



Department Of Corporate Services

Private Bag X5066
Thohoyandou
0950
Limpopo Province
Tel: 015 962 7500
Fax: 015 962 4020

EXTERNAL ADVERTISEMENT

THULAMELA MUNICIPALITY HEAD OFFICE: THE ECONOMIC HUB OF VHEMBE REGION AND EQUAL OPPORTUNITY EMPLOYER INVITE APPLICATIONS FROM SUITABLE CANDIDATES FOR APPOINTMENT ON THE FOLLOWING VACANT POSTS.

- 1. DEPARTMENT : CORPORATE SERVICES**
DIVISION : AUXILLIARY AND TRANSPORT SERVICES
POSITION : DRIVER
POST LEVEL : 10
NUMBER OF POST : 01
ANNUAL SALARY : R237 454.92

REQUIREMENTS

- Grade 12 Certificate plus code 10 (C1) drivers license and Public Drivers License (PDP).
- Be able to drive outside the Jurisdiction of Limpopo Province eg Gauteng.
- Be able to check daily inspection form.
- At least 2-3 years experience in driving small vehicle and trucks.

RESPONSIBILITIES

- Deliver official documents to various government institution.
- To collect official documents from Municipal satellite offices.
- To ferry officials for trips in and outside the jurisdiction of Limpopo Province eg Gauteng Province

- 2. DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER**
DIVISION : INTERNAL AUDIT
POSITION : INTERNAL AUDITOR
POST LEVEL : 05
NUMBER OF POST : 01
ANNUAL SALARY : R 484 840.92

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REQUIREMENTS

- Grade 12 certificate plus National Diploma in Internal Auditing/ BTech in Internal Auditing/ B.Com Degree.
- At least 2-5 years in Internal Audit experience.
- Computer literacy including MS Office programs.
- Knowledge and understanding of standards (ISPPIA)

RESPONSIBILITIES

- Develop risk-based Internal Audit plan.
- Conduct audit assignment in accordance with approved methodology.
- Compile Internal Audit reports.
- Perform any other duties as assigned by the Senior Internal Auditor and Chief Audit Executive.

3. DEPARTMENT : COMMUNITY SERVICES
DIVISION : PARKS AND CEMETERIES
POSITION : GENERAL ASSISTANT
POST LEVEL : 15
NUMBER OF POST : 01
ANNUAL SALARY : R 156 760.80

REQUIREMENTS

- Grade 12 certificate and testimonial confirming gardening experience.
- Minimum 1-2 years previous practical gardening experience as well as knowledge of plants and horticultural techniques.
- Be able to work under pressure.

RESPONSIBILITIES

- Greening and maintenance of all Municipal facilities.
- Maintenance of all Municipal cemeteries.
- Maintain and establish of new gardens.
- Control alien plants and weed control.
- Maintain and develop hard and dry gardens.

4. DEPARTMENT : GOVERNANCE
DIVISION : SPEAKER'S OFFICE
POSITION : CHAUFFER (DRIVER) FIXED TERM CONTRACT LINKED TO THE TERM OF THE SPEAKER

POST LEVEL : 08
NUMBER OF POST : 01
ANNUAL SALARY : R 334 303.68

REQUIREMENTS

- Grade 12 certificate plus a valid code 10 (C1) drivers license with Public Drivers Permit (PDP).
- Defensive driving, VIP protection, Competency certificate for firearm.
- Valid firearm license, have received training as a Police Officer or a Traffic Officer or Security certificate.
- 2 years experience in related field.

RESPONSIBILITIES

- Ensure safe driving of the Speaker during imbizo and meetings.
- Ensure that the vehicle is clean, well maintained and serviceable at all times.
- Must keep all records of all trips.
- Must verify notes and location to be visited on a daily basis.
- Any other duties delegated by the Speaker.

5. DEPARTMENT : COMMUNITY SERVICES
DIVISION : ENVIRONMENTAL & WASTE
MANAGEMENT
POSITION : GENERAL ASSISTANT
POST LEVEL : 15
NUMBER OF POST : 02
ANNUAL SALARY : R156 760.80

REQUIREMENTS

- Grade 12 Certificate and testimonial confirming cleaning experience.
- 1-2 years experience in cleaning/ refuse removal.
- Be able to work under pressure.

RESPONSIBILITIES

- Refuse removal from household, business and government institution.
- Cleaning of municipal building and recreation facilities.

- Sweeping of street, sidewalks, taxi rank and bus rank.
- Empty street and public dustbins.
- Removal of building rubbles from public places.
- Perform any other duties delegated by the supervisor.

NB. Application must be submitted on the signed Thulamela Municipality application form obtained on the Website: www.thulamela.gov.za accompanied by comprehensive C.V and certified copies of certificates to be forwarded to: **THE MUNICIPAL MANAGER, THULAMELA MUNICIPALITY, P/BAG X5066, THOHOYANDOU, 0950** or may be handed in at Office no. **130B** during working hours. People with disability are encouraged to apply. No faxed, Emailed or late applications will be considered. For administration enquiries contact: **Ramugondo R.R. @ 015 962 7643 or Thenga A.R @ 015 962 7775.**

Closing date: 06 April 2023

Should you not be contacted within **30** days after the closing date, accept that your application was unsuccessful. Qualification and employment background check will be carried out to all shortlisted candidates. The Municipality reserves the right to appoint.



MUNICIPAL MANAGER
MAKUMULE M.T

07 . 03 . 2023
DATE