



Thembisile Hani Local Municipality

COPORATE SERVICES DEPARTMENT

Internal Memorandum

To	:	MUNICIPAL MANAGER
From	:	MANAGER CORPORATE SERVICES
Date	:	12 MAY 2023
Ref.	:	4/3/2/4
RE	:	ADVERTISEMENT

**KINDLY TAKE NOTE THAT THE FOLLOWING POSITIONS WILL BE ADVERTISED INTERNAL/EXTERNAL**

Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant positions

**CORPORATE SERVICES DEPARTMENT  
RECORDS CLERK**

**Work Station: Corporate Services THLM/CS/01**

**Term of Office: Permanent**

**Salary: R 219,941 – R 285,507 pa. (Excluding benefits) Task Grade 8.1**

**Requirements:** Grade 12; Computer Literacy: MS Office; 1 years' experience; and experience in the fields of paper-based and electronic records management.

**Competencies:** Oral Communication, Written Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organizational Awareness, Computer Literacy, Problem Solving, Planning and Organizing.

**Key Responsibilities:** Receiving in coming/outgoing mail and commences with recording sequence in registers, inserting dates, details of addressee, etc. inserting acknowledgement

of receipt on incoming mail, stamping and reflecting circulation details. Initiating sequences to maintain/update the correspondence reminder, filling system, and creating new files using specific codes and references. Executing procedural requirements related to the accessing and issuing of document files and/or coordinating sequences to facilitate document/file retrieval from users. Maintaining and updating copies of legislative Acts, by-laws and standing orders. Seeking approval and executing sequences to facilitate the archiving and disposal of aged/obsolete records

## **TECHNICAL SERVICES DEPARTMENT**

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### **HEAVY PLANT OPERATOR (TLB)**

**Work Station: Technical Services (WATER) THLM/TS/02**

**Term of Office: Permanent**

**Salary: R 247,636 – R 321, 435 pa. (Excluding benefits) Task Grade 9.1**

**Requirements:** Basic literacy. Driver's licence code 14 plus proficiency certificate for operating truck mounted equipment, Minimum 3 years Relevant Experience.

**Competencies:** Managing Work, Work Place Safety, Task Accountability, Quality Orientation, Oral Communication

**Key responsibilities:** Performs general checks ahead of a driving trip, (e.g. tyre pressure; current, valid registration sticker; windscreen; lights and horn in working order; body work and vehicle log book) ; Able to perform safety inspections, recognize and report mechanical problems and performs preventative maintenance. Receive instructions from immediate supervisor to establish details of task. Inspecting safety devices, controls, lubricant levels on vehicle and report defects to the immediate supervisor. Driving and manoeuvring heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading, compacting and levelling sequences.

### **LIGHT DUTY OPERATOR X 2 (WATER CARTS)**

**Work Station: Technical Services (WATER) THLM/TS/03**

**Term of Office: Permanent**

**Salary: R 219,941 – R 285,507 pa. (Excluding benefits) Task Grade 8.1**

**Requirements:** Basic literacy. Driver's licence code EC, plus a PDP, 1-2 years relevant experience

**Competencies:** Operation Monitoring, Quality Control Analysis, Operation and Control, Troubleshooting, Work Place Safety, Planning and Organizing

**Key responsibilities:** Receive instructions from immediate supervisor to establish details of tasks, Inspecting safety devices, controls, lubricant levels etc., on vehicle and report

defects to the immediate supervisor, drive the municipal vehicle and transport water to the required service point, Participate in the filling of water cart with water, road spraying and all Other responsibilities assigned by immediate supervisor.

## **GENERAL ASSISTANTS X6**

**Work Station: Technical Services THLM/TS/05**

**Term of Office: Permanent**

**Salary: R124 493 – R157 802 pa. (Excluding benefits)**

**Task Grade 4.1**

**Requirements:** Basic literacy, 0 - 1 years' experience required.

**Key responsibilities:** Performs labouring activities including but not limited to providing support during the installation, repair and maintenance of water reticulation systems by performing manual excavation and backfill of trenches according to procedures. Assists with the construction and upgrading of manholes, valve chambers, reinstatement of pavements and road crossing. Cleaning or clearing blockages and removing debris from drainage systems. Stores equipment and tools, cleans worksites, loading and off-loading material, equipment and spares required for maintenance work. Adhering to quality and quantity of work performed on a daily basis. Perform other related activities as directed by the supervisor.

## **SOCIAL SERVICES DEPARTMENT**

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### **GENERAL ASSISTANTS X1**

**Work Station: Technical Services THLM/TS/02**

**Term of Office: Permanent**

**Salary: R124 493 – R157 802 pa. (Excluding benefits)**

**Task Grade 4.1**

**Requirements:** Basic literacy, 0 - 1 years' experience required.

**Key responsibilities:** Performs basic routine functions, Follows basic instructions, Performs basic, routine maintenance; providing daily general cleaning activities. Cleaning ablution facilities, mopping floors and wiping and dusting surfaces, Tea/ coffee making. Placing and stacking tools/ equipment in the vehicle, observing sequences and procedures supporting safe transit and perform other related activities as directed by the supervisor. The KPA necessitate incumbent to be physically fit.

**Candidates applying for these positions must meet the core-competencies as set out in the Local Government: Municipal Staff Regulation No.45181 of 20 September 2021**

**NB: Candidates shortlisted for positions involving hazardous condition will be required to provide fitness certificate upon appointment at their own cost.**

Applications must be submitted on the prescribed "**General application**" form obtainable from the HR Office/Municipal website: [www.thembisilehanilm.gov.za](http://www.thembisilehanilm.gov.za). An application should include a comprehensive CV with at least three contactable references, certified copies of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Kwaggafontein 'C' in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

**Failure to fill and sign the prescribed application form will automatically disqualify the applicant.**

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

**CLOSING DATE: 29 May 2023 @ 16H00**

**Enquiries to Human Resources: Tjia NP or Mfiso NA at 013 986 9169**

**NB:** Canvassing in respect of these positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

**The council reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.**

  
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**Ms.SA Nxumalo**  
**Manager: Corporate Services**

12/05/2023  
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**Date**

  
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**Mr. DJD Mahlangu**  
**Municipal Manager**

15-05-2023  
\_\_\_\_\_  
**Date**