supervisor : **Manager Electrical Services.**

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Duration	:	Permanent.
Remuneration	:	R 135422.17 p.a Plus related statutory benefits and 13th Cheque.
Status	:	N/A

REQUIREMENTS

Candidate must have Grade 12. Computer knowledge – Office Applications – Word, Excel. Certificate in Administration. 6 months relevant administrative experience. Knowledge of GIS and CAD will be an added advantage. National Diploma in office Administration or Driver's license will be an added advantage. Ability to pay attention to details.

DUTIES/TASKS

Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the division. Merging, copying and transferring data from applications, formatting/ generating forms/ transactional documentation for approval. Filing completed work orders in alpha-numeric or chronological sequence and/ or retrieves files/ folders on request from artisans. Attending to applications, enquiries and complaints received by the electrical department. Keep register, collect information and provide feedback. Filing all documents. Compile files and portfolios. Updating personnel records and registers (leave/ sick leave, attendance) of artisans and other staff. Submitting and collecting documents to and from other Departments such as request for goods, invoices etc.

POST NO. 07

Department	:	Infrastructure Services.
No. of Post	:	One (01).
Job Title	:	TLB Operator.
Immediate Supervisor	:	Foreman Road and Storm water.
Duration	:	Permanent.
Remuneration	:	R 115287.46 p.a Plus related statutory benefits and 13th Cheque.
Status	:	Employment Equity target candidate.



REQUIREMENTS.

Candidate must have Grade 10. Code EB and PDP. Competency certificate in heavy machinery. Knowledge and skill of operating heavy machinery. Ability to operate heavy construction machine. Be prepared to undergo a practical test. 1 year experience. Be able to work in a dusty environment and in an unfavorable weather

DUTIES/TASKS

Performs specific tasks activities associated with the operation of TLB during roads and storm water maintenance activities. Inspecting safety devices control lubricants levels. Cleaning of machine and storage facilities. Be prepared to work under challenging conditions.

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POST NO. 08

Department : Infrastructure Services.
No. of Post : One (02).
Job Title : Grader Operator.
Immediate Supervisor : Artisan Roads and Storm water.
Duration : Permanent.
Remuneration : R 115287.46 p.a Plus related statutory benefits and 13th Cheque.
Status : Employment Equity target candidate.



REQUIREMENTS

Candidate must have Grade 10. Code EB and Public Driving Permit. Competency certificate in heavy machinery. Knowledge of heavy machinery. Ability to operate heavy construction machine. Be prepared to undergo a practical test. 1 years' experience. Be able to work in a dusty environment and in an unfavorable weather.

DUTIES/ TASKS

Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader). Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanism to enable grading and levelling sequences. Grading of access road and internal roads in villages within the Municipal area. Inspecting safety devices controls lubricants levels. Cleaning of machines and storage facilities. Be prepared to work in a dusty and challenging environment and under unfavorable conditions.

IMPORTANT NOTICE

Please forward your application on the **duly completed APPLICATION FORM for Non-Senior positions** (which can be obtained from municipal website: www.ephraimmogalelm.gov.za and also from the Municipal Office during operating days of **Monday to Friday**. Applications must be accompanied by CV; Certified copies of required qualifications, copies of Identity Document and driver's license where applicable,(certifying stamp must not be older than 6 months at the time of submission) and be forwarded to the Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed applications will not be accepted. However because of Covid-19 Protocols applications will be received through the only email created for this purpose; ephmlmhumanresource@emogalelm.gov.za or by hand at the HR Office upon adherence to Covid-19 Protocols.**

More information can be obtained from the telephone number (013) 261 8425 or (013) 261-8431 during office hours on **Monday to Friday**. Ephraim Mogale local municipality reserves the right to fill or not to fill these posts.

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- NB:** a) Ephraim Mogale Local Municipality reserves the right to fill **or** not to fill the post.
b) Reference check (Security clearance or vetting) may be conducted on the shortlisted candidates.

Closing date: 01 February 2022, 16:30. Should applicants not be notified of the outcome of their application within THREE (03) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence with them.



S.T MATLADI
MUNICIPAL MANAGER

10/01/2022

DATE

