

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

**SOCIAL DEVELOPMENT DEPARTMENT**

**TRAFFIC OFFICER**

**SALARY SCALE: R157 958.88 – R205 034.52 Per Annum**

Applicable benefits: Medical aid, pension, 13<sup>th</sup> cheque, home owner's allowance

**MINIMUM REQUIREMENTS**

- Grade 12 Certificate and a Peace Officer's Certificate.
- Registration as a Traffic Officer with the Department of Transport.
- Code EC Drivers Licence.
- Applicant studying towards Traffic Officer's Diploma would be an added advantage.
- Minimum of 2 years relevant experience.
- Ability to communicate in both isiZulu and English.
- Problem solving skills, writing skills, computer knowledge and knowledge of NRTA 93/96.
- Be physically fit and able bodied.
- No criminal record/pending cases.

**KEY PERFORMANCE AREAS**

- Law enforcement and enforcement of council By-Laws.
- Control traffic flow and public safety.
- Traffic Control and escort vehicles.
- Perform point duties, process warrants of arrest and perform other traffic related duties.
- Communicate with the Control Room and attend to traffic bottlenecks caused through accidents, breakdowns or peak hour congestion.
- Use hand signals to communicate with drivers and pedestrians, direct, divert, stop and control the flow of traffic.
- Interacting with the Control Room for specific services.
- Patrol and observe the streets and suburban areas and identify with non-conforming practices.
- Communicate with the offender and interact with the Control Room of South Africa Police Services to facilitate arrest for more serious offences.
- Participate in routine checks, stop vehicles and conduct inspection of driver licences, vehicle registration and roadworthiness requirements and attend to specific infringements of road safety rules.
- Issue fines, warnings and serve summons on offenders and execute arrests for more serious offences.

## **TRACTOR DRIVER**

**Salary scale: R103 072,68 – R133 803,96 Per Annum**

Applicable benefits: Medical Aid, Pension, 13<sup>th</sup> Cheque, Homeowner's allowance

### **Minimum Requirements**

- Grade 12 Certificate
- Must have a valid code C1 drivers licence
- Must be able to read, write and speak both isiZulu and English
- At least 2 year relevant experience in driving a tractor

### **Key Performance Areas**

- Receiving instructions from the immediate Supervisor on the work related activities.
- Inspecting Safety devices, controls, lubricant level etc. on vehicles and reporting defects.
- Observing sequences of items and tools (refuse bags, pages and brooms), Checking requirements prior to departure from site or locations and / or correcting deviations from safety procedures.
- Attending to, and/or providing materials to support Personnel to facilitate the cleaning of vehicles, containers and / or tools, checking tools and collecting specific deviations.
- Driving to designated locations, transporting personnel and / or materials, monitoring the refuse collection activities and or communicating with personnel with regard to the cleaning of spillages.
- Driving to waste disposal sites, monitoring the offloading of waste from the vehicle
- Collecting /delivering materials and /or items to/from offices and specific locations, checking items on loading against documentation for correctness prior to departure
- To keep the Tractor up to standard

## **CORPORATE SERVICES DEPARTMENT**

### **ADMIN CLERK: PROPERTIES**

**SALARY SCALE: R 87 310.20 – R 113 334.00 Per Annum**

Applicable benefits: medical aid, pension. 13 cheque, home owners' allowance

### **MINIMUM REQUIREMENTS**

- Grade 12 Certificate

- Relevant tertiary qualification will be an added advantage
- Computer literacy
- Excellent interpersonal and communication skills

## **KEY PERFORMANCE AREAS**

- Manage maintenance and control of all Municipal properties
- Conduct regular inspections and report on the status of the properties
- Be responsible for safekeeping and updating of all lease agreement
- Open and lock municipal amenities for booked functions
- Supervise overall cleanliness and upkeep of Municipal estates
- Perform administrative functions and support for the department

## **IT SUPPORT CLERK**

**SALARY SCALE: R 103 072.68 – R 133 803.96 Per Annum**

Applicable benefits: medical aid, pension. 13 cheque, home owners' allowance

## **MINIMUM REQUIREMENTS**

- Grade 12 Certificate
- Appropriate B Degree/ Diploma in IT or Computer Engineering
- Qualification in A+ and N+ will be an added advantage
- At least 1 year ICT experience.

## **ESSENTIAL KNOWLEDGE AREAS**

- Switching, Routing,
- VPN,
- Security/Firewall,
- IP Sub-netting,
- Bandwidth Management,
- Quality of Service (QOS) Wireless,
- ADSL,
- Microsoft Server 2008 R2 / 2012 R2 and 2016 will be an added advantage
- Desktop Virtualization

## **KEY PERFORMANCE AREAS**

- Install and troubleshoot hardware/software, provide technical support to employees to assist with minor computer issues (Helpdesk Support).
- Provide technical and knowledge based input on more complex issues.
- Proactive approach in problem identification and resolution.
- Solve standard technical issues independently
- Participate in standard customer group discussions
- Enhance / modify documentation
- Maintain supply inventory and order supplies, as necessary.
- Perform clerical duties and provide IT support which includes dispensing mail.
- Monitor e-mail accounts and respond to enquiries and requests.
- Comply with all municipal systems, rules and regulations in performing IT related duties.
- Perform any other ICT related duties that may be delegated to you by your supervisor.

**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 Friday, 23 June 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 appointment into the above mentioned position.**

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**GM SINEKE  
MUNICIPAL MANAGER**