



# MTHONJANENI LOCAL MUNICIPALITY

Applications are invited from suitable qualified persons for the following positions:

## ELECTRICIAN ASSISTANT (Re-Advertisement)

Salary notch T 5: R 108 763.08 – R 140 491.44 per annum plus normal benefits

### ESSENTIAL REQUIREMENTS:

- Grade 12 with Maths and Science
- Computer Literacy
- Sober habit
- Valid Driver's License
- At least two (2) years' experience in the electrical field

### DUTIES:

- House services installation and connections
- Recording and capturing electricity consumption
- Attend to fault finding/ repair work on MV and LV networks and circuits
- Street light maintenance
- Transports electrical staff, equipment and materials to place of work
- Required to carry out stand by duties
- Maintenance of workshop equipment and substation
- Meter reading and recording of electricity consumption
- Attend to disconnections and connections of electricity meters.
- Prepare consumer accounts and attend to illegal connections

Closing date: 24 June 2020

## SPORTS AND RECREATION OFFICER

SALARY NOTCH T10: R 220 454.64-R 286 185.36 per annum

### ESSENTIAL REQUIREMENTS:

- Grade 12
- National Diploma in Community Developmental studies or Sports Development
- Code B Driving License
- Computer Literacy
- Relevant community development experience (4 years).

### KEY PERFORMANCE AREAS:

- Participating and/ or organising Forums and Committees (sports desk, Arts and Culture associations) to promote engagement and discussion on social priorities and concerns.
- Visiting communities to establish specific needs and/ or interpreting community priorities and requirements against plans and program and analyzing alignment options.
- Receiving feedback with respect to program deliverables and resolving or forwarding queries/ concerns to the immediate superior for attention.
- Using specific communication mediums to encourage broader participation in program and events
- Preparing business plans outlining the scope and the feasibility of initiative, opportunities for donors/ sponsors, financial models and the sustainability/ value adding benefits to the intended beneficiaries.

Closing date: 21 June 2021

## EXAMINER LEARNERS' LICENCES

Salary notch T9: R 195 817.08 – R 254 168.04 per annum plus normal benefits.

### ESSENTIAL REQUIREMENTS:

- Grade 12 Certificate.
- Computer Literacy Certificate.
- Grade L Examiner of Drivers Licenses certificate.
- Registration Certificate Grade L Examiner.
- Recent SAPS clearance proof of NO Criminal record
- 1-year relevant experience with proof of performing grade I function recently as required in terms of the NRTA
- Good communication skills in Zulu and English

### KEY PERFORMANCE AREAS:

- Conduct Eye tests daily and captures all details of applicants on the Natis system and completes required documents in terms of the NRTA
- Conducts Preliminary bookings for learner's applicants on the L Pro System
- Assist the public by indicating on all the DLTC and VTS application forms the required fields to be completed
- Facilitates learner license classes and captures results of the tests on the E Natis system

Closing date: 21 June 2021

## MANAGER PROTECTION SERVICES (RE-ADVERTISEMENT)

SALARY NOTCH T15: R 449 068.32 - R 582 936.36 per annum plus normal benefits and R150 000.00 car allowance per annum

### MINIMUM ESSENTIAL REQUIREMENTS:

- Recognized 3-year Diploma in Traffic Management and Policing (ITO III)
- Registered Traffic Officers
- Driver's Licence Code B/EB with no restrictions
- **Proof of clean criminal record must accompany application.**
- Computer literacy (MS Office applications)
- Capability to act independently, ability to work under pressure and problem-solving skills
- 5 years' experience in a similar environment and recommended 3 years in a Supervisory capacity in similar environment
- Able to work in inclement weather conditions and disaster incidents
- Willing to work after hours when required
- Currently Registered as a Traffic Officer
- Valid Peace Officers appointment
- Valid Firearm Competency certificate (Pistol 9mm)
- Medical certificate competency as a Traffic Officer
- Registration as an Examiner for Drivers Licenses Grade B with the KZN Traffic Training College will be an added advantage
- Registration as an Examiner for MotOr Vehicles with the KZN Traffic Training College will be an added advantage

