



Office of the Municipal Manager

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www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : COMMUNITY SERVICES & PUBLIC SAFETY
: TECHNICAL SERVICES AND INFRASTRUCTURE
: CORPORATE SERVICES
POSITION : GENERAL ASSISTANT X5
TASK GRADE : TG 03
SALARY NOTCH : R 132 228 per annum
SALARY SCALE : (R 132 228 pa – R148 873pa
CLOSING DATE : THURSDAY, 02 APRIL 2026 @12:00 pm
REF NO : PN 15/2026

MINIMUM REQUIREMENTS:

- NQF Level 1 (Grade 4 to Grade 9)
- The incumbent must be physically fit and able bodied
- Must be able to work in all weather conditions.
- Good interpersonal skills, and good listening ability

SKILLS & COMPETENCIES:

- The incumbent must be physically fit and able bodied.
- Must be willing to work in all weather conditions, work outside normal working hours during emergencies and planned overtime.

DUTIES:

- Receiving instruction/ guidance from the immediate superior and attends to preparation of the work site
- Preparing requisite quantities of materials and proceeds with mixing sequences
- Excavating and backfilling of trenches and ancillary road works to defined levels and widths using hand held tools
- Laying, levelling and compacting materials using hand and held tools
- Removing and replacing broken or damaged precast concrete products to dislodge or insert
- Cleaning and removing blockages, debris and alien vegetation from drainage systems using hand held tools

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu



- Cleaning worksites, stores equipment and tools and loading materials prior to departure to and from work sites
- Undertaking any other lawful instruction given by supervisor on related work.
- Cutting/ trimming lawns and verges using hand held tools or mechanical machines for the clearing of overgrowth and shrubs
- Weeding, cleaning and shaping flower beds using hand held garden tools
- Picking up litter and or items lying in open spaces and removing and replacing refuse bags from collection receptacles in public areas
- Carrying refuse bags to designated areas for collection and/or attends to loading and offloading refuse bags , materials, garden refuse and rubble into and onto vehicles
- Cleaning worksites, stores equipment and tools and loads materials prior to departure to and from work sites
- Undertaking any other lawful instruction given by supervisor on related work

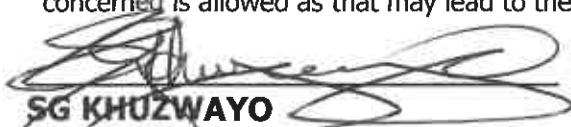
BENEFITS:

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to **Manager HR and Council Support; tel: (032) 456 8200**. Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from **Mandeni Municipal Website to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered**. Certified copies of certificate will be submitted by the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. **Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building. Suitable candidates will undergo a physical fitness test and medical tests**

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER
DATE : 23/03/2020