



CHIEF ALBERT LUTHULI MUNICIPALITY

The transparent, innovative, and developmental municipality that improves the quality of life of its people

Chief Albert Luthuli Municipality hereby invites applications from suitably qualified persons for the following position:

INTERNAL/ EXTERNAL ADVERTISEMENT

DEPARTMENT: COMMUNITY SAFETY SERVICES

LABOURER X 1 (ELUKWATINI UNIT)

POST LEVEL: 16/17
SALARY SCALE: R 114,505.77

QUALIFICATIONS AND REQUIREMENTS

- Grade 11
- Grade 12 will be an added advantage.
- Be able to carry a minimum of 20kg weight.
- Have reasonable mobility

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.
- Attending safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Cutting grass and trees on pavements, municipal stands/ buildings and vacant sites/buildings
- Removing and replacing refuse bags from bins and/or gathering and loading/offloading into/from refuse vehicles.
- Picking up and loading refuse bags into the refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags in loading to refuse vehicles.
- Attends to the loading/offloading of refuse bags into/from refuse vehicles at disposal sites.
- Sweeping walkways and paved areas in the main streets using a broom, gathering, picking and transferring litter into refuse collecting bags.
- Picking up and clearing litter and/or items lying from sites, parks, and open spaces and in any other areas.
- Removing and replacing refuse bags from collection bins in public areas.
- Carrying refuse bags to designated areas for collection and/or attends to the loading/offloading of refuse bags into/from refuse vehicles.

SPECIAL WORKSMAN- COMMUNITY SAFETY SERVICES (EMPULUZI UNIT)

POST LEVEL: 6
SALARY SCALE: R 299,508.78

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 Certificate
- Certificate in Waste Management or equivalent
- Minimum two (2) years' experience
- EC1 Driver's license
- Must be able to write reports

KEYPERFORMANCE AREAS

- Ensures that subordinates have the personal protective clothing and equipment requirements.
- Ensures holding of safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Ensures that subordinates avail themselves to statutory medical surveillance.
- Coordinates tasks and activities of the department
- Plan, prioritise and schedule community services tasks.

- Supervise all staff members within the section.
- Coordinate and control tasks and activities associated with personnel performance in the section.
- Performs administrative duties by updating information relating to performed tasks.
- Prepares monthly activity reports for the attention of the immediate supervisor.

**CORPORATE SERVICES DEPARTMENT
SPECIAL WORKSMAN: MUNICIPAL BUILDINGS**

POST LEVEL: 6

SALARY SCALE: R 299,508.78- R330, 771.78

QUALIFICATIONS AND REQUIREMENTS

- Grade 12
- NQF Level 2 in Construction or relevant qualification.
- Two years' experience in local government.
- Be able to interpret building plans
- Must be able to carry weight up to 20kg.

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.
- Conducts safety training and daily briefings to team members.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Inspects the municipal council buildings.
- Drafts work schedules to be approved by immediate supervisor.
- Reports issues that need management attention.
- Prepares monthly activity reports for the attention of the immediate supervisor.

CLEANER X 1 (ELUKWATINI DISASTER MANAGEMENT CENTRE)

POST LEVEL: 16/17

SALARY SCALE: R 114,505.77

QUALIFICATIONS AND REQUIREMENTS

- Grade 11
- Grade 12 will be an added advantage
- Must be able to carry weight up to 20kg.
- Reasonable mobility required
- Must be able to work with water.

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.
- Attending safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Cleaning of offices and buildings.
- Removing all objects and items to relevant places.
- Scrubbing of floors and dirty walls.
- Picking up of papers around the offices and buildings.

**DEPARTMENT: FINANCE
FINANCIAL MANAGEMENT INTERNS X 5**

CONTRACTUAL APPOINTMENTS FOR A PERIOD OF TWO (2) YEARS

REMUNERATION: All-inclusive remuneration packages of R100 000 per annum (No benefits or allowances will be payable)

QUALIFICATIONS AND REQUIREMENTS

- Bachelor Degree or National Diploma in Commerce, majoring in Accounting or Management Accounting.
- Must have a good verbal and written communication skills.
- Must be computer literate and have knowledge of windows application.
- Minimum Competency Certificate will be an added advantage.

KEYPERFORMANCE AREAS

- Assist in implementing GRAP and budget reforms

- Assist in developing statistical reporting modules.
- Assist in developing financial policies and procedures
- Assists in compiling annual financial statements and management reports.
- Assists with reconciliations and financial analysis.
- Do data capturing
- Assist in the implementation of MFMA and other Local Government related legislations and regulations.
- Perform other financial functions as directed by the supervisor.

ACCOUNTANT: ACCOUNTS MANAGEMENT

POST LEVEL: 4

SALARY SCALE: R 383,868.57- R 393, 481.05

QUALIFICATIONS AND REQUIREMENTS

- Bachelor Degree in Accounting, Finance, Business Management.
- Honours Degree will be an added advantage
- MFMP Certificate will be an added advantage
- Must be computer literate.
- Must have at least Code 8 Drivers' licence
- Must have experience in local government.

