



Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant positions

MUNICIPAL MANAGER' OFFICE

CUSTOMER CARE CLERK**Ref: THLM/MM/05****Work Station: Municipal Manager Office****Term of Office: Permanent****Salary: R 231 818 pa. (Excluding benefits) Task Grade 8.1**

Requirements: Grade 12, Computer Literacy: MS Office; 1-year relevant experience; Knowledge of credit control and accounting procedures will be an added advantage computer literacy and the ability to work with public.

Competencies: Oral Communication, Written Communication, Organizational Awareness, Problem Solving, Planning and Organizing.

Key Responsibilities: Ensure that the daily work is done to satisfaction to achieve the objectives of Council. Responsible for rendering customer care service, Provides information to customers by verifying understanding of request; answering questions; offering assistance. Initiates service by recording requests; forwarding to dispatching. Attending queries on customers' accounts, print/issue statements to customers. Performs other related duties as assigned.

SOCIAL SERVICES DEPARTMENT

GROUNDSMAN X1**Ref: THLM/SS/03****Work Station: Social Services****Term of Office: Permanent****Salary: R 131 215 pa. (Excluding benefits)****Task Grade 4.1**

Requirements: Basic literacy, 0 - 1 years' experience required.

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 flowerbeds. Repair playground equipment as assigned, and perform other duties as required by your immediate 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 "**General application**" form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za. An application should include a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The 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.

Failure to fill and sign the prescribed application form will automatically disqualify the applicant.

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 Municipal Employment Equity Plan.

CLOSING DATE: 10 August 2023 @ 16H00

Enquiries to Human Resources: Tjia NP or Mfiso NA at 013 986 9169

NB: Canvassing in respect of these 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 council 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.



Ms. SA Nxumalo
Manager: Corporate Services

21/07/2023
Date



Mr. DJD Mahlangu
Municipal Manager

21/07/2023
Date