



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

DEPARTMENT:CORPORATE SERVICES

PERMANENT POSITION: GENERAL ASSISTANT x2

Salary: R87300.48 per annum

Requirements:

- a) Grade 10;
- b) Drivers Licence and
- c) Physical fitness due to the nature of work to be done.

Added advantage

- Machine Operator licences

Reporting directly to the Corporate Services Department, the successful candidates will perform, among others, the following duties on rotational basis in all Municipal Departments:

- a) Perform Road and storm-water drainage activities;
- b) operate Equipment and perform general labour tasks;
- c) Maintain the cleanliness of streets and open public places, by sweeping walkways and paved areas with a broom;
- d) Remove and replace refuse bags from collection bins in public areas;
- e) Carry refuse bags to designated areas for collection and/ or attend to the loading/ offloading of refuse bags into/ from refuse vehicles;
- f) Drive Municipal vehicles and operate the Municipal machines, for example, TLB, Grader, Front-end Loader and Roller;
- g) Clean vehicle and attend to the storage and care of cleaning tools, by removing and washing off debris from tools and/ or vehicles using pressurized cleaning systems (hand held hoses) and
- h) Place and stack tools in designated storage area and/ or, report verbally the conditions/ status of tools to the immediate superior.


Detailed CV may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street: Utrecht: 2980 or P.O. Box 11, Utrecht: 2980.

For further information you may contact the Human Resource Office at 034-331 3041.

- Canvassing for appointment will automatically disqualify an applicant.

- If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in application and will not be held responsible for lost application unless proof of submission can be supplied.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- **NO** application will be considered without certified copies of the original documents.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING TIME AND DATE: 12 NOON ON 11 July 2018.



**MR.LCT NKOSI
MUNICIPAL MANAGER**