

# NYANDENI LOCAL MUNICIPALITY

**PHYSICAL ADDRESS:**  
Municipality Building  
B.N. Nomandela Drive  
LIBODE  
**POSTAL ADDRESS:**  
Private Bag X 504  
LIBODE  
5160



Tel: 047 5555 004  
047 5555 000  
047 5555 028  
Fax: 047 555 0202

Email: [mvunelos@nyandenilm.gov.za](mailto:mvunelos@nyandenilm.gov.za)

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*“Deciding with the people, not for the people”*

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NLM FILE REF/4/3

05 August 2021

## EXTERNAL VACANCY ADVERTISEMENT 01 OF 2021/22

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

### 1. LANDFILL SITE ADMINISTRATOR (2-YEAR FIXED-TERM CONTRACT)

*Salary Scale: R 575 151.76 per annum (All-inclusive total cost to employer package)*

#### Essential Requirements of the post:

- ✓ National Diploma in Environmental Management
- ✓ Three (3) Years Minimum Work Experience
- ✓ Valid Driving License

#### Key Performance Areas:

- ✓ Responsible for daily operation and administration of the landfill site.
- ✓ Maintaining proper control of the site and attend complaints and enquires concerning the landfill site functionality
- ✓ Attending to the routine operational issues, regulatory requirements, stakeholder issues, equipment issues, special employee requests, special operating instructions, etc.
- ✓ Ensuring that the need for any special operating conditions have been planned for in advance; e.g., wet weather areas should be prepared in advance of the rainy season;
- ✓ Preparing reports on the operations of the landfill site according to the planned activities and submit to the immediate superior.
- ✓ Overall supervision of staff in the Landfill Site.

**NB!** Application for Employment Form (not Z83, is available at [www.nyandenilm.gov.za](http://www.nyandenilm.gov.za) and Nyandeni LM offices both Libode and Ngqeleni), A detailed CV must accompany the Application for Employment form, Certified copies of qualifications, ID copy and Valid driver's licence and

Failure to submit documents listed above will result in disqualification. **Hand delivered** applications should be submitted 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: People with disabilities must disclose the nature of their disability.**

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

Applications should be addressed to:

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

**EMAILED & FAXED 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 interviews and appointment if the Council feels no suitable candidate found. Canvassing of Councilors and 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)**

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

**CLOSING DATE FOR APPLICATIONS: 03 SEPTEMBER 2021 @ 15h00**

**Z. MASUMPA  
ACTING MUNICIPAL MANAGER**