

EXTERNAL ADVERTISEMENT

uBuhlebezwe Municipality, with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions.

DEPARTMENT OF SOCIAL DEVELOPMENT

Truck Driver

Salary: R118 404.84 – R145 524.84 Per Annum (T5)

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
- Must be willing to work extra hours
- Must have valid code EC driver's license with PDP

KEY PERFORMANCE AREAS:

- Receiving instructions from the immediate superior to establish details of task (vehicle, tools, material and personnel).
- Keeping the truck clean at all times, changing tyres, cleaning air filters and ensuring that the truck is in good working condition.
- Adhering to traffic rules and regulations.
- Ensuring that the truck is licenced and roadworthy at all times.
- Adhering to safety regulations on construction sites, around personnel and with loads.
- Ensuring that damages are prevented by attending to abnormal functioning, noises and warning lights.
- Ability to work under pressure, long hours, and to work with other plant teams.
- Being responsible for loads and personnel, ensuring that the collection and delivery is carried out as instructed, and report any deviations.
- Driving to designated location, monitoring loading and offloading and communicating with personnel with regards to positioning and parking.
- Completing logbooks, checklist sheets as per set norm and at intervals set by the Supervisor

Librarian

Salary Scale: R244 976.28 – R317 992.44 Per Annum (T11)

Applicable benefits: Medical Aid, Pension, 13th Cheque, Home Owner's Allowance

MINIMUM REQUIREMENTS:

- Grade 12 Certificate

- A Bachelor's Degree/National Diploma in Library and Information Science
- 5 years' experience in public library environment
- Advanced library management skill
- Sound knowledge of library policies and procedures.
- Excellent communication and report writing skills
- Advanced computer literacy
- Successful candidate will be required to work on Saturdays
- A valid driver's license

KEY PERFORMANCE AREAS:

- Liaise with KZN Library Services, communities and Librarians regarding library provision.
- Perform supervision and control of all branch libraries and ensure the libraries are effectively managed.
- Oversee budgets and library maintenance.
- Coordinate reporting and statistics with KZN Library Services and relevant Managers.
- Ensure outreach activities and programmes are organized and implemented.

DEPARTMENT OF CORPORATE SERVICES

Motor Mechanic

Salary Scale: R120 255.60 – R156 105.84 Per Annum (T6)

Applicable Benefits: Medical aid, Pension, 13th Cheque, Home Owner's Allowance

MINIMUM REQUIREMENTS:

- Grade 12 Certificate
- Trade Certificate in Diesel Mechanics
- N2 Motor Mechanics
- Trade Tested Artisan
- 2 years' post trade test experience in diesel and petrol driven motors.
- Code EC driving license.
- Certification in Basic First Aid would be advantageous

KEY PERFORMANCE AREAS:

- Interpreting and co-ordinating specific pre-work/ site requirements with regards to repairs and, planned and predictive maintenance sequences and guides the activities of personnel by communicating with the Fleet Officer and establishing material and resources necessary against job cards.
- Receiving and checking allocated spares, components and materials against job cards prior to commencing with repairs.

- Monitoring of oil levels, electronic components and breaking devices and replacing defective parts.
- Ensuring preventative maintenance eg, replacing gaskets, seals, v-belts and bearings and, setting/ adjusting brakes, carburettor, etc, tuning engine and wheel alignment/ balancing tires to manufactures specification.
- Performing relevant repairs on Heavy Plant, Trucks, Tractors, L.D.Vs, Light Motor Vehicles and Small Plant.
- Ensuring that C.O.Fs are done timeously.
- Driving and testing vehicles to assess operating functionality and safety.
- Attending to breakdowns by assessing and performing on site repairs, or arranging for vehicle to be towed to the workshop for repairs.
- Co-ordinating activities and sequences associated with trouble shooting/ fault finding and repairing mechanical breakdowns
- Conducting monthly inspections on body and mechanical aspects of municipal fleet and co-ordinating repairs of such with Fleet Officer

A signed letter of application indicating the position being applied for, together with a comprehensive CV and certified copies of original certificates and ID must be forwarded to: The Municipal Manager, P.O. Box 132, Ixopo 3276 by not later 16h00 on 13 November 2019. Faxed applications will not be accepted. If you do not hear from Council within 30 days after 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/ appointments into the above-mentioned positions.



GM SINEKE
MUNICIPAL MANAGER