KEYPERFORMANCE AREAS

- Maintain and update debtors' information on the system.
- Consolidation of duplicated customer profile accounts.
- Identify, investigate and close duplicate, inactive accounts on the system.
- Correctly categorize each account according to the correct and responsible debtor.
- Ensure and maintain accurate, credible and quality data on the system.
- Liaise with SEBATA EMS at all times to ensure data integrity.
- Register indigent households in all municipal wards.
- Liaise with relevant stakeholders on indigent registration programme.
- Verify indigent clients' status from Home Affairs, SAPR, DPSA and CIPRO.
- Develop and maintain credible indigent register.
- Liaise with Eskom on provision of free electricity.

TECHNICAL SERVICES DEPARTMENT SPECIAL WORKSMAN: PUBLIC WORKS (ELUKWATINI UNIT)

POST LEVEL: 6

SALARY SCALE: R299, 508.78- R 330,771.78

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 Certificate
- NQF Level 2 in Construction or relevant qualification
- Valid Code 10 Drivers Licence
- Minimum 2 years' experience in local government.
- Must be able to read and interpret work plans.

KEYPERFORMANCE AREAS

- Ensures adherence to personal protective clothing and equipment requirements.
- Conducts safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Coordinates tasks and activities of roads and storm water.
- Ensures the execution of plans, prioritise and schedule roads and storm water projects and maintenance work.
- Supervise all staff members within the section.
- Coordinate and control tasks and activities associated with personnel performance In liaising with the Superintendent.
- Prepares monthly reports for the attention of the supervisor.
- Performs administrative duties by updating information relating to Public Works.

SUPERINTENDENT: PUBLIC WORKS
POST LEVEL: 5
SALARY SCALE: R339, 093.16 – R330, 771.78

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Civil Engineering or equivalent
- Reasonable mobility
- A valid Code 8 Drivers licence

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.
- Attending safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Coordinates tasks and activities of roads and storm water.
- Plan, prioritise and schedule roads and storm water projects and maintenance work.
- Supervise all staff members within the section.
- Coordinate and control tasks and activities associated with personnel performance in liaising with the Special Workman.
- Performs administrative duties by updating information relating to Public Works.

PROCESS CONTROLLERS X 2

POST LEVEL: 10
SALARY SCALE: R164, 823.43 – R 178,989.05

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 Certificate
- Certificate in Water Care
- Classification as Class 11 will be an added advantage
- Must be prepared to work night shifts, weekends and public holidays.
- Relevant experience will be an advantage

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.
- Attending safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Making up chemical solutions.
- Purifying raw water from supply.
- Disinfecting purified water.
- Performing water quality analysis and record data at all times.
- Reporting to supervisor, the defects at water plant.
- Ensuring the functionality of pumps.
- Doing housekeeping before leaving the work station.

TRUCK DRIVERS x 6

POST LEVEL: 10
SALARY SCALE: R 164, 823.43 – R 178,989.05

QUALIFICATIONS AND REQUIREMENTS

- Grade 10
- Grade 12 will be an added advantage.
- Must have a valid Code 14 Drivers' Licence.
- Must have a valid Professional Drivers Permit (PrDP)
- Must be prepared to work till late at night, weekends and public holidays.

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.

- Attending safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance
- Transportation of water from the sources to the public.
- Transportation of equipment, material from within and outside the municipality.
- Responsible for completing the internal transactional documents(e.g. trip sheets, log sheets etc.0
- Perform regular pre-inspections and post inspections on the vehicles.
- Ensures the cleanliness of the vehicle at all times.

LABOURERS X 3 (EMPULUZI UNIT)

POST LEVEL: 16/17
SALARY SCALE: R 114, 505.77

QUALIFICATIONS AND REQUIREMENTS

- Grade 11
- Grade 12 will be an added advantage
- Must be able to carry weight up to 20kg.
- Reasonable mobility required
- Must be able to work with water/sewer

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.
- Attending safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Maintenance of sewer lines
- Unblocking of the sewer lines and network.
- Cleaning of sewer screens.
- Repairing of water and sewer reticulation networks.
- Cleaning of tools and equipment.

NBI EMAILED APPLICATIONS WILL BE CONSIDERED PROVIDED THAT THEY ARE CLEAR!

Applications must be submitted on the Chief Albert Luthuli Municipality's application form, which is obtainable in all the Chief Albert Luthuli's Municipal Offices or Chief Albert Luthuli's website which is www.albertluthuli.gov.za. The application forms should be accompanied by updated and comprehensive CVs as well as recently (**not older than 6 months**) certified copies of all qualifications and Identity document. **The Municipal Manager, P.O.Box 24, Carolina, 1185, Email address: Recruitment@albertluthuli.gov.za**. Incomplete applications or those received after the closing date will not be considered. Due to the large number of applications anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within 6 months after the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in our municipality.

SHORTLISTED CANDIDATES's FINGER PRINTS AND QUALIFICATIONS WILL BE REQUIRED TO UNDERGO VETTING AND SCREENING BY A RECOGNIZED SERVICE PROVIDER.

CHIEF ALBERT LUTHULI LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITIES, AFFIRMATIVE ACTION AND EMPLOYMENT EQUITY ACT AND IN THIS VEIN, APPROPRIATE QUALIFYING WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY.

NBI COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT IN AN ADVERTISED POSITION.

ENQUIRIES: Mr MS NKOSI
HR MANAGER
TEL: 017 843 4023

CLOSING DATE: 30 JUNE 2021



Mr MS Dlamini
Municipal Manager

10/06/2021
Date