



MASILONYANA

MUNICIPALITY

MASEPALA

MUNISIPALITEIT

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following position:

DEPARTMENT: FINANCE ADVERTISEMENT OF INTERNAL/EXTERNAL POSTS

FINANCE INTERNS X5

These are contractual appointments and will be under a strict training programme until completion of the project, for a period of (2) two years.

The training programme is aimed at training candidates in practical local government accounting with the view to qualifying for a senior accounting position after training.

Requirements:

- A recognised B. Degree or Diploma with at least Accounting I, II and III as subjects or equivalent;
- Must be from the previously disadvantaged group and currently unemployed;
- Must be Computer Literate and have knowledge of windows spreadsheet applications.

Key Responsibilities:

- The candidate will assist with the implementation and transformation of the National Treasury Budget performance programme for Municipal Budgets;
- Develop statistical reporting modules and electronic capturing of data in all sections of financial management;
- Assisting in all areas of financial management within the department.

NB: Preference will be given to Masilonyana Local Municipality local graduates

SALARY: R100 000,00 p.a

FLEET MANAGEMENT CLERK X4 (1 BRANDFORT, 1 THEUNUSSEN, 1 WINBURG AND 1 VERKEERDEVLEI)

Requirements:

- Grade 12
- Relevant qualification will be an added advantage
- 1-2 years fleet management experience

Key responsibilities:

- Report/Communicate statutory obligations of Municipal Fleet at a unit to the Fleet Management Coordinator in order to ensure compliance with the relevant provisions;
- Monitoring and maintaining vehicle service register to ensure all vehicles are roadworthy and meet policy requirements;
- Assist the Fleet Management Coordinator to comply with the fleet budget by analyzing previous service data and by holding consultative meetings with user departments in a unit to determine their annual budget requirements, in order to ensure accurate and efficient budgeting in this regard;
- Keeping track of Council's Fleet assets, and by reporting the updated data to the Fleet Management Coordinator, to ensure that the accurate recording of data is controlled;
- Recommends vehicle replacement in a unit to the Fleet Management Coordinator;
- To inform the Fleet Management Coordinator of fleet expenditure and fleet status in a unit;
- Record accident statistics in a unit and submit to the Fleet Management Coordinator to establish problem areas in a unit in order to ensure user departments are informed thereof;
- Responsible to keep and update all prescribed registers and records in a unit relating to fleet management.
- Assist with Audit processes.

Salary: R137 342,52 p.a

STORE INVENTORY CLERK X1 (VERKEERDEVLEI)**Requirements:**

- Grade 12;
- Relevant qualification will be an added advantage;
- 1-2 years store inventory management experience;

Key responsibilities:

- Checking the supplier documentation against physical items and verifying quantity and specifications prior to acknowledging receipt or recording short delivery/damages on the documentation;
- Coding stock received in accordance with control procedures and positioning items in the appropriate location;
- Conducting stock counting sequences, applying control procedures using specific coding/labels to indicated counted stock and quantities;
- Preparing stock schedules detailing the quantity of stock on hand detailing reason for specific variances and the need for stock adjustment and forwarding for perusal, processing and approval;
- Ensure proper record keeping of all documentation including files and registers and ensure safekeeping thereof;
- Get copy of current inventory;
- Verify that the current inventory for correctness;
- Verify if all inventory items has been coded;
- Identify inventory items that could not be verified and report to the Inventory Management Officer;
- Identify inventory items that is not barcoded and report to the Inventory Management Officer;
- Locate inventory items received to the correct recipient;
- Record and movement of inventory items when necessary;

- Assist with Audit processes.

Salary: R137 342,52 p.a

**DEPARTMENT: INFRASTRUCTURE SERVICES ADVERTISEMENT INTERNAL/EXTERNAL
POSTS**

**ARTISANS LABOURERS X9 (3 THEUNISSEN, 2 WINBURG, 2 RANDFORT AND 2
VERKEERDEVLEI)**

Requirements:

- Grade 10
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key Responsibilities:

- Receiving instructions/guidance from the immediate superior and attends to the preparation of work site (e.g. placing road signage, loading/offloading equipment, tools, etc.) and/or fastening slings/ropes and guiding/holding material/equipment during the loading/off-loading sequences;
- Providing support to colleagues during the marking off of work area/site holding measuring tapes and inserting level indicators;
- Excavating and backfilling trenches to defined levels using hand held tools (e.g. concrete, mortar, etc.) and proceeds with mixing sequences;
- Laying cables and/or guiding the positioning of poles and associated structures and laying and compacting cement mixes and soil to reinforce structures using hand held tools (e.g. hand-stamper, spade etc.);
- Physically loading materials and other products and/or holding and guiding plant/equipment during the hoisting and placement;
- Removing debris/rubble, etc. and cleaning worksites

