

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Tourism Information Officer X01**

**Salary: R169 595.52- R205 034.52 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

**Requirements**

- Matric Certificate
- National Diploma in Tourism.
- Computer Literate
- Code EB driver's License
- Good Communication Skills (Verbal and writing)

**Responsibilities**

- Attending meetings of the Council's Tourism committee and disseminating information therefrom.
- Arranging regular meetings with the community to stress the importance of tourism and the potential of local economic development in the Okhahlamba Municipal area.
- Attending meetings of the Tourism Association (by registering with Tourism KZN) and disseminating information therefrom.
- Developing and maintaining a database of all tour operators and attractions
- Distributing tourism pamphlets and promotional material.
- Assisting with maintaining the Tourism website by providing information on all attractions in the area.
- Erecting and maintaining Tourism Information direction signs on all major routes leading to Information Offices.
- Promoting community participation when arranging tourism events to ensure the event have the potential to be successful.
- Taking part in LED programmes to inform the community of the Okhahlamba Tourism Office and creating a link between tourism and local economic development

**Enquiries in respect of the above position should be directed to Director Social: Mr TP Mazibuko (036) 448- 8000 (Ext: 8066) during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

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**Public Participation Officer (03 Posts)**

**Salary: R169 595,52-R205 034,52 Per Annum (Benefits include Medical Aid, Housing and Pension)**

**REQUIREMENTS:**

- Grade 12
- National Diploma in Public Management or Equivalent NQF Level 6
- Computer Literacy
- Valid Driving License EB
- Excellent verbal & written communication skills.
- Good written and verbal communication as well presentation at a levels
- An ability to communicate in both IsiZulu & English.
- Must be prepare to work with the rural development and mobilization

**RESPONSIBILITIES:**

- Participating in the Integrated Development Planning processes in order to understand the Municipality's service delivery objectives;
- Participate in the drawing of a Public Participation Strategy and Implementation Plan encapsulating specific risk factors and forwarding to the manager for perusal and comment;
- Discussing and prioritizing programmed Public Participation initiatives, verifying resources allocations and execution procedures;
- Arranging the ward Committee meetings, attending and taking minutes.
- Attending OSS programmes
- Organising community meetings together with Councillors and attend
- Arranging CBP trainings with ward committees:
- Receiving reports from ward committees
- Compiling the report to COGTA :
- Checking and commenting on the adequacy of budgetary provisions to support Public Participation programmes and/or, monitoring expenditure and payment to service providers

**Enquiries in respect of the above position should be directed to the Director Social TP Mazibuko: @ (036) 448-8000/Ext 8066 during office hours**

***NB: The above mentioned post will be based on 06 days worker per week.***

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

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**Licensing Cashier (02 POST)**

**SALARY: R121 691,28-127 597,08 P/A**

**(Benefits include Medical Aid, Housing, Pension Fund and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate (Grade 12) with Maths or Accounting
- Relevant qualification
- Certificate or Diploma Relevant to finance
- Computer Literacy
- Good Communication Skills in IsiZulu and English
- Ability to work as a team
- Clear credit record

**RESPONSIBILITIES:**

- Communicating with the customer and attending to specific payment or sales enquiries and/or providing information on specific products/services.
- Calculating balances and explaining transactional recordings and penalties applicable and/or providing information on specific products/services
- Ability to work under pressure and deliver to tight deadlines
- Receiving and receipting payments
- Filing
- Adhere to Tariff Policies

**Enquiries in respect of the above position should be directed to the Superintendent: Mr .S.B Mabuya @ 036 448 1065 during office hours**

**A comprehensive Curriculum Vita, together with certified copies of qualifications and ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is **14<sup>th</sup> October 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Should you not be contact within 30 days from the closing date, your application should be deemed to have unsuccessful.

**S.D SIBANDE  
MUNICIPAL MANAGER**

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Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

**Cashier (01 POST)**

**SALARY: R98 294,52-103 072,68 P/A**

**(Benefits include Medical Aid, Housing, Pension Fund and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate (Grade 12) with Maths or Accounting
- Relevant qualification
- Certificate or Diploma Relevant to finance
- Computer Literacy
- Good Communication Skills in IsiZulu and English
- Ability to work as a team
- Clear credit record

**RESPONSIBILITIES:**

- Communicating with the customer and attending to specific payment or sales enquiries and/or providing information on specific products/services.
- Calculating balances and explaining transactional recordings and penalties applicable and/or providing information on specific products/services
- Ability to work under pressure and deliver to tight deadlines
- Receiving and receipting payments
- Filing

**Enquiries in respect of the above position should be directed to the Finance Manager-TE Gambu@ 036 448 8053 during office hours**

**A comprehensive Curriculum Vita, together with certified copies of qualifications and ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

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P.O. BOX 71  
BERGVILLE  
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**S.D SIBANDE  
MUNICIPAL MANAGER**

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**Information Technology Technician Support**

**Salary: R118 835.04 – 154 256.28 (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

**Requirements**

- Matric Certificate
- Diploma in Information Technology
- A+ and N+ or relevant Microsoft qualification will be added as an advantage
- N3 hardware and software
- 1-2 years experience
- Knowledge and experience on windows 7 to 10, win server 2008 R2 and office suits
- Ability to diagnose and fix hardware/software problems
- Ability to install configure and replace computer components.

**Responsibilities**

- Telephone support, front desktop support
- Exchange and active directory admin
- Installing, configuring, maintaining systems
- Maintain hardware create user IDs and passwords
- Installation of software and on site management
- Trouble shooting and create emails.

**Enquiries in respect of the above position should be directed to the IT Manager: Mr T Makhubu (036) 448 – 8000 (EXT 8077) during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the application letter should be sent to:**

**THE MUNICIPAL MANAGER  
OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

**The closing date for applications is 14 October 2016, 12H00. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.**

**SD Sibande  
Municipal Manager**



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**Team Leader (Roads)**

**Salary: R118 835.04 - R154 256.28 Per Annum (Benefits includes: Pension fund, Medical aid, Housing Allowance and 13<sup>th</sup> Cheque)**

**Requirements**

- Matric Certificate
- At least minimum of 2 years relevant experience
- N6 in Civil Engineering or equivalent qualification in Civil Engineering
- Drivers License C1
- Computer literacy

**Responsibilities**

- Road maintenance,
- Storm water drainage
- Supervision of maintenance team
- Receiving instructions/ work orders from the Technician to establish details of tasks (vehicle, materials and personnel).
- Discussing and scheduling priorities (site visits, etc.) and clarifying specific requirements for allocation and execution at sites.
- Reporting and seeking approval and guidelines on specific road and maintenance procedures from the immediate superior and implementing adjustments.
- Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reports defects to the civil Eng. technician.
- Evaluating and correcting deviations or non-compliance with safety and standard operating procedures and/ or investigating, establishing and reporting causes of accidents and/ or incidents.
- Resolving service related disputes/ conflicts with the general public, informing the immediate superior on concerns/ issues or attending to routine complaints.

