



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 AND PUBLIC SAFETY
POSITION : GENERAL ASSISTANT X1 (MODULAR LIBRARY)
TASK GRADE : T03
SALARY NOTCH : R 97 639.32 per annum
SALARY SCALE : (R 97 639.32 pa – R 109 930.92 pa)
CLOSING DATE : FRIDAY, 18 OCTOBER 2019 @12:00 PM
REF NO : PN 62/2019

MINIMUM REQUIREMENTS:

- Secondary Education
- 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

DUTIES

- 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
- Commencing the cleaning sequence, mixing and using chemical detergents to remove stains and dirt from painted, polished or carpeted surfaces
- Cleaning toilets, mopping floors, wiping ceramic surfaces, replacing toilet rolls, towels
- 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

Executive Committee



- Cleaning office tables for officials and any other cleaning duties to be assigned by the Supervisor.
- 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 Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number 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.** 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.

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: 02/10/2019