

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

**WATERCART TRUCK DRIVER X01 (Contract-3 years)**

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

**Requirements**

- NQF Level 1
- Code EC driving licence with PrDP
- Certification of competency in the operation of truck mounted cranes and operation of Heavy Plant.

**Required Skills**

- Good communication skills
- Work outside normal working time/hours
- Work in all weather conditions
- Ability to communicate effectively in IsiZulu and English

**Responsibilities**

- Receiving instructions from the Foreman to establish details of tasks (vehicle, materials and personnel)
- Inspecting safety devices, controls, lubricant levels, etc. on vehicles/ heavy plant and reports defects to the Foreman. Inspecting safety devices, controls, lubricant levels, etc. on vehicles/ heavy plant and reports defects to the Foreman.
- 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.

**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 December 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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**TLB OPERATOR X02 (Contract-3 years)**

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

**Requirements**

- NQF Level 1
- Code C1 driving licence with PrDP
- Certification of competency in the operation of TLB.

**Required Skills**

- Good communication skills
- Practice workplace safety

**Responsibilities**

- Practice workplace safety participate in routine maintenance
- Receiving instruction from the foreman to establish details of task
- Driving and manoeuvring heavy mechanical plant controlling the utilization of materials (sand and stones)
- Digging of cemeteries in rural and urban areas
- Receiving instructions from the Foreman to establish details of tasks (vehicle, materials and personnel)

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**SD Sibande  
Municipal Manager**

03

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**Refuse Truck Driver (Winterton) (Contract-3 years)**

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

**Requirements**

- Driver's license code C1 with PRDP
- 1 to 2 years relevant experience

**Required Skills**

- Good Communication skills
- Inspecting safety devices
- Controls lubricant levels on vehicles
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**Responsibilities**

- Collect waste and transport it to disposal area
- Communicating with supervisor on site on disposal waste
- Pulls levers to lift body when loading and offloading waste
- Collect and dispose waste on the municipality dump site

**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, ID copy and the form for application of employment available on the municipal website, should be sent to:**

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**SD Sibande**  
**Municipal Manager**

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**Waste Supervisor X01**

**Salary: R133 803.96 – R154 256.16 Per Annum**

**Requirements**

- Grade 12
- Code EB Driving License
- Appropriate Management / Development / Project Management Diploma / Degree
- Relevant experience (1-2 years)

**Skills Required**

- Ability to work under pressure
- Report writing skills
- Record maintaining and keeping

**Responsibilities**

- 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.
- Co- ordinate activities and procedures related to waste management
- Monitoring personnel
- Attending to complaints
- Monitoring collection and disposal of waste
- Co-ordinate activities and procedures related to waste management

**Enquiries in respect of the above position should be directed to Ms XA Keswa, Waste Management Officer at (036) 448- 8000 during Office Hours**

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Municipal Manager**

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**Team Leader (Waste)**

**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**

- Performs tasks associated with monitoring and reporting on progress and execution of specific
- Receiving instructions/ work orders from the Director 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 cleaning and collection procedures from the immediate superior and implementing adjustments.
- Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reports defects to the Superintendent.

**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 application letter should be sent to:**

**THE MUNICIPAL MANAGER  
OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
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**SD SIBANDE  
MUNICIPAL MANAGER**

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**Team Leader (Parks)**

**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

**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 application letter should be sent to:**

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

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**SD SIBANDE  
MUNICIPAL MANAGER**

07

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**

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Municipal Manager**

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**TRACTOR DRIVER**

Salary: R 85 265.04-R 103 072.68 Per Annum

**Requirements**

- Matric
- Code EB Driver's License
- Relevant 1 to 2 years' experience

**Required Skills**

- Good communication skills
- Practice workplace safety

**Responsibilities**

- Communicating with the Supervisor on site and confirming requirements.
- Inspecting the site and removing obstacles that could harm/ damage operating mechanisms.
- Driving and manoeuvring the vehicle and engaging controls to operate mechanisms to facilitate specific sequences (grass cutting).