**Enquiries in respect of the above position should be directed to the Infrastructure and Civil Engineer, (036) 448 - 8000 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the website and in the HR Office, should be sent to:**

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**SOCIAL DRIVER/LOUD HAILER (POST X2)**

**Salary: R 76 509, 96 per Annum**

**REQUIREMENTS:**

- Any appropriate level of Secondary Education
- Code EB drivers license
- Public Driver Permit(PDP)
- Good Communication Skills

**RESPONSIBILITIES:**

- Delivering and collecting mail and documentation to and from off site officer and suppliers
- Mobilize the communities for municipal meeting and events
- Assist senior committee officer and councilors clerk to deliver agenda's and minutes of meeting held

**Enquiries in respect of the above position should be directed to the Director Social Services:  
Mr T Mazibuko @ 036- 448 8000/EXT 8066 during office hours**

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**CRANE TRUCK DRIVER/OPERATOR (Contract-03 years)**  
**SALARY: R 85 265-04-R 103 072.68 P/A**

#### Requirements

- Matric will be an added advantage
- Drivers licence code C1, with PDP(GP)
- Relevant experience, operating certificate

#### Required Skills

- Ability to read and write to record daily records of the work done
- Ability to operate required equipment in a safe and responsible manner

#### Responsibilities

- Transporting material
- Operates heavy equipment
- Inspection of heavy equipment and truck
- Operates crane according to signal from the helper
- Moves levers and pedals to rotate crane
- Inspection of safety devices, controls, lubricant levels on vehicle and reporting defects
- Other related duties as per the Supervisor instruction

**Enquiries in respect of the above position should be directed to Mr M Hlatshwayo, of Technical Services at (036) 448- 8000 during Office Hours**

Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:

**OKHAHLAMBA MUNICIPALITY**  
**P.O. BOX 71**  
**BERGVILLE**  
**3350**

The closing date for applications is the **15<sup>th</sup> of October 2016(12H00)**, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant

**S.D Sibande**  
**Municipal Manager**



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**PADFOOT ROLLER OPERATOR (Contract-1 year)**  
**SALARY: R 85 265,04 –R 103 072.68 P/A**

#### **Requirements**

- Matric will be an added advantage.
- Drivers licence code 10, operating certificate
- 1 to 2 years relevant experience

#### **Required Skills**

- Communication skills
- Ability to read and write

#### **Responsibilities**

- Advise the supervisor of any requirements for maintenance or repairs
- Operate equipment in a safe and efficient way
- Use equipment to level and compact roads
- Daily safety and maintenance checks
- Other related duties as per the Supervisor instruction

Enquiries in respect of the above position should be directed to M Hlatshwayo, of Technical Services at (036) 448- 8000 during Office Hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:

**OKHAHLAMBA MUNICIPALITY**  
**P.O. BOX 71**  
**BERGVILLE**  
**3350**

The closing date for applications is the 16<sup>th</sup> of 2016 (12H00), if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant

**S.D Sibande**  
**Municipal Manager**

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#### **Advertisement Payroll Clerk**

**Salary: R118 835.04 – R154 256. 28 Per Annum (Benefits includes: Medical Aid, Pension, Housing Allowance and 13<sup>th</sup> cheque)**

#### **REQUIREMENTS:**

- Matric certificate
- National Diploma in Accounting
- Municipal Finance Management Programme (MFMP) would be added as an advantage
- 1-2 years' experience
- Computer Literacy in Microsoft office packages pastel knowledge and VIP Payroll system
- Ability to maintain confidentially
- Handle pressure and meet deadlines.
- Ability to apply payroll related policies and Procedures.

#### **RESPONSIBILITIES:**

- Payroll administration: Information system update
- Information verification and processing.
- Preparation of statutory deductions
- Integrate pay data into schedules.
- Reports and accounting systems by applying laid down policies and procedures. Clerical transactional functions and cash receipts
- Reconciliation of monthly returns
- Capturing of approved budgetary provisions in respect of payroll expenses

**Enquiries in respect of the above position should be directed to the Finance Manager: Mr T Gambu @ 036- 448 8000/8053 during office hours**

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**Fleet Admin Clerk**

**Salary: R118 835.04 – R154 256 28. 71 Per Annum (Benefits includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> cheque)**

**REQUIREMENTS:**

- An appropriate tertiary qualification at NQF level 05
- Code EB drivers license
- Computer Literacy in ms office applications
- 3-4 experience in similar field.
- Skills of reporting and writing

**RESPONSIBILITIES:**

- Manages the implementation monitoring evaluation and reporting sequences of outcomes associated with plans and programmers designed to accomplish key services delivery objectives with respect to the provision at value for money.
- Operational planning and reporting
- Performance and person management
- Procedures system and controls
- Customer focused service delivery continuous improvement and other general and functions.
- Inspect all vehicles regularly as required but at least once a month to ensure that vehicles are maintained in a good condition and are kept clean
- Ensuring that proper administrative control over all assets belonging to the Council is maintained

**Enquiries in respect of the above position should be directed to the Finance Manager: Mr T Gambu 036- 448 8000/EXT 8053 during office hours**

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**Human Resources/Benefits Officer**

**Salary: R169 595 52 – R205 034 52 (Benefits include Medical Aid, Housing and Pension)**

**REQUIREMENTS:**

- Matric certificate
- National Diploma in Human Resources/Public Management
- 2-3 years' relevant experience in Human Resources
- Computer literate
- Report writing skills
- Communication skills
- Knowledge of employees wellbeing and their benefits

**RESPONSIBILITIES:**

- Responsible for all Pension related matters/issues new employees applications, changes/ updates, claims ( resignations, deceased, dismissal, retirement) and all types of employees from exit
- Liase with NJMPF/GEPF medical aid schemes and banks
- Compiling reports on specific personnel related items (medical boarding , study loans and home loan allowance)
- Implementing programmes to promote EAP within the municipality.
- Responsible for HR admin and reporting
- Responsible for all municipal benefits and claims.

