



MANDENI LOCAL MUNICIPALITY 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: CLEANER: MUNICIPAL HALLS AND BUILDINGS X1 (PERMANENT) (REF: PN 89/2024)
LITTER PICKER X1 (PERMANENT) (REF:101/2024)

DEPARTMENT : TECHNICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT
POSITION : GENERAL ASSISTANT: ROAD AND STORMWATER X1 (PERMANENT) (REF: PN 99/2024)

TASK GRADE : T03
SALARY NOTCH : R 118 716 per annum
SALARY SCALE : (R 118 716 pa – R 133 661pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 04 OCTOBER 2024 @12:00 PM

MINIMUM REQUIREMENTS:

- Secondary Education
- 6-12 Months General Work Experience
- Be the resident of Mandeni

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:

- 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
- 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.
- Attends to procedural activities and maintains the cleanliness of designated areas.
- Attends to specific requirements associated with the set-up and /or breakdown of arrangements prior to after functions
- 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
- 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
- Sweeping walkways and paved areas, gathering, picking and transferring litter into refuse collection bags.
- Removing and replacing refuse bags from collection bins in public areas.
- Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags into/ from refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles.
- Collecting refuse from business or domestic premises, engaging specific lifting gears to attach, empty, and release mobile waste containers or, gathering and loading refuse bags into vehicles.
- Attends to the loading/ offloading of refuse bags into/ from refuse vehicles at disposal sites.

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: Human Resource and Administration; 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. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply. Mandeni residents will be given first preference.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 25/09/2024