Salary: R103 477,56 p.a

**WATER TREATMENT PLANT GENERAL WORKER X8 (3 THEUNISSEN, 2 WINBURG, 2
BRANDFORT AND 1 VERKEERDEVLEI)**

Requirements:

- Grade 10
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key Responsibilities:

- Receiving verbal/written instructions from the immediate superior on the work programme/priorities and/or communicating specific cleaning material requirements;
- Commencing with cleaning sequence, mixing and using chemical detergents to remove stains/dirt from painted/ polished or carpeted surfaces;
- Vacuuming carpeted floor areas and dusting and dusting and tidying furniture;
- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc. and checking and reporting defective items to the immediate superior for attention;
- Attending to the surroundings, picking up litter and/or sweeping paved areas/walkaways;
- Cutting/trimming lawns and verges using hand held machines (brush cutter) and/or tools (shears, slasher, lawn mowers) for the clearing of overgrown shrubs;
- Weeding, cleaning and shaping flower beds using hand held gardening tools (Spades, Picks and Rakes, etc.);
- Removing and placing refuse bags from collection bins at the water works/plant;
- Assist the Supervisor and staff with maintenance and repair works to main water lines;
- Where required and in cases of emergencies assist with maintenance and reparation work of internal water lines.

Salary: R103 477,56 p.a

WATER MAINTENANCE GENERAL WORKER X8 (3 THEUNISSEN, 2 WINBURG, 2 BRANDFORT AND 1 VERKEERDEVLEI)

Requirements:

- Grade 10
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key Responsibilities:

- Receiving instructions/guidance from the Artisan and attends to the preparation of work site. (e.g. placing road signage, loading/offloading equipment, tools etc.) and fastening slings/ropes and guiding/holding material/equipment during the loading/offloading sequence;
- Providing support to the Plumbing assistant and Artisan during the marking off of work area/site holding measuring tapes and inserting level indicator;
- Excavating and backfilling trenches to defined levels using hand held tools (e.g. spade, picks etc.);
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences;
- Laying pipes and/or laying and compacting cement mixes and soil to reinforce structures using hand held tools (e.g. hand stamper, spade etc.);
- Assist with installing valves and taps;
- Assist to distribute notices to the public in cases of emergencies.

- Removing and washing off debris from tools and equipment;
- Placing and stacking tools/equipment in the vehicle, observing sequences and procedures supporting safe transit;
- Removing debris/rubble, etc. and cleaning worksites

Salary: R103 477,56 p.a

SEWER MAINTENANCE GENERAL WORKER X9 (3 THEUNISSEN, 2 WINBURG, 2 BRANDFORT AND 2 VERKEERDEVLEI)

Requirements:

- Grade 10
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key Responsibilities:

- Receiving instructions/guidance from the Artisan and attends to the preparation of work site. (e.g. placing road signage, loading/offloading equipment, tools, etc.) and/or fastening slings/ropes and guiding /holding material/equipment during the loading/offloading sequence;
- Providing support to the Plumbing Assistant and Artisan during the marking off of work area/site holding measuring tapes and inserting level indicators;
- Excavating and backfilling trenches to defined levels using hand held tools (erg spade, picks, etc.);
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences;
- Laying pipes and/or laying and compacting cement mixes and soil to reinforce structures using hand held tools (e.g. hand-stamper, spade etc.);
- Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade etc.);
- Assist with installing valves and tapes;
- Assist to distribute notices to the public in cases of emergencies;
- Removing and washing off debris from tools and equipment;
- Placing and stacking tools/equipment in the vehicle, observing sequences and procedures supporting safe transit;
- Removing debris/rubble, etc. and cleaning worksites;
- Distribute notices to the Public in cases of emergencies;
- Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts.

Salary: R103 477,56 p.a

SEWER TREATMENT PLANT GENERAL WORKER X9 (3 THEUNISSEN, 2 WINBURG, 2 BRANDFORT AND 2 VERKEERDEVLEI)

Requirements:

- Grade 10
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key Responsibilities:

- Receiving instructions/guidance from the Artisan and attends to the preparation of work site. (e.g. placing road signage, loading/offloading equipment, tools, etc.) and/or fastening slings/ropes and guiding /holding material/equipment during the loading/offloading sequence;
- Providing support to the Plumbing Assistant and Artisan during the marking off of work area/site holding measuring tapes and inserting level indicators;
- Excavating and backfilling trenches to defined levels using hand held tools (e.g. spade, picks, etc.);
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences;
- Laying pipes and/or laying and compacting cement mixes and soil to reinforce structures using hand held tools (e.g. hand-stamper, spade etc.);
- Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade etc.);
- Assist with installing valves and tapes;
- Assist to distribute notices to the public in cases of emergencies;
- Removing and washing off debris from tools and equipment;
- Placing and stacking tools/equipment in the vehicle, observing sequences and procedures supporting safe transit;
- Removing debris/rubble, etc. and cleaning worksites;
- Distribute notices to the Public in cases of emergencies;