**Enquiries in respect of the above position should be directed to the Human Resources Manager: Ms Z Makhaza (036) 448- 8000 Extension 8047/8096 during office hours**

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the **form for application of employment** available on the municipal website, should be sent to:

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

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**SD SIBANDE  
MUNICIPAL MANAGER**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Assistant Building Inspector**

**Salary: R118 835.04 – R154 256.28 (Benefits include: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

**Requirements:**

- Matric certificate
- Diploma or equivalent qualification in Civil Engineering
- Computer Literate
- Code B Driver's License

**SKILLS REQUIRED**

- Building
- Building inspection
- Building Plans assessment

**RESPONSIBILITIES:**

- Performs on-site building and Heating, Ventilating and Air-conditioning (HVAC) inspections for construction, additions, alterations and new occupancies.
- Investigates complaints and referrals from other Village Departments or Public Agencies.
- Provides information and testimony in court regarding non-compliance orders.
- Prepares and submits monthly inspection reports outlining daily inspection activities.
- Interacts with citizens, contractors and Village staff regarding code information, complaints and concerns.
- Clarifies and interprets construction code regulations.

**Enquiries in respect of the above position should be directed to the Housing Manager: Mr ME Khumalo (036) 448- 8000 (Ext 8007) during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
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BERGVILLE  
3350**

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**SD SIBANDE  
MUNICIPAL MANAGER**

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**Housing Facilitator**

**Salary: R118 835.04 – R154 266.28 Per Annum (Benefits includes: Medical Aid, Pension fund, Housing Allowance and 13<sup>th</sup> cheque**

**REQUIREMENTS:**

- Matric certificate
- Computer literacy
- Appropriate Diploma/ National Diploma in Facilitation/ Management / Development / Project Management
- Code B Driver’s License

**REQUIRED SKILLS**

- Project Management Skills
- Community meetings facilitation skills
- Profiling of community Housing need and computer skills

**RESPONSIBILITIES**

- Disseminating necessary information to internal and external stakeholders and development agents
- Attending and responding to day-to-day queries from the Okhahlamba Community regarding housing development
- Assisting with the identification, conceptualizing and initializing of housing projects in conjunction with the Housing Manager and Okhahlamba Community
- Identifying role-players required for successful implementation of new projects.
- Interacting with development committees, social compacts and identified communities.
- Conceptualizing and managing the relocation of beneficial communities to new projects
- Attending Housing Meetings
- Compiling and submitting reports to the Housing Manager on progress of Housing Projects
- Submitting Reports to the Housing Manager
- Perform any other Housing activities as instructed by the Housing Manager

**Enquiries in respect of the above position should be directed to the Housing Manager: Mr ME Khumalo @ 036- 448 8000/8007 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

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**Museum Assistant**

**Salary: R118 835.04-154 256.28 Per annum (Benefits include Medical Aid, Housing, Pension, and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Grade 12, Computer Literacy
- Good Communication
- Excellent verbal & communication skills
- Problem solving skills
- An ability to communicate in both IsiZulu & English

**RESPONSIBILITIES:**

- Making brochures available and booklets/ addressing enquiries on specific items of the collection
- Conducting tours through the museum by providing general information and presenting factual details of the collection
- Attending to reservations/ bookings from tour groups and educational institutions to students and making available tour packages and/or alerting users to specific conditions and procedures that are applicable.
- Communicating with visitors and/or conducting tours through the museum, providing general information and presenting factual details on the collection
- Co-ordinates specific activities associated with cultivating and promoting interest and awareness amongst the local community.

**Enquiries in respect of the above position should be directed to the Senior LED Officer: Mrs H Ndaba: (036) 448 - 8000 Ext: 8018 during office hours**

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

*The closing date for applications is 14 OCTOBER 2016, 12H00. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Human Resources Clerk X01**

**Salary: R118 835.04 – R154 256.28 (Benefits include: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

**REQUIREMENTS:**

- Matric certificate
- Certificate in Human Resources Administration
- 6-12 month's administration/ relevant experience
- Computer literate
- Communication skills

**RESPONSIBILITIES:**

- Leave administration (assist in calculating leave to be captured on the system) and correct manual spreadsheet
- Ensure leave sheets are filled accordingly
- Check and print the clocking system VS manual attendance register.
- Assist in preparing back to basics report
- Capturing all job applications received onto a spreadsheet to simplify shortlisting process.
- Attending to staff queries and forwarding it to the HR Officer
- Retrieving supporting documentation and records to facilitate and support query resolution
- Assist in compilation of Workplace Skills Plan (WSP)
- Assist in facilitation of the venues for HR meeting/LLF, interviews workshops and attend it.
- Arrange and deal with all learnership/apprenticeship and quires in terms of payments.

**Enquiries in respect of the above position should be directed to the Human Resources Officer:  
Ms D Dlamini (036) 448- 8000 Extension 8044 during office hours**

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

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**SD SIBANDE  
MUNICIPAL MANAGER**



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**Labour Relations /Occupational Health and Safety Officer**

**Salary: R R169 595.52 - R205 034. 52 Per Annum (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

**REQUIREMENTS:**

- Matric certificate
- National Diploma in Labour relations and certificate in occupational health and safety
- 02-03 years relevant experience
- Computer literate
- Communication skills
- Report writing skills
- Knowledge of municipal legislations

**RESPONSIBILITIES:**

- Researching case laws and interpreting the relevance of outcomes to the charges against the member.
- Explaining procedures and applications associated with enquires and hearings.
- Assist with the co-ordination, convening of LLF meeting/OHS
- Attending of labour related issues, deal with accordingly
- Advise management on labour related issues/ collective agreements.
- Prepare and submit reports to Management Committee and other sub-committees
- Prepare monthly reports regarding disciplinary matters and health and safety
- Participating in committee and working groups and providing advice/guidance on the interpretation of policies and procedures impacting/ influencing condition =s of employment.

**Enquiries in respect of the above position should be directed to the Human Resources**

**Manager: Ms Z Makhaza (036) 448- 8000 Extension 8096 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

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BERGVILLE  
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MUNICIPAL MANAGER**

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**Information Technology Technician Support**

**Salary: R118 835.04 – 154 256.28 (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

**Requirements**

- Matric Certificate
- Diploma in Information Technology
- A+ and N+ or relevant Microsoft qualification will be added as an advantage
- N3 hardware and software
- 1-2 years experience
- Knowledge and experience on windows 7 to 10, win server 2008 R2 and office suits
- Ability to diagnose and fix hardware/software problems
- Ability to install configure and replace computer components.

**Responsibilities**

- Telephone support, front desktop support
- Exchange and active directory admin
- Installing, configuring, maintaining systems
- Maintain hardware create user IDs and passwords
- Installation of software and on site management
- Trouble shooting and create emails.