### KEY PERFORMANCE AREAS:

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key services delivery objectives with respect to Traffic control and Law Enforcement through the coordination of operations associated with the enforcement of related Laws and By-Laws
- Maintain road safety to ensure the risk of damage to property and / or loss of lives is limited through prompt and efficient execution of sequence and applications
- Communicating with the Director on specific Key Performance Areas with a view to aligning functions and services delivery objectives against the capacity and capability of the section
- Reporting internally and externally
- Personnel and performance management
- Defining / adjusting the workflow processes and job design against laid down service delivery requirements
- Co-ordinating and scheduling the work activities and action plans according
- to prescribed standards and ensuring that personnel comply with the laid down service delivery requirements
- Co-ordinating and scheduling the work activities and action plans according to prescribed standards and ensuring that personnel comply with the laid down instructions
- Management of Occupational Health and Safety Act
- Budget control of section
- Manage operations on illegal and evasion, law enforcement on stray animals, illegal dumping and all other By-Law Enforcement actions
- Administrative and reporting requirements associated with the functionality;
- Risk and Asset management related to functionality

Closing date: 21 June 2021

## YOUTH DEVELOPMENT OFFICER

SALARY NOTCH T10: R220 454.64-R 286 185.36 per annum plus normal benefits and R 90 000 car allowance per annum

### ESSENTIAL REQUIREMENTS:

- Matric
- Degree/Diploma in Social Science/Public Administration or Relevant NQF level 6 tertiary qualification
- Code B Driver's License
- 3 years relevant experience in Youth Development
- Computer Literacy

### KEY PERFORMANCE AREAS:

- Attends to administrative and procedural requirements associated with youth development activities.
- Establishing the Youth desk and involving all role players and stakeholders in order to have a centralized point for youth development initiatives.
- Attending and coordinating meetings and activities of the Municipality Youth Structure to ensure upliftment and continuity participation in Youth.
- Coordinating a Youth Summit, and facilitate capacity building workshop for NGO's, CBO's and forums, and facilitates youth forum meetings with Councillors from each ward.
- Monitoring of youth initiatives to ensure maximum involvement and enhancement of programmes, and reporting on deficiencies to the Manager.
- Attending to the administrative dimension associated with the facilitation/ implementation of youth development programmes.
- Creating network opportunities with private and public sector partnership through a consultative process, involving government departments, private companies and no-governmental organisations.
- Promoting and establishing entrepreneurship programmes for the youth with relevant employers and learnership programmes to reduce high unemployment levels.
- Attending meetings, participating in discussions and, preparing reports to the management.

Closing date: 21 June 2021

## ARTISAN ELECTRICIAN

SALARY NOTCH T10: R 220 454.64 - R286 185.56 per annum plus normal benefits

### ESSENTIAL REQUIREMENTS:

- Grade 12
- Minimum 3 year's electrical experience with minimum N3 certificate
- High/Medium voltage certificate
- Electrical Trade Test Certificate
- Driver's License code EC
- Computer Literacy
- Preference will be given to candidates with PDP or candidates who are in a process of obtaining one.

### KEY PERFORMANCE AREAS:

- Co-ordinate and controls the set-up.
- Work in progress and completion of specialised task activities associated with medium/low voltage electrical installation.
- Maintenance and repair including, monitoring and correcting support personnel productivity and performance.
- Attending to routine/general administrative recording requirements contributing to the accomplishment of departmental objective.
- Performs Medium voltage switching and fault-finding duties
- Supervise and issue instructions to subordinates.
- Required to carry out stand-by duties.

Closing date: 24 June 2021

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.

**No e-mailed or faxed applications will be accepted.**

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

MR. P.P SIBIYA  
MUNICIPAL MANAGER