

VACANCIES

Enquiries: Phala Machaea
Telephone: 016 973 8446

NOTICE: 04/2024/2025 INTERNAL AND EXTERNAL (NATIONAL)

Metsimaholo Local Municipality, an employment equity employer, with its Head Office situated in Sasolburg, is looking for suitably qualified persons to fill the under-mentioned posts:

FULL DETAILS OF THE ADVERTISED POSITIONS AND THEIR JOB SPECIFICATION ARE OBTAINABLE ON THE MUNICIPAL WEBSITE (www.metsimaholo.gov.za)

OFFICE OF THE MUNICIPAL MANAGER

POSITIONS: DATA OPERATOR

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

POSITIONS: MESSENGER – ADMINISTRATION SERVICES

DIRECTORATE: SOCIAL SERVICES

POSITIONS: TRAFFIC WARDEN
LEARNER FIRE FIGHTER X9

The above advertised positions are Permanent Employment Contract stationed at the Head Office: Main Municipal Building in Sasolburg – Fichardt Street, **unless stated otherwise**.

Attached also is the prescribed application form (**Annexure B**) of the Local Government Municipal Staff Regulations, which can be obtained at the Human Resources Division Room 108 or can be downloaded on the Municipal Website (www.metsimaholo.gov.za).

All applications **must** be in the Prescribed Application Form, including comprehensive CV with originally certified copies of qualifications (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document should be directed to: Mr. F J Motloung, Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947.

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Applications can also be hand delivered at our Head Office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106. Faxed, e-mailed, late applications and applications not made on the prescribed application form, Z83 applications will not be considered. Fraudulent qualifications or documentation will immediately disqualify offending applicant.

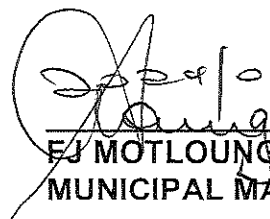
The shortlisted candidates will be subjected to, qualification verification, reference check, and criminal records checking (where applicable). Successful candidates will undergo a competency-based assessment (where applicable). The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.

Correspondence will be limited to shortlisted candidates only. Candidates who have not been contacted within three (03) months of the closing date, should consider their application unsuccessful.

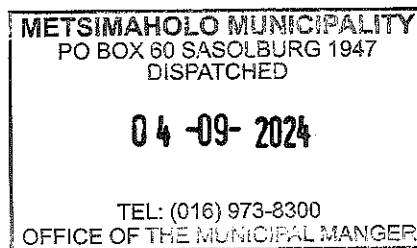
Closing date: **17 September 2024**

AT 16:00

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS TO THE ABOVE POSITIONS.



EJ MOTLOUNG
MUNICIPAL MANAGER



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OFFICE OF THE MUNICIPAL MANAGER

POSITION: DATA OPERATOR (SASOLBURG)

Minimum requirements:

- National Diploma in ICT or Certification as IT Technician (CompTIA A+/N+, Microsoft Certified IT Professional, Cisco certified professional).
- 1 – 2 years' experience in computer networks and systems maintenance.

Competency requirements:

- Organisational awareness Skills.
- Consulting Skills.
- Monitoring and Control.
- Oral and written communication.

Main Duties:

Develop, Installation and Integration:

- Setting up workstations with computers and necessary peripheral devices.
- Checking computer hardware (HDD, mouses, keyboards etc.) to ensure functionality.
- Installing and configuring appropriate software and functions according to specifications.
- Installing and configuring IT hardware and software components to ensure
- Installing and upgrading anti-virus software to ensure security at the user level.
- Installing and upgrading anti-virus software to ensure security at the user level usability.

Facilitate business and ICT operations:

- Troubleshooting hardware and software issues.
- Ensures protection of systems and information in storage.
- Ensuring electrical safety standards are met.
- Repairing or replacing damaged hardware.
- Upgrading the entire system to enable compatible software on all computers.
- Performing tests and evaluations on new software and hardware.
- Provides direction and guidance on all technical aspects of the development or modification of information.

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Facilitate User Support:

- Providing support to users and being the first point of contact for error reporting.
- Establishing good relationships with all departments and colleagues.
- Provides application maintenance and ICT support services.

Coordinate technical expertise for data storage:

- Designs data conversion that ensures data completeness, accuracy, currency and security during and after conversion.
- Selects data conversion approach and designs detailed conversion method.
- Ensures completeness and accuracy of data conversion.

Implement application operations:

- Investigates and resolves problems users are experiencing with hardware or software.
- Provides advice to users about the application systems' functionality, correct operation or constraint.
- Devises work-arounds, corrects faults and makes on-site modifications as necessary.
- Updates system documentation manipulates data and defines enhancements.