**Enquiries in respect of the above position should be directed to the IT Manager: Mr T Makhubu (036) 448 – 8000 (EXT 8077) during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the application letter should be sent to:**

**THE MUNICIPAL MANAGER  
OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

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**SD Sibande  
Municipal Manager**

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#### **Network Administrator**

**Salary: R118 835.04 – R154 256.28 (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>th</sup> cheque)**

#### **Requirements**

- Matric Certificate
- Information Technology and Computer sciences, or I.T Communication Networks, or I.T systems development
- 1-2 years' experience
- Monitor networks to ensure security and availability to specific users.
- Maintain integrity of the network, server deployment, and security.
- Maintain network servers such as file servers, VPN gateways, intrusion detection systems
- Ability to administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smartphones, software deployment, security updates and patches.

#### **Responsibilities**

- Knowledge on networking, server storage hardware and software systems
- IT safety policies and procedures
- Disaster recovery and data archiving
- Resolve any relevant onsite issues
- Provide assist with infrastructure expansion designs
- Backup support for Microsoft systems and financial systems
- Configuring of routers, designing and planning the network
- Maintaining the network
- Expanding the network
- Information and security requirements protect organizations value by keeping information confidential

**Enquiries in respect of the above position should be directed to the IT Manager: Mr T Makhubu (036) 448 – 8000 (EXT 8077) during office hours**

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Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

**Budget & Treasury Clerks X02**

**Salary: R 118 835, 04-R 154 256,28 Per Annum**

**(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric
- National Diploma Accounting cost management
- Municipal Finance Management Programme
- Public Finance
- 06-12 months relevant experience
- Case ware
- Mathematical skills

**RESPONSIBILITIES:**

- Reporting and Budgeting
- Assist in the preparation of Annual Financial Statements
- Budget & financial reporting
- Budget & Annual Financial Statements

**Enquiries in respect of the above position should be directed to the Finance Manager: Mr. TE Gambu @ 036- 448 8000/EXT 8053 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is the 14<sup>th</sup> of OCTOBER 2016, 12H00. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**ACCOUNTANT: SUPPLY CHAIN MANAGEMENT**

**Salary: R 240 189, 84- R299 644.08 Per annum (Benefits include Medical Aid, Housing, Pension Fund and Travelling Allowance)**

**REQUIREMENTS:**

- Bcom Degree, National Diploma in SCM, Accounting, Economics, Cost Management Accounting or Financial. (NQF Level 6) or Relevant
- Relevant experience 3-4 years
- Computer literacy
- Applicable knowledge of local government in finance and experience in local government.

**SKILLS:** Communication and Good Verbal skills, Interpersonal Skills.

**RESPONSIBILITY**

- Monitor and reporting on the extent of compliance with the approved Supply Chain Management Policy.
- Communicating with the Chief Financial Officer on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures.
- Aligning information systems, applications, work processes and role boundaries to support Supply Chain Management outcomes related to the stock control, requisitioning, procurement utilization,
- Providing guidance and training to personnel on the interpretation of procedures, application and workflows associated with the Supply Chain Management cycle.
- Interacting with internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustment and allocation of Expenditure Accounts.
- Assist with the compilation of annual budgets
- Ensuring policies and complied with by practically exercising the provisions of the relevant policies.
- Interacting to clarify needs analysis with internal departments and investigating/ assessing impacting variables (expenditure, commodity, market/ industry).

**Enquiries in respect of the above position should be directed to the Manager: Finance @ 036- 448 8000 during office hours**

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**GRADER OPERATORS X4 (Contract-3 years)**  
**SALARY: R 85 265.04-R 103 072.68 P/A**

#### Requirements

- Matric will be an added advantage, operating certificate
- Drivers licence code C1
- 1 to 2 years relevant experience

#### Required Skills

- Ability to operate plant in a safe manner
- Ability to communicate effectively in IsiZulu and English

#### Responsibilities

- Receive the instructions and communicate with the immediate superior to establish details of task
- Ensure safety control and lubricant levels on plant
- Knowledge of equipment cleaning standard and procedures
- Ensure safety requirements and procedures
- Other related duties as per the Supervisor instruction

**Enquiries in respect of the above position should be directed to Mr M Hlatshwayo, of Technical Services at (036) 448- 8000 during Office Hours**

Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:

**OKHAHLAMBA MUNICIPALITY**  
**P.O. BOX 71**  
**BERGVILLE**  
**3350**

The closing date for applications is the 15<sup>th</sup> of October 2016 (12H00, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant

**S.D Sibande**  
**Municipal Manager**

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**ASSET CONTROLLER CLERK (1-POST)**

**SALARY: 118 835.04- R154 256.28 P/A (Benefits includes: pension fund, medical aid, housing allowance and 13<sup>th</sup> cheque)**

**REQUIREMENTS:**

- Recognized financial management Diploma qualification or equivalent preferably majoring in Accounting and Financial Management Accounting.
- Good verbal and written skills in English and communication skills.
- Computer literate and knowledge of windows spread sheet applications.
- Previous work experience in the same field of asset management or fleet management would be a recommendation.
- Preferable code 08 drivers license

**RESPONSIBILITIES:**

- Maintaining asset register
- Safe keeping and safeguarding of assets
- Inventory and asset tagging
- Interacts with suppliers/ vendors and evaluates and determines conformity with Councils Procurement Policy and Guidelines
- Complies with control sequences and processes associated with all assets
- Provide information to user departments regarding specific procedural applications
- Complies with control sequences and processes associated with all transport activities as contained in the approved Transport Policy and Procedures and to ensure that the most effective, efficient and most economical use thereof is made at all times, by
- Advising users on procedures in respect of transport activities and the completing of the necessary documentation related thereto
- Attending to queries relating to transport activities of all departments
- Exercising control over the maintenance of and expenditure involved in the use of Council vehicles
- Ensuring proper completion and regular scrutiny of all records and returns concerning transport
- Ensuring that all Council vehicles are kept in good condition and are maintained and serviced regularly

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Supervisors for Xoshikati Eziko (2-Posts)**

**Salary: R76 509, 96 Per Annum**

**Requirements**

- Grade 12 / Matric Certificate
- Good communication skills
- Computer literate

**Responsibilities**

- Conducting site inspections to EPWP beneficiaries to ensure that duties are performed as per progress reports
- Making copies of attendance registers for submission
- Maintaining registers and records associated with the section staff establishment

**Enquiries in respect of the above position should be directed to the EPWP Co-ordinator, 036- 448 – 8000 Ext 8073 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy, form for application of employment available on the municipal website should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is the **14 OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**S.D SIBANDE  
MUNICIPAL MANAGER**



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**Community Surveyors (POST X6)**

**Salary: R 76 509, 96 per Annum**

**REQUIREMENTS:**

- Grade 12
- Computer literate
- Good Communication Skills

**RESPONSIBILITIES:**

- Verify the accuracy of survey data including measurement and calculations conduct of survey site.
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Calculate heights, depths, relative position, property lines and other characteristics of terrain.
- Prepare or supervise preparation of all data chart, plots, maps, records and document related to surveys.
- Write description of property boundary surveys for use in deeds, leases or other legal documents.

