



## **EXTERNAL ADVERT**

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

---

### **DEPARTMENT: CORPORATE SERVICES**

### **SECURITY ATTENDANT (PERMANENT POSITION) (04 POSTS )**

**REMUNERATION: R 109 947.48** Per annum (Task Grade 04 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS:**

- STD 7/Grade 9 or an appropriate level of education. (NQF Level 1)
- Registered with PSIRA and Grade A to Grade D security certificate.
- 1 year experience as a Security guard/VIP Protector.
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu

### **KEY PERFORMANCE AREAS**

- Controlling the entry/ exit of personnel/ visitors from the premises and/ or checking vehicles.
- Recording registration and driver details in the 'gate control register'.
- Interacting with persons found on site to establish reasons and/ or alerting the immediate superior and/ or law enforcement personnel during emergencies/ suspected break-ins and related incidents.
- Communicating the status of security at the premises through verbal interaction with the immediate superior at defined intervals during the shift.
- Patrolling the area and identifying with any deviations or breaches to security procedures (parameter lights not switched on, security gates not closed, etc.)

### **GENERAL ASSISTANT (PERMANENT POSITION)**

**REMUNERATION: R 107 372.76** Per annum (Task Grade 03 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS:**

- STD 7/Grade 9 or an appropriate level of education. (NQF Level 1)
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu
- 6-12 months experience as a general worker or relevant experience

**KEY PERFORMANCE AREAS**

- Receiving verbal instructions from the immediate superior on the work programme and/ or priorities related to specific departments and/ or communicating specific cleaning material requirements.
- Commencing with cleaning sequence, using detergents to remove stains/ dirt from painted/ polished or carpeted surfaces.
- Vacuuming carpeted floor areas, dusting and tidying desktops and shelves.
- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc. and checking and reporting defective items to the immediate superior for attention.

**DEPARTMENT: COMMUNITY AND SOCIAL SERVICES**

**GENERAL ASSISTANT (PERMANENT POSITION) (02 POSTS)**

**REMUNERATION: R 107 372.76** Per annum (Task Grade 03 of Grade 1 Local

Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS:**

- STD 7/Grade 9 or an appropriate level of education. (NQF Level 1)
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu
- 6-12 months experience as a general worker or relevant experience

**KEY PERFORMANCE AREAS**

- Sweeping walkways and paved areas using a broom, gathering, picking and transferring litter into refuse collection bags.
- Picking up litter and/ or items lying in open spaces.
- Removing and replacing refuse bags from collection bins in public areas.
- Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags into/ from refuse vehicles.
- Placing and stacking tools in designated storage area and/ or verbally reporting the condition/ status of tools to the immediate superior.

**DEPARTMENT: TECHNICAL SERVICES**

**GENERAL ASSISTANT (PERMANENT POSITION)**

**REMUNERATION: R 107 372.76** Per annum (Task Grade 03 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

## **MINIMUM REQUIREMENTS:**

- STD 7/Grade 9 or an appropriate level of education. (NQF Level 1)
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu
- 6-12 months experience as a general worker or relevant experience

## **KEY PERFORMANCE AREAS**

- Receiving instructions/ guidance from the immediate superior and attends to the preparation of work site. (eg. placing road signage, loading/ off-loading equipment, tools, etc) and/ or fastening slings/ ropes and guiding/ holding material/ equipment during the loading/ off-loading sequence.
- Maintaining and clearing of sewer mechanism including sewer lines , septic tanks and manholes operating all plant required
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences.
- Excavating and backfilling trenches and ancillary road-works to defined levels and widths using hand held tools (e.g. spade, picks, etc.).
- Laying and compacting materials (e.g. crusher run, asphalt, etc.) using hand held tools and plant (e.g. hand-stamper, spade, roller etc).
- Supporting the Supervisor with the placing of pre-cast concrete products (e.g. kerbs, pavers, etc).
- Placing stencil boards as guide for lettering, numbering and marking in marked out areas on road surfaces and painting in the applicable lines and signage.
- Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using handheld tools (e.g. cleaning rods, spade, etc.)

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720** or hand deliver at: **No 18 Old Main Road, Camperdown, 3720.**

**Closing date 26 JULY 2022 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Ms. N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.

---

**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**