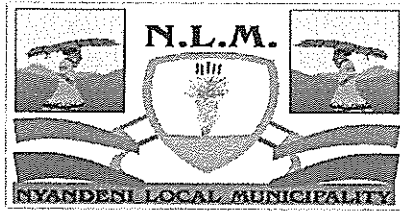


D.O.A. 06/02/2023

# NYANDENI LOCAL MUNICIPALITY

**PHYSICAL ADDRESS:**  
Municipality Building  
B.N. Nomandela Drive  
LIBODE

**POSTAL ADDRESS:**  
Private Bag X 504  
LIBODE  
5160



Tel: 047 5555 024  
047 5555 000  
047 5555 028  
Fax: 047 555 0202

Email: tshisat@nyandenilm.gov.za

*"Deciding with the people, not for the people"*

01 February 2023

## EXTERNAL VACANCY ADVERTISEMENT

03 OF 2022/23

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following posts:

### 1. SUPPERINTENDENT: TRAFFIC SERVICES - TASK GRADE 11

*Salary Scale: R398 25.00 – R440 079.00 - per annum*

#### Requirements of the post:

- ✓ Traffic Officers Diploma
- ✓ Registered or eligible to be registered as Traffic Officer with the Department of Transport
- ✓ Valid code B driving licence
- ✓ Competency certificate to possess firearm
- ✓ Minimum work experience 3 years' relevant experience

#### Key Performance Areas:

- ✓ Defining/ adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- ✓ Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and, short-term targets and standards.
- ✓ Motivate staff by discussing performance to ensure maximum quality and productivity.
- ✓ Conducting inspection, posting and parades of subordinates.
- ✓ Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.

- ✓ Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.
- ✓ Participating and directing investigation sequences encompassing visiting location and communicating with offenders, executing arrests and/or removing evidence to support prosecution.
- ✓ Attending to the documentation and notification procedures, serving warrants of arrests, serving of summons and compliance orders and preparing statements.
- ✓ Testifies in court proceedings by leading evidence honestly and impartially as and when called upon by a court relating to law enforcement activities to ensure convictions.
- ✓ Completing and submitting case files to facilitate prosecution and attending and defending actions in the court of Law.

## **2. ASSISTANT SUPERINTENDENT: TRAFFIC SERVICES - TASK GRADE 10**

*Salary Scale: R370 904.00 – R389 683.00 - per annum*

### **Requirements of the post:**

- ✓ Traffic Officers Diploma
- ✓ Registration as Traffic Officer with the Department of Transport
- ✓ Valid code B driving licence
- ✓ Competency certificate to possess firearm
- ✓ Minimum work experience: 3 years' relevant experience

### **Key Performance Areas:**

- ✓ Conducting inspection, posting and parades of subordinates.
- ✓ Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- ✓ Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.
- ✓ Participating and directing investigation sequences encompassing visiting location and

communicating with offenders, executing arrests and/or removing evidence to support prosecution.

- ✓ Attending to the documentation and notification procedures, serving warrants of arrests, serving of summons and compliance orders and preparing statements.
- ✓ Testifies in court proceedings by leading evidence honestly and impartially as and when called upon by a court relating to law enforcement activities to ensure convictions.

### **3. EXECUTIVE SECRETARY: COMMUNITY SERVICES - TASK GRADE 08**

*Salary Scale: R301 635.00 - R333 501.00- per annum*

#### **Requirements of the post:**

- ✓ Qualifications: Grade 12
- ✓ Minimum work experience: 1 Year
- ✓ Qualification: National Diploma in Office Management
- ✓ Computer Literacy – Office Applications
- ✓ Driver's License – Code EB

#### **Key Performance Areas:**

- ✓ Provide Secretariat, Logistical and Administrative support to the Community Services
- ✓ Responsible for scheduling and coordination of tasks related to the Community Services
- ✓ Managing incoming and outgoing correspondence, mail and telephone
- ✓ Make travel arrangements for the Community Services and other EXCO members (if required)
- ✓ Responsible for keeping records/filing
- ✓ Provide support to and liaison with stakeholders and other internal offices and departments