**Enquiries in respect of the above position should be directed to the Director Social and Economic Development @ 036- 448 8000/EXT 8066 during office hours**

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is the **14<sup>th</sup> of OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful. *Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

**Protocol Officer**

**Salary: R169 595,52-R205 034,52 per Annum**

**REQUIREMENTS:**

- Matric certificate
- National Diploma or equivalent NQF Level 6 in Communication, Public admin, Humanities or Social Science or related field
- Computer Literacy
- Good Communication skills
- Code EB driving license
- 2-3 years' experience on the field

**RESPONSIBILITIES:**

- Manage protocol services for Mayor, Deputy Mayor, the Speaker and political office bearers and structures.
- Manage protocol service for Mayor and Political Officer bearers travels and make appropriate arrangement for reception during departure and arrival.
- Process accreditation laissez passer, work permits and related documents for the Mayor and staff of the Municipality and their renewal when they are due.
- Prepare information guidelines for dignitaries and executive visitors to the municipality.
- Build the maintain cordial relationships with various Government agencies
- Supervise escort patrols of Political Officer bearers
- Prepare a monthly report on the activities of the Municipality area in terms of security situation and provide solution and resolution
- Perform any other related duties as may be assigned by the President or the immediate supervisor.

**Enquiries in respect of the above position should be directed to the HR Offices @ 036- 448 8000**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is the **14<sup>th</sup> of OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

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**Traffic Wardens (04 POSTS)**

**Salary: R76 509, 96 Per Annum**

**REQUIREMENTS:**

- Matric certificate
- Valid driver's license (code B), a post matric qualification will be an advantage
- Ability to work under pressure and commitment

**RESPONSIBILITIES:**

- The monitoring and control dimensions associated with the post require understanding and knowledge of By-laws and Traffic Regulations and specific emergency/ safety application skills to qualify the appointment as "Peace Officer".
- Communicating with the Control Room and attending to traffic bottle necks caused through accidents.
- Use hand signals to communicate with drivers and pedestrians
- Interacting with the control room for specific services to remove obstacles or contain specific disaster to facilitate traffic flow.
- Traffic Policing Functions on Road Safety
- Performs activities associated with monitoring and enforcing compliance with traffic and public safety by-laws as directed
- Patrol roster identifying areas

**PHYSICAL REQUIREMENTS:**

- The applicant must be physically fit and able bodied and must be note that the medical practitioner will approve his/her fitness
- Must be able to work in all weather conditions.

**Enquires in respect of the above position should be directed to the Superintendent Law Enforcement: Mr R Mkhwanazi @ (036) 448 -1065 during office**

***Comprehensive Curriculum Vitae, together the certified copies of qualification, ID copy and the form for application of employment (available on the municipal website) should be sent to:***

**OKHAHLAMBA LOCAL MUNICIPALITY  
P.O BOX 71  
BERGVILLE  
3350**

**The closing date for applications is 14 OCTOBER 2016, 12H00. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.**

**SD SIBANDE  
MUNICIPAL MANAGER**

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#### Registration Clerk

**SALARY: R118 835, 04-154 256, 28 per annum (Benefits includes: Medical Aid, Pension, Housing Allowances and 13<sup>th</sup> Cheque)**

#### Requirements

- Matric certificate
- Computer literate
- Valid driver's licence Code C1
- Good written and verbal communication
- Good interpersonal and cultural diversity skills
- Problem solving skills
- Ability to work as team

#### Responsibilities

- Administration duties
- Filling duties
- Booking application for learners and driving license on the system
- Assist applicant with filling forms

**Enquiries in respect of the above position should be directed to the Superintendent License and Testing at (036) 448- 1065 during Office Hours**

***NB: the abovementioned post will be based on 06 days worker per week***

**Comprehensive Curriculum Vitae, together with certified copies of, ID copy and the application form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA LOCAL MUNICIPALITY  
P.O BOX 71  
BERGVILLE  
3350**

The closing date for applications is **14 OCTOBER 2016**, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

**SD SIBANDE  
MUNICIPAL MANAGER**

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**Community Halls Admin clerk X1**

**Salary: R 118 835,04 - R 154 256, 28 per Annum**

**(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate
- Computer Literacy
- Good Communication skills

**RESPONSIBILITIES:**

- Liaising with all relevant stakeholders in terms of booking community halls.
- Receiving and report bookings to finance section for payments.
- Ensure correct hiring of halls in terms council prescribed tariffs of change and policy.
- Receiving verbal/ written instructions from the immediate superior
- 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 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/ walkways.
- In order to ensure laid down instructions are complied and tasks
- Undertaken and completed to acceptable standards

**Enquiries in respect of the above position should be directed to the HR Office @ 036- 448 8000**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

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#### **LED Officer X1**

**Salary: R 169 595, 52 - R 205 034, 52 per Annum**

**(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> Cheque)**

#### **REQUIREMENTS:**

- Matric certificate
- National Diploma Management/Business or Development Studies or NQF Level 6 relevant tertiary qualification
- Valid EB Driving License
- Computer Literacy
- Good Communication skills
- 2-3 years of experience on the field

#### **RESPONSIBILITIES:**

- Assisting with assessing and evaluation of local economic development project.
- Conducting situational analysis and feasibility studies to assess impact of proposals and applications.
- Interacting with the established local business sector to support with job creation and poverty alleviation initiatives.
- Facilitate commercialization of Emerging farmers
- Manage of Agricultural Support Centre.
- Facilitate access to markets through Fresh Produce Market and other markets
- Represent the interest of the municipality at the Fresh Produce market Creating a conducive environment for economic development to happen
- Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of the communication, investment, tourism and agricultural dimensions of Local Economic Development
- Initiatives and interventions necessary for the delivery of a professional and quality service with due considerations given to the needs of the target public and priorities requiring attention and the consolidated Local Economic Development approach at the local level
- Providing information based on trends and expected outcomes to facilitate the provisioning for specific activities/ interventions during the functional budgeting process.

