

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position:

SOCIAL DEVELOPMENT DEPARTMENT

LED/TOURISM OFFICER

Salary Scale: R209 953.56 – R272 544.72 Per Annum (T11)

Applicable benefits: Medical aid, pension, 13th cheque, home owner's allowance

Minimum Requirements:

- Bachelor's Degree/National Diploma in Economics or Tourism or Business Management
- Minimum of 2 years' experience in LED or Tourism
- A valid driver's licence
- Computer literacy
- Experience in working with rural and urban communities
- Must be able to organise work and work under pressure
- Experience in a municipal environment will be an added advantage

Key Performance Areas:

- Assist with the review and implementation of the LED Plan and Tourism
- Assist with the identification and implementation of LED anchor projects
- Market Ubuhlebezwe's economic opportunities
- Assist with conducting research in economic growth potential and other LED issues
- Prepare business plans to source funding for implementation of LED Projects.
- Support the implementation of Agricultural projects
- Monitor the implementation of LED projects within Ubuhlebezwe and interact with beneficiaries to ensure sustainability of projects.
- Compile marketing plans
- Design and implement SMME support programmes
- Attend workshops regarding LED
- Attend cultural shows and take photographs for tourism library
- Assist with tourism functions
- Keep records of all project- related correspondence in projects files
- Investigate applications for new Tourism and LED projects and prepare reports for submission to the relevant committees
- Handle correspondence emanating from the minutes of LED and Tourism meetings, including writing items for inclusion in the EXCO, LED and Tourism Committees as well as other committees
- Liaise with government departments, companies, NGO's , Harry Gwala District LED Forum and Ubuhlebezwe LED Forum

TRAFFIC WARDENS (X2)

SALARY SCALE: R81 315.60 – R100 657.08 Per Annum (T04)

Applicable benefits: Medical aid, pension, 13th cheque, home owner's allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Ability to communicate in both isiZulu and English.
- Code B driver's licence
- Code EC/A driver's licence will be an added advantage
- Problem solving skills, writing skills
- No criminal record or pending cases.
- Be physically fit and able bodied.
- Applicants must not be older than 35 years

KEY PERFORMANCE AREAS

- Communicate with the control room and attend to traffic bottlenecks caused through accidents, breakdown or peak hour congestion
- Use hand signals to communicate with drivers and pedestrians while directing, diverting and stopping traffic flow
- Interact with the control room for specific services (breakdown, fire, etc) to remove obstacles or contain specific disasters to facilitate traffic flow
- Perform routine checks, receive instructions from the immediate supervisor on the set up sequence and undertake the placing and removal of markers and signage
- Diverting and guiding drivers towards the inspection points using hand signals
- Law enforcement and enforcement of municipal by laws
- Control traffic and escort vehicles
- Perform point duties
- Process warrants of arrest and perform other traffic related duties

TRUCK DRIVER

Salary: R103 072.68 – R133 803.96 Per Annum (T06)

Applicable benefits: medical aid, pension, 13th cheque, home owner's allowance

Minimum requirements:

- Grade 12 Certificate
- At least 2 years' experience of driving trucks
- Must be able to read and write in both isiZulu and English

- Must have valid Code EC driver's license

Key Performance Areas:

- Inspecting safety devices, controls, lubricant levels etc. in vehicles and report defects.
- Observing sequences of items and tools (refuse bags, spades and brooms), checking requirements prior to departure from site or locations and/ or correcting deviations from safety procedures.
- Driving to designated, locations, transporting personnel and material, monitoring the refuse collecting activities and communicating with personnel with regard to the cleaning of spillages.
- Driving to waste disposal sites and monitoring the offloading of waste from the vehicle.
- Collecting and delivering materials and items to and from offices and specific locations.
- Checking items being loaded against documentation for correctness prior to departure.
- Keeping the truck in good condition.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h00 on Thursday, 09 February 2017. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**