



**Thembisile Hani Local Municipality invites applications from suitably qualified candidates
for the following vacant position(s):**

NB: THE BELOW POSITIONS ARE RE-ADVERTISEMENTS: Applicants who previously applied for the position/s are encouraged re-apply.

MUNICIPAL MANAGER'S OFFICE: POLITICAL OFFICE

WARD COMMITTEE COORDINATOR

Ref: THLM-MM-07

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Appointment will be on a fixed-term contract of employment linked to the term of office of the public office bearer.

NB: The duration of the fixed-term employment contract may not be longer than 30 days after the public office bearer vacates office.

Salary: R 327 316.00 per Annum. (Excluding benefits)

Task Grade 10.1

Job Purpose: To ensure that community needs and concerns are communicated effectively.

Requirements: Grade 12; relevant National Diploma or equivalent qualification; valid driver's license; 3 - 5 years relevant experience in community matters will serve as an added advantage.

Competencies: Planning and Organising; Oral and Written Communication.

Key Responsibilities: Coordinate and administer all ward committee programmes and meetings; develop ward committee programmes; facilitate the induction/training for newly elected committee members; promoting municipal campaigns; compile annual and quarterly reports; maintain database of project beneficiaries. Perform general administration to ensure the smooth running of the office and the completion of relevant functions.

TECHNICAL SERVICES DEPARTMENT

LIGHT DUTY OPERATOR (Truck Driver)

Ref: THLM-TS-02

Workstation: Mthombomuhle (Kwaggafontein)

Term of Office: Permanent

Salary: R 258 202.00 per Annum (Excluding Benefits)

Task Grade 8.1

Job Purpose: To perform tasks/activities associated with transport support services for roads & storm water construction and maintenance.

Minimum requirements: Basic literacy; valid driver's license code 14 (EC) & Valid (PrDP); departmental proficiency test; minimum 2-4 years relevant experience.

Competencies: Managing Work; Workplace Safety; Task Accountability; Quality Orientation; Oral Communication.

Key Performance Areas: Inspecting safety devices, controls and lubricant levels on vehicles and report defects to the Superior. Transporting of road maintenance material and tipping thereof. Removing of building rubble. Transporting of pothole fixing material – hot bitumen – and offloading thereof. Transporting workers and their equipment to places of work. Controlling the use of the truck allocated to the post. Acting in accordance with the Council's Transport Policy regarding the use and maintenance of the truck. Controlling the loading and offloading of material and equipment as directed by the Superior. Transporting material to/from specific locations and observing and/or participating in the loading/offloading sequences.

Applications must be submitted on the prescribed "**General application**" form obtainable from the Human Resources Office and /or Municipal website: www.thembisilehanilm.gov.za (All fields on the form must be completed). An application should be accompanied by a comprehensive CV with at least **three** contactable references. Certified copies (not older than six months) of qualifications & ID document/card must 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 Mthombomuhle (Kwaggafontein 'C') in a Marked Drop Box for vacancies.

NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED. Failure to correctly fill in and sign the prescribed application form will automatically render the application unsuccessful.

Candidates must be willing to be subjected to background screening and/or security clearance processes.

Thembisile Hani Municipality is an equal opportunity and Affirmative Action employer. All appointments will be made in accordance with the Employment Equity Act and the Municipal Employment Equity Plan.

CLOSING DATE: 4 September 2025 @ 16H00

Enquiries: (Human Resources) Ms. N.P. Tjia and/ or Ms. N.A. Mfiso on 013 986 9169 and/ or tjian@thembisilehanilm.gov.za and mfison@thembisilehanilm.gov.za respectively.

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

The council reserves the right not to make any appointments, and no further correspondence will be issued.

**Mr. DJD Mahlangu
Municipal Manager**