**Enquiries in respect of the above position should be directed to the Senior LED Officer- H.P Ndaba @ 036- 448 8018**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Personal Assistant to Director Technical Services (Contract)**

**SALARY: R145 415.28 52 Per Annum (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>TH</sup> Cheque)**

**Requirements**

- Matric Certificate
- Secretarial Diploma
- Computer Literacy
- 3 Years relevant PA/Secretarial/ Administrative experience

**Responsibilities**

- Scheduling, confirming and updating the diary of the Director Technical and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external departments, professionals, contractors, arranging the venue and attending to catering/ refreshments requirements.
- Confirming availability and reserving the Conference/ Board Room for scheduled meetings and/ or coordinating arrangements/ set-up in accordance with requirements.
- Preparing/ circulating notifications and agendas.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- Retrieving/ accessing information/ files/ correspondences on request and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.

**Enquiries in respect of the above position should be directed to the Director Technical Services at (036) 448- 8000 (EXT) 8005 during Office Hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA LOCAL MUNICIPALITY  
P.O BOX 71  
BERGVILLE  
3350**

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**CREDIT CONTROLLER AND CUSTOMER CARE OFFICER (1-POST)**

**SALARY: 169 595.52-R205 034 .52 Per Annum (Benefits includes: pension fund, medical aid, housing allowance and 13<sup>th</sup> cheque)**

**REQUIREMENTS:**

- Recognized financial management Diploma qualification or equivalent preferably majoring in Accounting and Financial Management Accounting.
- Good verbal and written skills in English and communication skills.
- Computer literate and knowledge of windows spread sheet applications.
- Previous work experience in the same field would be a recommendation.

**RESPONSIBILITIES:**

- Monitoring revenue collection and receipting and processes referring to information detailed in supporting transactional documentation and resolving deviations from procedures
- Attending to the consolidation of Debtor accounts, extracting and submitting reports detailing amounts payable for approval prior to generating and forwarding consumer billing statements
- Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations
- Providing guidelines/guidance to personnel on the application of procedures
- Implementing remedial measures/corrective action to align performance and output against agreed standards
- Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action
- Processing and verifying debtor transactions against system reports and summaries and, seeking approval on adjustments to entries for specific accounts
- Execute write off sequences for unrecoverable debt upon approval
- Other duties as per supervisor's instruction.

**Enquiries in respect of the above position should be directed to the Manager Finance:  
Mr TE Gambu**



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**Pound Keeper X1**

**Salary: R 118 835, 04-R 154 256, 28 per Annum**

**(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate
- Computer Literacy
- Valid driving license EB

**RESPONSIBILITIES:**

- Participating in routine checks.
- Patrolling, observing the streets and suburban areas and identifying with non-conforming practices.
- Communicating with the offender or interacting with the control room or SAPS to facilitate arrest for more serious offence.

**Enquiries in respect of the above position should be directed to the HR Office @ 036- 448 8000**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is the **14<sup>th</sup> of OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**

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**Fireman X8**

**Salary: R 76509.96 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate.
- Code either EC + EC1 + C1 + Valid driver's license with Prdp
- Fighter I + II NFPA and SAQCC accredited
- Hazmat awareness and operations
- Computer Literacy
- Good Communication skills
- An ability to swim will be added as an advantage

**RESPONSIBILITIES:**

- Firefighting and rescue operations. (shift work)
- Disaster management and assessment
- Traffic policing functions road safety
- Maintain fire station and equipment
- Comply with all relevant legislations and policies of the municipality
- Follow all reasonable instructions given by section head

**Enquiries in respect of the above position should be directed to the Disaster Superintendent:  
Supt. F Halgreen @ (036) 448- 1065**

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is **14 OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**

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**Tabhane Admin Clerk X1**

**Salary: R 118 835, 04 - R 154 256, 28 per Annum  
(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate
- Computer Literacy
- Good Communication skills

**RESPONSIBILITIES:**

- Customer focused service delivery.
- Operational co-ordination.
- Assist center manager in facilitating the daily, weekly and monthly adherence to the service roster.
- Disability Desk co-ordination

**Enquiries in respect of the above position should be directed to the Thusoung/MPCC Manager  
@ 036- 448 6001**

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

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*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD SIBAND  
MUNICIPAL MANAGER**

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**Librarian Assistant X01**

**Salary: R 118 835, 04-154 256. 28 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

**Requirements**

- Matric Certificate
- 1- 2 years' relevant experience
- Computer Literate
- Good Communication Skills(Verbal and writing)

**Responsibilities**

- Serve patrons of the library using high quality customer service practices
- Check library materials in and out, issuing library cards, taking fines and payments for lost or damaged materials
- Update library customer records and place holds
- Handle issues related to overdue and library customer's circulation record
- Receive payments, provides receipts, balance and reconcile cash amounts
- Maintain and process cash records according to established procedures
- Provide information on policies, procedures, local and system wide services, programs and materials
- Answer directional, informational, readers' advisory, and basic reference questions

**Enquiries in respect of the above position should be directed to Librarian: Mrs ZP Kunene (036) 448- 1103 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**THE MUNICIPAL MANAGER  
OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

**The closing date for applications is 14 OCTOBER 2015, 12H00. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.**

**SD Sibande  
Municipal Manager**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Disability/Gender Desk Officer X01**

**Salary: R169 595.52 - R205 034 52 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

**Requirements**

- Matric Certificate
- National Diploma in administration/Business administration
- 2-3 years relevant experience
- Computer Literate
- Good Communication Skills(Verbal and writing)

**Responsibilities**

- Assisting in coordinating and establishment of Disability and Gender forums and involving all role players and stakeholders in order to have a centralized point for developmental initiatives.
- Coordinating Outreach Programmes, presenting challenges and opportunities facing the disability sector and drafting input from local communities and families.
- Assist in planning and organizing calendar celebration programmes, and participate in capacity building workshops with NGO's, CBOs and forums, and participate in Disability forum and Gender meetings with relevant stakeholders.
- Ensure coordinated disability policies by involving relevant organizations (Welfare organizations, Old Age Homes, etc.) to ensure smooth running of programmes.
- Coordinates the integration and mainstreaming of Disability and Gender issues within the municipality sections and services.
- Participating in conferences and workshops on Disability Programs.

