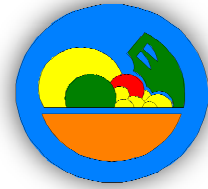




GREATER TZANEEN Municipality



VACANCIES

Applications are invited from suitable qualified persons to fill the following position in the Planning and Economic Development Department:

**1 X Word Processing Operator
(Job Id number 2/1/0/009)**

Salary: R183 380.76 per annum (Job level 10)

The purpose of the job of a Word Processing Operator is to perform helpdesk services, general typing and office administration to ensure that office work is done in a proper and orderly manner.

Key performance areas: The Word Processing Operator must ensure that the daily work is done to satisfaction. He/she will be responsible for: ▲ Performing general office administration to ensure an effective service ▲ performing typing services to ensure that documents are typed accurately and filed in a safe place ▲ organising of functions and meetings.

Requirements: ● Grade 12, NQF 4 ● the applicant must be computer literate in the usage of MS Word, MS Excel and must have good communication skills ● One year experience.

Applications are invited from suitable qualified persons to fill the following positions in the Engineering Services Department:

**1 x Driver/Operator (TLB) (Roads & Storm water)
(Job Id Number 5/1/2/015)**

Salary: R156 858.96 per annum (Job level 11)

The job purpose of a Driver Operator is to render an efficient service within the roads and storm water division to load and unload heavy equipment and material with a crane truck or front-end loader.

Key performance areas: The Driver Operator must ensure that the daily work is done to satisfaction. He/she will be responsible for: ▲ Maintaining and constructing roads and storm water infrastructure ▲ performing driving activities using a heavy machine to ensure the transporting of machinery, equipment and people to and from the workplace ▲ Maintaining and cleaning the truck and tools to ensure a clean truck and that all is in good working condition according to health and safety measures.

Requirements: ♦ Grade 8 with Code EC1 driver's license with PRDP is set ♦ Functional literacy ♦ Two years experience ♦ Short listed applicants will be subjected to an operation efficiency test.

Applications on the prescribed application form and indemnity form (available at the Civic Centre, Greater Tzaneen Municipality) a comprehensive CV and copies of certified certificates and ID copy should be addressed to: acting Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

**2 x Driver / Operator (Road & Storm water)
(Job Id Numbers 5/1/1/020 and 5/1/1/1/011)**

Salary: R139 566.96 per annum (Job level 12)

The job purpose of a Driver Operator is to transport personnel and materials with a truck/tractor to ensure that the goods and personnel transported reach their destinations safely.

Key performance areas: The Driver Operator must ensure that the daily work is done to satisfaction. He/she will be responsible for: ▲ Maintaining and constructing roads and storm water infrastructure ▲ performing driving activities using a heavy machine to ensure the transporting of machinery, equipment and people to and from the workplace ▲ Maintaining and cleaning the truck and tools to ensure a clean truck and that all is in good working condition according to health and safety measures.

Requirements: ♦ Grade 7 with Code EC1 driver's license with PRDP is set ♦ Functional literacy ♦ Two years experience ♦ Short listed applicants will be subjected to an operation efficiency test.

Applications are invited from suitable qualified persons to fill the following position in the Community Services Department:

**1 x Senior Team Leader (Waste Management)
(Job Id Number 6/3/2/075)**

Salary: R139 566.96 per annum (Job level 12)

The purpose of the job of a Snr Team Leader is to render a solid waste removal service to ensure the effective and efficient removal of solid waste from facilities.

Key performance areas: The Snr Team Leader must ensure that the daily work is done to satisfaction. He/she will be responsible for: ▲ Observing and supervising activities of the team to ensure the completion of the daily tasks; ▲ Observing and supervising utilization, and maintenance of machinery, equipment, tools and material; ▲ Performing administrative and human resources-related activities; ▲ Driving duties using a vehicle / truck to transport machinery, equipment and workers to and from the workplace.

Requirements: ♦ Grade 10 with a valid EC1 Drivers' License with PRDP ♦ Short listed applicants will be subjected to an operation efficiency test ♦ Leadership skills ♦ Healthy and strong ♦ Communication skills ♦ Three (3) years experience.

Closing date: 13 March 2015 at 12:00

**PLEASE MARK CLEARLY WHICH POSITION YOU ARE
APPLYING FOR**

**Further information can be obtained by phoning Mrs H
Maake on tel no. 015- 307 8384/1.**

Greater Tzaneen Municipality is an Employment Equity Employer.

NM LION – Acting MUNICIPAL MANAGER

