



**CORPORATE SERVICES**

**EXTERNAL MEMORUNDUM**

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**TO : ACTING MUNICIPAL MANAGER**  
**FROM : MANAGER CORPORATE SERVICES**  
**SUBJECT : INTERNAL/EXTERNAL ADVERTISEMENT**  
**DATE : 25 AUGUST 2022**

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**KINDLY TAKE NOTE THAT THE FOLLOWING POSITIONS WILL BE ADVERTISED  
INTERNAL/EXTERNAL**

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**TECHNICAL SERVICE DEPARTMENT**

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**GENERAL ASSISTANT X4**

**Work Station: Technical Services**

**Term of Office: Permanent**

**Salary: R 124,493 – R 157,802 pa. (Excluding benefits) Task Grade 4.1**

**Requirements:** Grade 10/ NQF Level 2. At least 6 to 12 months experience in a similar environment. The KPA necessitate incumbent to be physically fit.

**Key responsibilities:** Performs labouring activities including but not limited to providing support during the installation, repair and maintenance of water reticulation systems by performing manual excavation and backfill of trenches according to procedures. Assists with the construction and upgrading of manholes, valve chambers, reinstatement of pavements and road crossing. Cleaning or clearing blockages and removing debris from drainage systems. Stores equipment and tools, cleans worksites, loading and off-loading material, equipment and spares required for maintenance work. Adhering to quality and quantity of work performed on a daily basis. Perform other related activities as directed by the supervisor.

**Key Responsibilities:** Performs tasks associated with the collection and disposal of waste using heavy vehicles and transporting personnel, collecting, delivering materials and, communicating and clarifying requirements with respect to waste collection to ensure service delivery standards are maintained and, productivity targets and deadlines achieved. Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reporting defects. Inserting the relevant information (quantitative/ qualitative) and or details of activities. Driving to designated locations, transporting personnel and or materials, monitoring the refuse collection activities and or communicating with personnel with regards to the cleaning of spillages. Driving to waste disposal sites, monitoring the offloading of waste from the vehicle.

### **HEAVY PLANT OPERATOR**

**Salary: R 247,636 – R 321, 435 pa. (Excluding benefits) Task Grade 9.1**

**Requirements:** Basic literacy. Driver's licence code 14 plus proficiency certificate for operating truck mounted equipment, Minimum 1-3 years Relevant Experience.

**KEY RESPONSIBILITIES:** Performs general checks ahead of a driving trip, (e.g. tyre pressure; current, valid registration sticker; windscreen; lights and horn in working order; body work and vehicle log book) ; Able to perform safety inspections, recognize and report mechanical problems and performs preventative maintenance. Receive instructions from immediate supervisor to establish details of task. Inspecting safety devices, controls, lubricant levels on vehicle and report defects to the immediate supervisor. Driving and manoeuvring heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading, compacting and levelling sequences.

### **GROUNDSMAN**

**Work Station: Social Services (Sport Arts Culture & Facilities)**

**Term of Office: Permanent**

**Salary: R 136, 883 – R 177, 669 pa. (Excluding benefits) Task Grade 5.1**

**Requirements:** Basic Literacy/Minimum Grade 10, 1 - 2 years' experience preferably in facility maintenance, Planning and organizing, Communication

**Key responsibilities:** Performs routine and basic functions relating to maintenance of community facilities including but not limited to mowing lawns, edging curbs, trimming hedges, trimming trees and planting flower beds. Repair playground equipment as assigned, and perform other duties as required by your immediate supervisor. The KPA necessitate incumbent to be physically fit.

## **WATER SAMPLER X2**

**Work Station: Technical Services (Water and Sanitation)**

**Term of Office: Permanent**

**Salary: R 195,350 – R 253,574 pa. (Excluding benefits) Task Grade 7.1**

**Requirements:** Grade 12 with Biology, Mathematics and Physical Science subject, Computer Literacy and Code EB Drivers licence. At least 6 to 12 months experience in a similar environment, Planning & Control, Attention to Detail, Safety Awareness, Information Technology, and Quality Orientation.

**Key responsibilities:** Demonstrates competencies from level 1, Uses a Chlorine Kit to measure Chlorine level for treated Water, Measures and records dissolved Oxygen using DO mater. Collect, Measure and records water Temperature and Turbidity using relevant instruments, Creates and maintains photo record of sampling points and records all collected samples

## **SOCIAL SERVICES DEPARTMENT**

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### **LIGHT DUTY OPERATOR X 3**

**Work Station: Social Services (Waste Management)**

**Term of Office: Permanent**

**Salary: R 219,941 – R 285,507 pa. (Excluding benefits) Task Grade 8.1**

**Requirements:** Basic literacy. Driver's licence code EB and EC, plus a PDP, At least 1- 2 years' relevant experience. Candidate will be subjected to a practical demonstration of the operation skills as part of the assessments.

### **TRUCK DRIVER**

**Work Station: Social Services**

**Term of Office: Permanent**

**Salary: R 219,941 – R 285,507 pa. (Excluding benefits) Task Grade 8.1**

**Requirements:** Basic literacy, Driver's licence code C, plus a PDP. 1-2 years relevant.

## **GENERAL ASSISTANT X6**

**Work Station: Social Services**

**Term of Office: Permanent**

**Salary: R 124,493 – R 157,802 pa. (Excluding benefits) Task Grade 4.1**

**Requirements:** Grade 10/ NQF Level 2. At least 6 to 12 months experience in a similar environment. The KPA necessitate incumbent to be physically fit.

**Key responsibilities:** Performs basic routine functions, Follows basic instructions, Performs basic, routine maintenance; providing daily general cleaning activities. Cleaning ablution facilities, mopping floors and wiping and dusting surfaces, Tea/ coffee making. Placing and stacking tools/ equipment in the vehicle, observing sequences and procedures supporting safe transit and perform other related activities as directed by the supervisor. The KPA necessitate incumbent to be physically fit.

Candidates applying for these positions must meet the core- competencies as set out in the Local government: Municipal Staff Regulation No.45181 of 20 September 2021.

**NB:** Candidates shortlisted for positions involving hazardous condition will be required to provide fitness Certificate upon appointment at their own cost.

**Applications must be submitted on the prescribed application form obtainable from the HR Office/Municipal website: [www.thembisilehaniim.gov.za](http://www.thembisilehaniim.gov.za). An application must include a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The Acting Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041, Empumalanga, 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Kwaggafontein C in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.**

**Canvassing in respect of this positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful. The municipality reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.**

**Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipality Employment Equity Plan.**

**CLOSING DATE: 12 September 2022 @ 15H30**

**For more information contact: Human Resource: Ms NP Tjia (013) 986 9169.**



**SA Nxumalo**  
**Manager: Corporate Services**

26/08/2022

**Date**

DocuSigned by:  
  
CADE01F36C244E4

**MS Tsebe**  
**Acting Municipal Manager**

26/08/2022

**Date**