### **4. EXCAVATOR OPERATOR - TASK GRADE 08**

*Salary Scale: R301 635.00 - R333 501.00- per annum*

#### **Requirements of the post:**

- ✓ Standard 8 or Grade 10 certificate
- ✓ Code C1 driving license + PrDP.
- ✓ Certification of competency in the operation of Low bed truck&/16 000-liter water truck
- ✓ Be able to read, write & speak English
- ✓ Certificate to transport dangerous goods certificate
- ✓ Experience required is 3-5 years

**Key Performance Areas:**

- ✓ Implements and performs tasks/ activities associated with the transportation of material/ equipment and personnel to/ from work sites and operation of heavy mechanical plant and specialized vehicles
- ✓ Establishing details of tasks (vehicle, materials and personnel).
- ✓ Inspecting safety devices, controls, lubricant levels, etc. on vehicles/ heavy plant and reports defects identified to the Supervisor.
- ✓ Observing and/ or participating in the loading/ offloading sequences of material (e.g. spoil, asphalt, etc.) and equipment and correcting deviations from safety procedures.
- ✓ Transporting personnel, material and equipment to/ from specific locations.
- ✓ Washing and cleaning heavy plant, removing debris using pressurized hose and specific cleaning material and/ or attending to the basic removal/ replacement of defective parts.

**5. LOWBED OPERATOR- TASK GRADE 08**

*Salary Scale: R301 635.00 - R333 501.00 - per annum*

***(Re advertisement applicants who previously applied need to apply)***

**Requirements of the post:**

- ✓ Grade 10
- ✓ Valid Code EC driving license
- ✓ Operating heavy duty Machinery/ Construction Operating Certificate/ Card

**Key Performance Areas:**

Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader, Excavator, Roller, Bulldozer, Pay loader, T.L.B, Asphalt Machinery, P.T.R, etc.) and vehicles (Tip Trucks; Water Trucks; etc.) during road maintenance activities, by

- ✓ Communicating with the Supervisor and relevant personnel on site and confirming requirements/ specifications.
- ✓ Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/ offloading required quantities of materials for repair or reconstruction work.
- ✓ Driving and maneuvering heavy mechanical plant and engaging controls to operate

mechanisms to enable digging, loading, grading and leveling sequences.

- ✓ Monitoring overhead power-lines, water pipes, and other site personnel during the operation of heavy plant.
- ✓ Removing of tree stumps, shoring timber (boxing), damaged storm-water pipes from trenches.
- ✓ Digging out excess asphalt/ gravel from the truck bins.
- ✓ Loading of spoils on site.
- ✓ Providing support in erecting, assembling and removing compressors, trailers, whackers, generators, concrete mixers, etc. from site.
- ✓ Inspecting safety devices, controls lubricant levels, etc. on vehicles/ heavy plant and reports defects identified to the Supervisor.

#### **6. FINANCIAL MANAGEMENT GRADUATE INTERNSHIP PROGRAMME X 4**

*Salary Scale: R100 000.00 - per annum*

##### **Requirements of the Internship:**

- ✓ The candidates should hold a 3-year National Diploma or Bachelor's Degree with majors in Accounting, Economics, Finance, Risk Management and Auditing.

**NB!** The interns will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which requires amongst other, full participation in the educational workplace assignment and observance of the Policies and procedures.

**NB!** Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at [www.nyandenilm.gov.za](http://www.nyandenilm.gov.za) and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy and valid driver's licence (**which may not be certified**). Failure to submit documents listed above will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

**Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People with disabilities must disclose the nature of their disability in the space provided in the application form.**

The words **"APPLICATION FOR VACANCY"** should appear on the same side of the envelope but separate from the address in the same envelope to sensitise the Registry Office of the closing date.

**FAXED AND E-MAILED APPLICATIONS WILL NOT BE CONSIDERED**

Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements. Canvassing of Councillors/Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.


**NB:** In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website [www.nyandenilm.gov.za](http://www.nyandenilm.gov.za)

Applications clearly marked "Application for Employment" should be addressed to:

**The Municipal Manager  
Nyandeni Local Municipality  
Private Bag X504  
LIBODE 5160**

For enquiries, contact **Corporate Services Department** at **047 555 5028/24** and at **Ngqeleni Offices** at **047 568 0300/1**

**CLOSING DATE FOR APPLICATIONS: 23 February 2023 @ 15h00**

  
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**Z. MASUMPA**  
**MUNICIPAL MANAGER**