



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

DRIVER / MESSENGER (PERMANENT POSITION)

REMUNERATION: R106 229.40 Per annum (Task Grade 04 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS:

- STD 7/Grade 9 or an appropriate level of education. (NQF Level 1)
- Valid EB driver's license.
- 1year experience as a driver
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu

KEY PERFORMANCE AREAS

- Act as a messenger by using the municipal vehicle to transport or fetch different things from suppliers/company, banks.
- Collecting all materials needed by the municipality on time .
- Undertakes special deliveries where necessary by using municipal vehicles in order to facilitate the services delivery.
- Inspecting safety devices, controls lubricant levels etc, reporting defects and refuelling vehicle prior to departure.
- Interacting and providing materials to support personnel to facilitate the cleaning of vehicles, also checking and correcting specific deviations

DEPARTMENT: CORPORATE SERVICES

OFFICE ATTENDANT: R 103 741.80 Per annum (Task Grade 3 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities

MINIMUM REQUIREMENTS:

- STD 7/Grade 9 or an appropriate level of education. (NQF Level 1)
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu

KEY PERFORMANCE AREAS

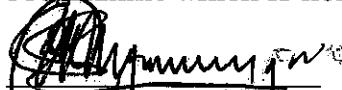
- Commencing with cleaning sequence, using detergents to remove stains/ dirt from painted/ polished or carpeted surfaces.
- Vacuuming carpeted floor areas, dusting and tidying desktops and shelves.
- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc and checking and reporting defective items to the immediate superior for attention.
- Receiving verbal instructions from the immediate superior on the work programme and/ or priorities related to specific departments and/ or communicating specific cleaning material requirements.
- Preparing lunch for all municipal meetings especially the Full Council and the Executive Committee.

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720** or hand deliver at: **No 18 Old Main Road, Camperdown, 3720.**

Closing date 18 August 2021 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER