



# 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       | : AUXILIARY & TRANSPORT SECTION |
| POSITION       | : TRANSPORT CLERK               |
| POST LEVEL     | : 08                            |
| NUMBER OF POST | : 01                            |
| ANNUAL SALARY  | : R352 356.00                   |

### REQUIREMENTS

- Grade 12 certificate.
- National Diploma in Public management.
- 1-2 years experience in administration.
- Computer literacy.
- Able to communicate with external & internal stakeholders.

### RESPONSIBILITIES

- Implement and control system to optimize the usage and utilization of vehicles and drivers in consultation with immediate supervisor.
- Monitor and report misuse and abuse of fleet vehicles.
- Monitor the repairs and maintenance of vehicles, ensuring service and repairs and carried out timeously.
- Maintain assets register, accurate record and fleet statistics.
- Complete relevant accident reports in compliance with the accident policy and submit them to the insurers for claim purposes.
- Monitor licensing and registration of Municipal and liaising with traffic section.
- Checking logbook and fuel requisition of drivers for a monthly accuracy.
- Assist in distribution of office furniture.
- Prepare monthly reports informing the immediate supervisor of the fleet activities.

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2. DEPARTMENT : BUDGET & TREASURY  
DIVISION : REVENUE  
POSITION : DRIVER  
POST LEVEL : 10  
NUMBER OF POST : 01  
ANNUAL SALARY : R250 277.49

#### REQUIREMENTS

- Grade 12 certificate.
- Code 10 (C1) drivers license and public drivers license (PDP).
- Be able to drive outside the jurisdiction of Limpopo Province e.g. Gauteng.
- be able to check daily inspection form.
- At least one (01) year experience in driving small vehicles and trucks.

#### REPONSIBILITIES

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

3. DEPARTMENT : OFFICE OF THE MUNICIPALITY  
DEPARTMENT : CORPORATE SERVICES  
DIVISION : CHIEF WHIP  
POSITION : ADMIN CLERK (CONTRACTUAL POST LINKED TO THE TERM OF THE CHIEF WHIP)  
POST LEVEL : 08  
NUMBER OF POST : 01  
ANNUAL SALARY : R352 356.00

#### REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public Administration/ Public Management/ Public Relations/ Human Resources
- Computer Literacy will be added as an advantage
- Two (02) years experience in related field

#### RESPONSIBILITIES

- Administer and manage office work
- Filling & Typing
- Package documents related to the office

- Any other duties assigned by the office

4. **DEPARTMENT** : **CORPORATE SERVICES**  
**DIVISION** : **SPEAKERS OFFICE**  
**POSITION** : **SENIOR ADMIN OFFICER (CONTRACTUAL POST LINKED TO THE TERM OF THE SPEAKER)**  
**POST LEVEL** : **06**  
**NUMBER OF POST** : **01**  
**ANNUAL SALARY** : **R451 518.60**

#### **REQUIREMENTS**

- Grade 12 certificate
- National Diploma in Public Administration Public Management/ Political Science/
- Computer literacy
- Valid drivers license
- Two (02) years experience in related field

#### **RESPONSIBILITIES**

- Oversee the administration and implementation of community facilities in Municipal governance
- Promote sound interaction community interests
- Manage stakeholders engagement
- Adhere to protocol during public participation events
- Represent Municipalities in various forum
- Interact with community based structures and councilors on specific outcome
- Manage and investigate all matters referred to committee by other council committee

**NB.** Application must be submitted on the signed Thulamela Municipality application form obtained on the Website: [www.thulamela.gov.za](http://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 at Thulamela Municipality Head Office. For Administration enquires contact recruitment offices in Human Resources: **015 962 7775**

Thulamela Municipality is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in the newspapers and on the website.

Thulamela municipality applies principles of employment equity as per National Legislation and policy guidelines and will consider designed groups in line with these requirements. We are equal opportunity employer.

**Closing date: 27 June 2024**

Should you not be contacted within **30 days** after the closing date, accept that your application has been unsuccessful.

**Thulamela Local Municipality reserves the right not to fill any of these advertised posts.**

  
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**MUNICIPAL MANAGER**  
**MAKUMULE M.T**

31.08.2024  
**DATE**