Salary: R 190 962,08 – R 209 372,40 per annum (post level 11), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: ORGANISATIONAL DEVELOPMENT AND CORPORATE SERVICES

DIVISION: ADMINISTRATION SERVICES

POSITION: MESSENGER (ADMINISTRATION SERVICES) - SASOLBURG

Minimum requirements:

- Grade 12

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- 1 year relevant experience.
- Computer literacy.
- Code EB driver's licence.

Competency requirements:

- Planning and Organising
- Customer focus
- Organisational awareness
- Written and oral communication

Main Duties

Render a messenger service:

- Internal collection and distribution of mail
- Provision of messenger services to all municipal departments
- To ensure that documentation are distributed in time
- Prompt collection and sending of mail to the post office
- Delivery of mail to Councillors and other stakeholders who have business relations with the Council
- Maintaining receipts of delivered packages and documents for tracking purposes.

Maintain Planning and organizing of activities:

- Attend to any other duty as and when instructed by Supervisor
- sorting and delivering communication to correct departments / Councillors
- Batches mail and correspondence according to location to support ease in the delivery sequence; and
- Keeps a time schedule to ensure that agendas and relevant documents are delivered timeously for upcoming meetings.

Salary: R 143 365,84 – R 146 629,74 per annum (post level 15) subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

DIRECTORATE: SOCIAL SERVICES

DIVISION: PUBLIC SAFETY

POSITION: TRAFFIC WARDEN (SASOLBURG)

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Minimum requirements:

- Grade 12.
- Knowledge of traffic laws, criminal procedures and municipal by laws.
- No criminal record.
- Physical fitness.
- Code B Drivers licence.

Competency requirements:

- Community and Customer Focus
- Written Communication
- Ethics and Professionalism
- Problem Solving

Main Duties:

Patrol, Enforcement and Emergency Response:

- Enforcing the time restricted on parking bays.
- Law enforcing on motorists parking in disabled bays.
- Enforcing the law against motorists parking on loading zones.
- Rendering point duty at pedestrian crossing for scholars.
- Rendering point duty at roadblocks and marathons.
- Giving of evidence in court on arrests made of traffic law offenders.
- Establishes effective patrols to prevent crimes.
- Maintains physical control over individuals as necessary.
- Report damaged areas on the road, potholes, obstructions, damaged road signs and markings.

Capacity building:

- Conduct educational programmes in public about traffic laws and accident preventions.
- Regulate pedestrians' volume and offer training to pedestrians in crossing the streets and scholar patrols.

Salary: R190 962,08 – R240 805,22 per annum (post level 11/10) subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

POSITION: LEARNER FIRE FIGHTER (X9 POSTS) - SASOLBURG

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Minimum requirements:

- Grade 12.
- Medical Test NFPA 1582.
- Certificate in Fire and Rescue operations / Fire fighter I.
- Hazmat Awareness.
- None experience required.
- No criminal record.
- Physically and mentally fit.
- Candidate Physical Ability Test (CPAT),
- Passed physical fitness.
- Code B Drivers licence added advantage.

Competency requirements:

- Problem solving.
- Resilience.
- Communication.
- Ethics and professionalism.

Main Duties:

Assist with operations and maintenance:

- Operating Driving of light vehicles and lifting of equipment
- Maintaining of all equipment.
- Attending to fire emergency.
- Carry out a risk assessment according to standard protocols.

Assist carrying out firefighting activities and emergency operation:

- Writing Extricating and/ or releasing casualties and carrying out emergency operations as directed by supervisors.
- Knowledge of the laws, policies and guidelines pertaining to occupational health and safety.

Assist with operational duties:

- Ability Firefighting and extinguishing of fires.
- Protection of life and property.
- Rescuing of life and property.
- Preventing the outbreak and spread of fire.

Refer and process querying on time:

- Knowledge collecting and delivering of post.

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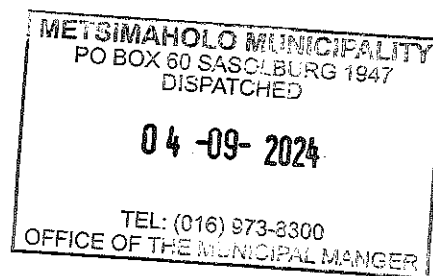
- Attend to the emergency dispatch procedures.
- Handling of queries and complaints from public after hours.
- Attend to any given instruction by supervisors.

Salary: R 216 231,33 – R 240 805,22 per annum (post level 10), subject to job evaluation. Plus (Housing Subsidy and other Benefits i.e Medical Aid, U.I.F, Pension and Group Insurance).

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F.J. MOTLOUNG
MUNICIPAL MANAGER





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