Salary: R103 477,56 p.a

NIGHTSOIL LABOURERS X8 (2 THEUNISSEN, 2 WINBURG, 2 BRANDFORT AND 2 VERKEERDEVLEI)

Requirements:

- Grade 10
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key responsibilities:

- Enter into the premises to be serviced and removing the used night soil bucket;
- Offloading the content of the used night soil bucket onto the night soil wagon and/or truck;
- Replacing the used night soil bucket with a clean night soil bucket;
- Washing used night soil buckets with prescribed detergents;
- Piling of washed night soil buckets for further use;
- Ensure that night soil tractor/truck, wagon and equipment is cleaned after a shift;
- Ensure that dumping site is cleaned at all times;
- Ensure that all equipment, materials and detergent is kept safe in a prescribed manner;

Salary: R103 477,56 p.a

ROAD AND STORM WATER DRIVER: HEAVY DUTY DRIVER X3**Requirements:**

- NQF Level 2
- Code EC1 plus PDP
- 1-2 years' relevant experience.

Key responsibilities:

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Inspecting safety devices, controls lubricant level, etc on vehicles/heavy plant and reports defects to the immediate superior;
- Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures;
- Transporting personnel, material and equipment to/from specific locations;
- Forwarding to the relevant personnel for processing;
- Referring to work schedules and registers to correct deviations in entries raised during processing;
- Communicating with the Supervisor on site and confirming;
- Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or reconstruction work.
- Driving and manouevering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences.
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies, disasters and planned overtime.

Salary: R148 394,40 p.a

ROAD AND STORM WATER DRIVER: ROLLER DRIVER X3**Requirements:**

- NQF Level 2
- Code EC1 plus PDP
- 1-2 years' relevant experience.

Key responsibilities:

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Inspecting safety devices, controls lubricant level, etc. on vehicles/heavy plant and reports defects to the immediate superior;
- Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures;
- Transporting personnel, material and equipment to/from specific locations;
- Forwarding to the relevant personnel for processing;
- Referring to work schedules and registers to correct deviations in entries raised during processing;
- Communicating with the Supervisor on site and confirming;
- Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or reconstruction work.
- Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences.
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies, disasters and planned overtime.

Salary: R148 394,40 p.a

ROAD AND STORM WATER DRIVER: WATER TANKER DRIVER X2**Requirements:**

- NQF Level 2
- Code EC1 plus PDP
- 1-2 years' relevant experience.

Key responsibilities:

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Inspecting safety devices, controls lubricant level, etc. on vehicles/heavy plant and reports defects to the immediate superior;
- Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures;
- Transporting personnel, material and equipment to/from specific locations;
- Forwarding to the relevant personnel for processing;
- Referring to work schedules and registers to correct deviations in entries raised during processing;
- Communicating with the Supervisor on site and confirming;
- Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or reconstruction work.
- Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences.
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies, disasters and planned overtime.

Salary: R148 394,40 p.a

ROAD AND STORM WATER DRIVER: GRADER OPERATOR DRIVER X1

Requirements:

- NQF Level 2
- Code EC1 plus PDP
- 1-2 years' relevant experience.

Key responsibilities:

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Inspecting safety devices, controls lubricant level, etc. on vehicles/heavy plant and reports defects to the immediate superior;
- Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures;
- Transporting personnel, material and equipment to/from specific locations;
- Forwarding to the relevant personnel for processing;
- Referring to work schedules and registers to correct deviations in entries raised during processing;
- Communicating with the Supervisor on site and confirming;
- Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or reconstruction work.
- Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences.
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies, disasters and planned overtime.

Salary: R148 394,40 p.a

ROAD AND STORM WATER DRIVER: BACK ACTOR OPERATOR X2

Requirements:

- NQF Level 2
- Code EC1 plus PDP
- 1-2 years' relevant experience.

Key responsibilities:

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Inspecting safety devices, controls lubricant level, etc. on vehicles/heavy plant and reports defects to the immediate superior;
- Observing and/or participating in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures;
- Transporting personnel, material and equipment to/from specific locations;
- Forwarding to the relevant personnel for processing;
- Referring to work schedules and registers to correct deviations in entries raised during processing;

- Communicating with the Supervisor on site and confirming;
- Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or reconstruction work.
- Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences.
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies, disasters and planned overtime.