**Enquiries in respect of the above position should be directed to Director Social: Mr TP Mazibuko (036) 448- 8000 (Ext: 8066) during office hours**

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**Personal Assistant to Director Corporate Services (Contract)**

**SALARY: R145 415.28 52 Per Annum (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>TH</sup> Cheque)**

**Requirements**

- Matric Certificate
- Secretarial Diploma
- Computer Literacy
- 3 Years relevant PA/Secretarial/ Administrative experience

**Responsibilities**

- Scheduling, confirming and updating the diary of the Director Corporate and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external departments, professionals, contractors, arranging the venue and attending to catering/ refreshments requirements.
- Confirming availability and reserving the Conference/ Board Room for scheduled meetings and/ or coordinating arrangements/ set-up in accordance with requirements.
- Preparing/ circulating notifications and agendas.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- Retrieving/ accessing information/ files/ correspondences on request and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.

**Enquiries in respect of the above position should be directed to the Director Corporate Services at (036) 448- 8000 during Office Hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA LOCAL MUNICIPALITY  
P.O BOX 71  
BERGVILLE  
3350**

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Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**Personal Assistant to Director Social and Economic Development (Contract)**

**SALARY: R145 415.28 52 Per Annum (Benefits includes: Medical Aid, Housing Allowance, Pension and 13<sup>TH</sup> Cheque)**

**Requirements**

- Matric Certificate
- Secretarial Diploma
- Computer Literacy
- 3 Years relevant PA/Secretarial/ Administrative experience

**Responsibilities**

- Scheduling, confirming and updating the diary of the Director Corporate and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external departments, professionals, contractors, arranging the venue and attending to catering/ refreshments requirements.
- Confirming availability and reserving the Conference/ Board Room for scheduled meetings and/ or coordinating arrangements/ set-up in accordance with requirements.
- Preparing/ circulating notifications and agendas.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- Retrieving/ accessing information/ files/ correspondences on request and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.

**Enquiries in respect of the above position should be directed to the Director Social and Economic Development at (036) 448- 8000 during Office Hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA LOCAL MUNICIPALITY  
P.O BOX 71  
BERGVILLE  
3350**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

#### **EPWP Assistant**

**Salary: R118 835. 04 - R154 256. 28 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

#### **Requirements**

- Grade 12
- Computer Literate – Office Applications
- Secretarial Course/ admin certificate
- 1-2 years' experience

#### **Responsibilities**

- Organising, confirming and scheduling meetings/ appointments with internal departments/ external departments, professionals, contractors, arranging the venue and attending to catering/ refreshments requirements.
- Confirming availability and reserving the Conference/ Board Room for scheduled meetings and/ or coordinating arrangements/ set-up in accordance with requirements.
- Preparing/ circulating notifications and agendas.
- Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- Retrieving/ accessing information/ files/ correspondences on request and/ or conducts searches on electronic mediums to elicit information on specific subjects/ topics for perusal.
- Attending to the filing of confidential/ general documentation and correspondences, removing and/ or inserting copies in specific files and/ or controlling and updating coding/ indexing sequences to facilitate accessibility to information.

**Enquiries in respect of the above position should be directed to Director Social: Mr T Mazibuko (036) 448- 8047 (ext: 8066) 8044 during office hours**



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**Examiner Learners License**

**Salary: R197 308, 36 Per Annum (Benefits include Medical Aid, Housing and Pension)**

**REQUIREMENTS:**

- Grade 12, Computer Literacy.
- Examiner's Certificate Grade "L."
- R701 Certificate
- Valid Driver's License code A and EC will be add as advantage.
- No criminal record or pending case SAPS clearance not more than 03 months.
- Excellent verbal & written communication skills.
- Good interpersonal Relations and cultural diversity skills.
- Problem solving skills.
- An ability to communicate in both IsiZulu & English.

**RESPONSIBILITIES:**

- Checking details of applicants received against relevant supporting documents
- Eye test, renewal of PRDP's, Driving Licenses
- Conversion of driving Licenses and all other administrative duties delegated by the supervisor
- Assisting applicants with any other queries regarding Driver's License
- Immediately capture the test results on the E-Natis system
- Assist applicants with filling of forms

**Enquiries in respect of the above position should be directed to the Superintendent Licensing and Testing: @ (036) 448-1065 during office hours**

***NB: The above mentioned post will be based on 06 days worker per week.***

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

***The closing date for applications is 14<sup>th</sup> OCTOBER 2016, 12H00. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.***

**SD SIBANDE  
MUNICIPAL MANAGER**

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

**TIPPER TRUCK DRIVER (Contract-3 years)**

**Salary: R85 265.04 - R103 072.68 Per Annum**

**Requirements**

- Matric will be an added advantage, operating certificate
- Drivers licence code C1
- 1 to 2 years relevant experience

**Required Skills**

- Ability to operate plant in a safe manner
- Ability to communicate effectively in IsiZulu and English

**Responsibilities**

- Receive the instructions and communicate with the immediate superior to establish details of task
- Transporting/delivering quarry send etc. to the community
- Ensure safety control and lubricant levels on plant
- Perform all other duties as per the supervisors instruction

**Enquiries in respect of the above position should be directed to Mr M Hlatshwayo, of Technical Services @ (036) 448- 8000 during Office Hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:**

OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350

**The closing date for applications is 14 October 2016 @ 12H00, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.**

**Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant**

**SD Sibande  
Municipal Manager**

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#### **Electrician**

**Annum Salary: R240 189.84 – R299 644.08 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

#### **Minimum Requirements:**

- Applicants should be in possession of a grade 12 certificate.
- National Diploma in Electrical Engineering or Equivalent Qualification
- Computer knowledge
- A Trade Test Certificate as an electrician
- Valid Code 10 drivers licence.
- Wireman License will be an added advantage
- Experience in 11Kv switchgear operation, substation and 11Kv line work maintenance, transformer maintenance, MV and LV cable jointing and termination will be an added advantage.
- A certificate of competence in the operation of an Aerial platform, a Truck mounted crane and a First aid course will be an added advantage.
- Good interpersonal skills.
- Ability work under pressure.

