

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda, Alicedale & Riebeeck East. The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X ASSISTANT CARETAKER

SECTION: ADMINISTRATION: CIVIC AMENITIES

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 4

SALARY SCALE: R115 335 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 10 / Std 8. Literate (an acceptable level of primary education – NQF 2). One (1) year related work experience.

COMPETENCE/SKILLS REQUIRED: Must be able to work full-time hours and often depending on the complexity of the needs. Be physically fit, have time management skills, communication skills.

KEY PERFORMANCE AREAS: Clean Halls and Offices. Lock and unlock halls before and after functions. Set security alarms. Report damages to hall and building to relevant persons. Do relevant maintenance if and when required. Request the supply of cleaning material. Do admin duties pertaining the relevant hall. Be responsible for hall bookings. Be responsible for assigning tasks to the cleaners. Upkeep and maintain the property. Provide cleaning services, among other requests from the officials. Perform any other lawful duties as instructed by the Supervisor.

POST 2: 1 X MESSENGER / CLEANER

DEPATMENT: ELECTRICITY

SECTION: DISTRIBUTION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 10 / Std 8 plus one (1) year previous or similar experience.

COMPETENCE/SKILLS REQUIRED: Valid driver's license (minimum code EB). Must be Physically and Mentally fit and be able to respond during emergency. Attention to detail. Two (2) years' experience of driving. Communication skills and patience.

KEY PERFORMANCE AREAS: Subject to the direction of the Senior Clerk, perform cleaning services to ensure a clean and neat environment (Electricity Department, Offices, Floors, windows, etc). Perform messenger services i.e. daily post, correspondence delivery and collection. Making copies, tea / coffee for visitors / office personnel such other lawful and relevant functions and duties as may be required by Senior Clerk.

POST 3: 2 X TRACTOR DRIVER / TRAILER OPERATOR

SECTION: RIEBEECK EAST & ALICEDALE

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 04

SALARY SCALE: R115 335 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Appropriate level of primary school. One (1) year relevant experience.

COMPETENCE/SKILLS REQUIRED: Code EC1 driving license with PrDP

KEY PERFORMANCE AREAS: Transporting personnel to locations, monitoring the collection activities and / or communicating with personnel with regards to the cleaning of refuse. Attending to queries from personnel with regards to specific waste / litter items, assessing and providing information on the need for separation or continuation with collection sequence. Driving / operating the vehicle within the limitations imposed by the manufacturer and in compliance with the Road Traffic Act and / or other legislation imposed on the usage of vehicles on public roads. Perform any other lawful duties as instructed by the supervisor.

POST 4: 3 X TOOL ASSISTANT

DEPARTMENT: ELECTRICITY

SECTION: DISTRIBUTION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 11 / Std 9 plus one (1) months previous or similar experience having worked at Electricity Department.

COMPETENCE/SKILLS REQUIRED: Must be Physically and Mentally fit and be able to respond during emergency.

KEY PERFORMANCE AREAS: Draw working tools / equipment from the tool cage. Audit the tool box to determine whether all the tools are in place. Lock the tool box with padlock to make sure that the tools are safe. Loading of tool box in the LVD. Report to site, assist electrician in completing the task. Handing tools to the electrician to do the job. Clean the tools after being used by electrician. Pack all tools in the tool box and return to the workstation for safe keeping tools.

POST 5: 3 X MACHINE OPERATORS

SECTION: MOWING

DEPARTMENT: PARKS AND RECREATION

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 4

SALARY SCALE: R115 335 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 8 / Standard 6 plus minimum of six (6) months experience in operating mowing equipment including brush-cutters and lawnmower would be recommended.

COMPETENCE/SKILLS REQUIRED: Must be able to operate machine and be healthy.

KEY PERFORMANCE AREAS: Subject to the direction of the Supervisor operating grass cutting equipment either a lawnmower or weed eater within the Municipal mowing fleet. Cut and maintain all greased areas at municipal sport grounds. Ensuring that the machine assigned task to the incumbent is well cared for and serviced regularly. Perform any other relevant and lawful duties as assigned by the supervisor in consultation with the Head of Department.

POST 6: 2 X MACHINE OPERATORS

SECTION: VEGETATION

DEPARTMENT: PARKS AND RECREATION

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 4

SALARY SCALE: R115 335 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 8 / Standard 6 plus minimum of six (6) months experience in operating mowing equipment including brush-cutters and lawnmower. Ability to work with chemical

COMPETENCE/SKILLS REQUIRED: Must be able to operate machine and be healthy.

KEY PERFORMANCE AREAS: Subject to the direction of the Immediate Supervisor be responsible for cutting & chemical / manual control of weeds in both the urban and rural environment. Perform any other relevant and lawful duties as assigned by the supervisor in consultation with the Head of Department.

POST 7: 1 X CEMETERY CARETAKER

DEPARTMENT: PARKS AND RECREATION

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 4

SALARY SCALE: R115 335 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 8 / Standard 6.

COMPETENCE/SKILLS REQUIRED: Must be able to work in all weather condition. Attention to detail.

KEY PERFORMANCE AREAS: Subject to the direction of the Senior Supervisor. Assist with the day to day running of the cemetery shift work including weekends. Grave allocation and collection of burial order. General maintenance. Perform any other relevant and lawful duties as assigned by the Senior Supervisor.