Salary: R148 394,40 p.a

ROAD AND STORM WATER: SEMI SKILL GENERAL WORKER X2

Requirements:

- Grade 10
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key responsibilities:

- Receiving instructions/guidance from the Artisan and attends to the preparation of work site. (e.g. placing road signage, loading/offloading equipment, tools, etc.) and/or fastening slings/ropes and guiding /holding material/equipment during the loading/offloading sequence;
- Providing support to the Road and Storm Water Supervisor during the marking off of work area/site holding measuring tapes and inserting level indicators;
- Excavating and backfilling trenches to defined levels using hand held tools (e.g. spade, picks, etc.);
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences;
- Laying pipes and/or laying and compacting cement mixes and soil to reinforce structures using hand held tools (e.g. hand-stamper, spade etc.);
- Assist to distribute notices to the public in cases of emergencies;
- Removing and washing off debris from tools and equipment;
- Placing and stacking tools/equipment in the vehicle, observing sequences and procedures supporting safe transit;
- Removing debris/rubble, etc. and cleaning worksites;
- Distribute notices to the Public in cases of emergencies;

Salary: R103 477,56 p.a

DEPARTMENT: SOCIAL AND COMMUNITY SERVICES ADVERTS INTERNAL/EXTERNAL

REFUSE REMOVAL DRIVERS X5 (2 THEUNISSEN, 2 WINBURG AND 1 BRANDFORT)

Requirements:

- NQF Level 2
- Code EC plus PDP
- 1-2 years relevant experience.

Key responsibilities:

- Receiving instructions from the immediate superior to establish details of tasks (vehicle, materials and personnel);
- Hitching/unhitching trailer to the vehicle, connecting and checking the functionality of safety signal indicators;
- Inspecting safety devices, controls, lubricants/fuel levels, etc. on vehicles, reporting defects, and/or washing/cleaning the vehicle and attending basic removal/replacement of defective parts/components;
- Attending to the offloading of waste at designate areas at the landfill site
- Driving to designated locations, collecting/loading refuse bags and/or refuse onto the trailer and sweeping/cleaning spillages.

Salary: R148 394,40 p.a

FIREFIGHTERS X4 (1 BRANDFORT, 1THEUNISSEN,1 WINBURG AND 1 VERKEERDEVLEI)

Requirements:

- Grade 12;
- Fire Fighter 1 and Hazmat Awareness or Fire Fighter 2 and Hazmat Operational; Code EC driver license
- 2 years' experience.

Key Responsibilities:

- Operating of fire appliances and all equipment pertaining to the fire services;
- Maintaining of all equipment;
- Attending to fire emergency for proper control of fire
- Writing of log sheets, call sheet and reports;
- To keep records up to date;
- Fire-fighting and extinguishing of veld and structural fires;
- Protection of life and property;
- Rescuing of life and property;
- Preventing the outbreak and spread of fire;
- For saving of lives and property.

Salary: R103 477,56 p.a

GENERAL WORKER: WASTE MANAGEMENT X12 (6 WINBURG, 4 THEUNUSSEN AND 2 BRANDFORT)

Requirements:

- Basic Adult Education
- The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
- Communication skills
- No essential Experience

Key responsibilities:

- Walking, picking up and loading refuse bags into the refuse vehicles;
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles;
- Attends to the loading/offloading of refuse bags into/from refuse vehicles at disposal sites;
- Removing and washing off debris from tools, containers and/or vehicles, applying disinfectants and using pressurised cleaning systems (hand held hoses);
- Street cleaning and sweeping

Salary: R103 477,56 p.a

LANDFILL OPERATORS X4 (1BRANDFORT, 1 THEUNISSEN, 1 WINBURG AND 1 VERKEERDEVLEI)

Requirements:

- Basic Adult Education, Grade 12 will be an added advantage
 - The incumbent will be expected to have a basic read and write skill in the execution of his or her duty;
 - Communication skills
 - No essential Experience
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- Operates heavy equipment (compactor, scraper, grader, dozer, etc.) safely and proficiently for purpose of waste disposal.
 - Cleans area near dump sites to reduce blowing trash.
 - Picks up litter when required.
 - Capturing of incoming waste quantities as per the Waste Information Regulations
 - Ensuring daily cover of waste material at the landfill site
 - Inspects loads when entering the landfill site
 - Directs public use of facility with respect to landfill policies, procedures and projects.
 - Assists public and informs public of household hazardous waste laws and services available.
 - Maintains and utilizes safety clothing, breathing apparatus and safety tools.
 - Assists with collection and disposal of recycling projects as needed.
 - Performs related duties in the waste management unit at the direction of the Manager.
 - Attends waste management related training.

Salary: R103 477,56 p.a

Enquiries can be directed to the Human Manager, Mr G. Tjolo at 057-403 5140 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.

No e-mails, faxes or late submissions will be accepted.

Closing date: 05 FEBRUARY 2021

NB: Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.

**M.M SELLO
ACTING MUNICIPAL MANAGER**