#### **Key Performance Areas:**

- Maintenance of Electricity Network.
- Extension of Network to accommodate new customers.
- Exercising credit control and managing illegal network connections.
- Responsible for the daily planning and organizing of various Electrical /tasks allocated to him and staff under his control by ;
- Ordering of materials for each task that was allocated to him in liaison with Engineering Technician to ensure productive and determine to complete tasks allocated to him.
- Controlling equipment and small tools while carrying out tasks to ensure that equipment and tools of the Council is not abused.
- Construction of all new Capital projects i.e. H.V. Switchgear, reticulation on Network system, /low voltage cable s and streetlights in liaison with Manager Engineering Services to ensure that Capital projects are done according to set standards.
- Project management of all electrical projects and programme and supervise electrical contractors executing projects Supervise work done on substance, mini-substations.
- Ensuring OHS ACT compliance and responsible for safety of workers under your control and the general public whilst working on the electrical systems.
- Preparation of reports, correspondence, cost estimates and obtaining of quotations and project reporting.
- Development of ESDP and Preparation of Electrical Maintenance Plan for the entire Okhahlamba Municipal facilities.
- Repairs to of mentioned equipment plant under extreme time limitations and mostly under

**Enquiries in respect of the above position should be directed to the Director Technical Services: Mr N Malinga @ 036- 448 8000 (EXT: 8005) during office hours.**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

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**Call Centre Consultant (04 POSTS)**

**Salary: R76509 .96 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric
- Computer literacy (word and excel)
- Good communication skills
- Must be able to work shifts

**RESPONSIBILITIES:**

- Interaction with the callers and operation personnel on telephones/ two way radios with respect to specific incidents needing attention
- Be trustworthy and not devote classified information
- Interpreting coded language information and instruction from personnel on duties to co-ordinate specific action and proceeding with the communication thereof to relevant department/ external emergency functions to respond
- Filling documentation correspondence, report and other related documentation
- Recording and updating register with details of message, occurrences and responses
- Typing secretarial support and all other duties as per supervisors instruction

**Enquiries in respect of the above position should be directed to the Disaster Superintendent:  
Supt. F Halgreen @ (036) 448- 1065**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is **14 OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD Sibande  
MUNICIPAL MANAGER**

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**GRADER OPERATORS X4 (Contract-3 years)**

**SALARY: R 85 265.04-R 103 072.68 Per Annum**

**Requirements**

- Matric will be an added advantage, operating certificate
- Drivers licence code C1
- 1 to 2 years relevant experience

**Required Skills**

- Ability to operate plant in a safe manner
- Ability to communicate effectively in IsiZulu and English

**Responsibilities**

- Receive the instructions and communicate with the immediate superior to establish details of task
- Ensure safety control and lubricant levels on plant
- Use equipment for blading of sports field, level of roads and ensure proper drainage
- Driving and manoeuvring heavy mechanical plant and engaging controls to operate mechanism to enable digging, loading, grading and levelling sequences
- Knowledge of equipment cleaning standard and procedures
- Ensure safety requirements and procedures
- Other related duties as per the Supervisor instruction

**Enquiries in respect of the above position should be directed to Mr M Hlatshwayo, of Technical Services at (036) 448- 8000 during Office Hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:**

OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350

The closing date for applications is **14 of October 2016 @12H00**, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

**Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant**

**SD Sibande  
Municipal Manager**

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**WATERCART TRUCK DRIVER (Contract-3 years)**

**Salary: R 85 265.04-R 103 072.68 Per Annum**

**Requirements**

- Matric will be an added advantage, operating certificate
- Drivers licence code C1
- 1 to 2 years relevant experience

**Required Skills**

- Ability to operate plant in a safe manner
- Ability to communicate effectively in IsiZulu and English

**Responsibilities**

- Receive the instructions and communicate with the immediate superior to establish details of task
- Transporting/delivering water to the community
- Ensure safety control and lubricant levels on plant
- Perform all other duties as per the supervisors instruction

**Enquiries in respect of the above position should be directed to Mr M Hlatshwayo, of Technical Services at (036) 448- 8000 during Office Hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

**The closing date for applications is 14 October 2016 @ 12H00, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.**

**Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant**

**SD Sibande  
Municipal Manager**

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**Technical Admin/Cemetery Officer**

**SALARY: R169 595.52 – R205 034.52 Per Annum ( Benefits includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> cheque**

**Requirements**

- Matric, relevant qualification will be an added advantage.
- Drivers licence code C1
- 1 to 2 years relevant experience

**Required Skills**

- Good communication skills
- Computer literate

**Responsibilities**

- Receive the instructions and communicate with the immediate superior to establish details of task
- Attending to the approval of requisitions orders/controlling claims and related departmental issues
- Filling completed work orders in alpha numerical/chronological sequence in folders on request from departmental personnel
- Updating departmental records sequential
- Attending telephone calls, forwarding messages/calls to specific personnel
- Other related duties as per the Supervisor instruction

**Enquiries in respect of the above position should be directed to Mr M Hlatshwayo, of Technical Services at (036) 448- 8000 during Office Hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications (Matric) and ID, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is **14 October 2016 @12H00**, if you have not heard from us within 30 days of the closing date; you should regard your application as unsuccessful.

**Late applications will not be considered and please note that the municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant**

**S.D Sibande  
Municipal Manager**

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**Thusoung Admin Clerk X1**

**Salary: R 118 835, 04 - R 154 256, 28 per Annum**  
**(Benefits Includes: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate
- Computer Literacy
- Good Communication skills

**RESPONSIBILITIES:**

- Customer focused service delivery.
- Operational co-ordination.
- Assist center manager in facilitating the daily, weekly and monthly adherence to the service roster.
- Disability Desk co-ordination

**Enquiries in respect of the above position should be directed to the Thusoung/MPCC Manager @ 036- 448 6001**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is the **14<sup>th</sup> of OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

*Should you not be contacted within 30 days from the closing date, your application should be deemed to have unsuccessful.*

**SD SIBANDE  
MUNICIPAL MANAGER**



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**Parks and Cemetery Officer (01 Post)**

**Salary: R169 595.52-R205 034.52 Per Annum (Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13<sup>th</sup> Cheque)**

**Requirements**

- Matric Certificate
- National Diploma in Landscaping or equivalent NQF Level 6, certificate in Horticultural as an added advantage
- Code EB Driving License
- 2-3 years relevant experience
- Good Communication Skills (Verbal and writing)

**Responsibilities**

- Allocating duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards.
- Providing guidance on new applications or clarifying instructions, requirements of specific burials and, cultural aspects for consideration.
- Maintaining stock levels of material, consumable items and equipment usage and return of items to the Store
- Assessing and addressing deviations in the standard and quality of service delivery with external service providers and reporting non-conformance to the immediate superior
- Maintaining records of burials in the register against allocated control numbers to facilitate easy identification of site.
- Establishing the number of mourners accompanying funeral sessions to enable proper planning and allocation of times to avoid bottlenecks and confusion.

**Enquiries in respect of the above position should be directed to Director Technical Services: Mr N Malinga @ (036) 448- 8000 (Ext: 8005) during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**THE MUNICIPAL MANAGER  
OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is **14 OCTOBER 2015, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**SD Sibande  
Municipal Manager**