**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:**

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Municipal Manager**



09

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**PMU TECHNICIAN X02 (3 YEARS CONTRACT)**

**SALARY: R200 238, 72-255 652, 68**

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

**REQUIREMENTS:**

- Matric/Grade 12
- Diploma in Civil Engineering or Equivalent
- Computer Literate
- Two years' experience

**REQUIRED SKILLS**

- Problem solving
- Good communication skills

**RESPONSIBILITIES**

- Evaluation proposed project in alignment with IDP and regional growth development plan.
- Conducting site visits and meetings
- Verifying payment certificate
- Preparing payment schedule
- Managing cash flow and expenditure
- Assisting in other related municipal projects

**Enquiries in respect of the above position should be directed to the PMU MANAGER: @ 036-448 8000/8015 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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MUNICIPAL MANAGER**

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**Smooth Roller Operator (03 Years Contract)**

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

**Requirements**

- NQF Level 1
- Code C1 Driving License with PRDP
- Certification of competency in the operation

**Required Skills**

- Require to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime

**Responsibilities**

- Keep plant in a state which is safe to operate
- Participate in routine maintenance

**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:**

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Municipal Manager**

11

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

**Waste Management Officer (Bergville) X01**  
**Salary: R169 595.52 - R205 034.52 Per Annum**

**Requirements**

- Grade 12
- Code EB Driving License
- Appropriate Management / Development / Project Management Diploma / Degree

**Skills Required**

- Ability to compile reports
- Ability to communicate at Management level

**Responsibilities**

- Manage the review of waste management services which should be done in accordance with the Municipal Systems Act, Section 78 and adopted by Council Preform dust control operations in urban and rural work site Develop Integrated Waste
- Management Plan (IWMP) which identifies future targets and infrastructure projects and complies with the requirements of the Waste Management
- Monitor all records of insured of assets for waste management services and ensure that maintenance plans are in place for all assets
- Ensure that all the necessary permits, licenses, exemptions, permissions and approvals in respect of the provisioning of waste services in the municipal area of jurisdiction have been obtained.

**Enquiries in respect of the above position should be directed to Mr SN Malinga, Director 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:**

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**Technical Admin Clerk**

**Salary: R118 835.04 – R154 256 28. 71 Per Annum**

**REQUIREMENTS:**

- Matric
- Computer Literacy in Ms office applications
- 1 year experience in similar field.
- Skills of reporting and writing

**RESPONSIBILITIES:**

- Minutes taking
- Report writing
- Typing daily basis office work
- Giving support to the department as a whole

**Enquiries in respect of the above position should be directed to Ms XA Keswa: Waste Management Officer 036- 448 8000/EXT 8017 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  
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**PMU ADMINISTRATION CLERK (03 Years Contract)**

Salary: R118 835, 04-R154 256, 28

(Benefits included: Medical Aid, Pension Fund, Housing Allowance and 13<sup>th</sup> cheque)

**REQUIREMENTS:**

- Matric/Grade 12
- Diploma in Office Administration or any Related Qualification
- Computer Literate Microsoft word, excel and power point.
- One year experience

**REQUIRED SKILLS**

- Administrative Skills
- Reporting and Writing skills
- Good communication skills
- Must be able to communicate in isiZulu and English

**RESPONSIBILITIES**

- Record, organize, store, computer and retrieve correspondence and data.
- Handle routine enquires.
- Keep and maintain the filing system for the component.
- Distribute documents/packages to various stakeholders as required.

**Enquiries in respect of the above position should be directed to the PMU MANAGER: @ 036-448 8000/8015 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 DECEMBER 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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**SD SIBANDE**

**MUNICIPAL MANAGER**

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**CIVIL ENGINEERING TECHNICIAN (3 YEARS CONTRACT)**

**SALARY: R200 238, 72-255 652, 68**

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

**REQUIREMENTS:**

- Matric/Grade 12
- Diploma in Civil Engineering or Completed S4 with (P1-P2) of Equivalent
- One year experience

**REQUIRED SKILLS**

- Problem solving
- Quality control on site, documentation, material/equipment requisitioning in charge with all/ of construction operations.
- Good communication skills

**RESPONSIBILITIES**

- Project management the labour intensive projects in line with EPWP.
- Check project progress.
- Develop plan and cost estimation for installation of systems, utilization of facilities or construction of structure.
- Supervision/monitoring of plant operator and maintenance team.
- Providing technical support and evaluation of proposed projects.

**Enquiries in respect of the above position should be directed to the Director Technical SN Malinga: @ 036- 448 8000/8005 during office hours**

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**Parks Supervisor X01**

**Salary: R133 803.96 – R154 256.16 Per Annum**

**Requirements**

- Grade 12
- Code EB Driving License
- Appropriate Management / Development / Project Management Diploma / Degree
- Relevant experience (1-2 years)

**Skills Required**

- Active monitoring of required work outcomes and standardise regard to council service
- Ability to work under pressure
- Report writing skills
- Record maintaining and keeping

**Responsibilities**

- Contributing to the preparation of the annual park gardens capital work
- Supervision of employees in the parks and gardens work team
- Enforcement of councils work place occupational health, welfare and risk management policy
- Active monitoring of required work outcomes and standards.

**Enquiries in respect of the above position should be directed to Ms XA Keswa, Waste Management Officer at (036) 448- 8000 during Office Hours**

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