POST 8: 2 X LUMBERMAN

DEPARTMENT: PARKS AND RECREATION

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 4

SALARY SCALE: R115 335 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 8 / Standard 6.

COMPETENCE/SKILLS REQUIRED: Must be able be healthy and physically fit.

KEY PERFORMANCE AREAS: Subject to the direction of the Foreman in charge of the lumber team. Undertake the following top working street trees under power lines. Felling of problematic trees, pruning of trees. Tree stump removal, control burning & firefighting suc. Perform any other relevant & lawful duties as may be required by the foreman in charge in consultation with the Head of Department.

POST 9: 3 X GENERAL WORKER

SECTION: COMMONAGE

DEPARTMENT: PARKS AND RECREATION

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 8 / Standard 6 plus minimum of six (6) months municipal experience in controlling of stray animals.

KEY PERFORMANCE AREAS: Fencing & Stray animals in both the urban and rural environment. Assisting with chemicals / manual control of weeds. Perform any other relevant and lawful duties as assigned by the immediate supervisor.

POST 10 : 2 X STREET SWEEPER

DEPARTMENT: CLEANSING DEPARTMENT

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Abet level 3 / 4.

COMPETENCE/SKILLS REQUIRED: Fit and Healthy

KEY PERFORMANCE AREAS: Maintain the cleanliness of designated areas by: Receiving verbal instructions from the immediate supervisor on the work programme and / or priorities related to specific department and /or communicating specific cleaning material requirements. Removing and washing off debris from brooms, etc containers and placing and stacking equipment (brooms , containers etc). Perform any other duties as instructed by the Supervisor.

POST 11: 6 X LIBRARY CLEANER

SECTION: LIBRARY (Riebeeck East, Ext 9, Duna, Community, 2 X Hill Street)

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 10. Two (2) years relevant experience

KEY PERFORMANCE AREAS: Cleaning task such as dusting, mopping, sweeping, waxing floors and vacuuming the offices and library area. Refilling supplies, such as toilet paper and paper towels. Cleaning spills and other messes up as quickly as possible. Coordination duties with other cleaners. Performing maintenance activities related to cleaning such as ensuring bathrooms are sanitary . Ordinary new cleaning supplies as needed.

POST 12: 2 X CLEANER

SECTION: 1 x MAKHANDA & 1 x RIEBEECK EAST UNIT

DIRECTORATE: CORPORATE & SHARED SERVICES

TASK GRADE: 03

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 8 / Std 6 and one (1) year experience.

COMPETENCE/SKILLS REQUIRED: Ability to communicate and carry out instructions.

KEY PERFORMANCE AREAS: Cleaning duties to offices, kitchen, boardroom and the community hall. Sweep, wash the floors, polish, vacuum, dust offices and the board room. Arrange tables and chairs for the community functions in Nomzamo Hall. Report shortage of cleaning material. Report damages to property.

POST 13: 4 X GENERAL WORKERS

DEPATMENT: PARKS AND RECREATION

SECTION: MOWING

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 8 / standard 6

COMPETENCE/SKILLS REQUIRED: Be able to work with his / her hands and must be healthy.

KEY PERFORMANCE AREAS: Subject to the direction and instruction of the Supervisor. Perform any manual work related to the different key performance areas with the ambit of the Parks & Recreation Department.

POST 14: 11 X GENERAL WORKERS

DEPARTMENT: CLEANSING DEPARTMENT

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Basic adult literacy – Abet level 2/3

COMPETENCE/SKILLS REQUIRED: Fit and healthy

KEY PERFORMANCE AREAS: Assist with manual work in removal and loading of refuse. Pick up and loading of refuse or black onto vehicle Compaction Unit or Tractor Trailer and offload of refuse, give out black bags ,cleaning public toilets, cleaning streets, Normal working hours can also be from 16H00 till 19H00, hours during week and also weekends, Such other relevant and lawful duties as may required , Subject to the direction of the Superintendent and Snr. Foreman , provide manual work as and where required arising from the absence of leave, sick or any reason for the usual worker (street sweeping , toilet cleaning m, Domestic loader or general worker. Such other relevant and lawful duties as may required

POST 15: 7 X GENERAL WORKERS

DEPATMENT: ELECTRICITY

SECTION: DISTRIBUTION

DIRECTORATE: ENGINEERING & INFRASTRUCTURAL SERVICES

TASK GRADE: 3

SALARY SCALE: R112 634 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Grade 10 / Std 8 plus six (6) months previous or similar experience having worked at Electricity Department.


COMPETENCE/SKILLS REQUIRED: Must be Physically and Mentally fit and be able to respond during emergency.

KEY PERFORMANCE AREAS: Excavating trenches and pole holes, laying cables, cleaning substation and any other relative work as directed.

NOTE: All applications must be made on the Official Application form that can be downloaded on our website www.makana.gov.za accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Failure to comply with the above will result in disqualifying your application. Canvassing of Councillors and Officials will automatically disqualify any application. First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. All applications may be posted to The HR Manager, Makana Municipality PO Box 176, MAKHANDA, 6139 OR hand-delivered to, 86 High Street, City Hall, MAKHANDA.

NO EMAILED / LATE / FAXED APPLICATIONS WILL BE ACCEPTED. Enquiries maybe directed to The Human Resources Practitioner on 046 603 6110

CLOSING DATE: 28 SEPTEMBER 2022


MR. M. MENE: MUNICIPAL MANAGER

