



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 : COMMUNITY SERVICES
DIVISION : LAW ENFORCEMENT
POSITION : LAW ENFORCEMENT OFFICER
POST LEVEL : 09
NUMBER OF POSTS : 02
ANNUAL SALARY : R296 788.68

REQUIREMENTS

- Grade 12 certificate.
- Traffic Diploma obtained from the recognised government institution.
- Law enforcement Municipal certificate or Metro Police certificate or Diploma.
- Registered as a traffic officer by the department of Transport.
- Eligible to be registered as a peace officer/ registered as a peace officer.
- Valid code 10 or 8 drivers license.
- Two years relevant experience of the key performance areas.
- Good human relations and communication skills.

RESPONSIBILITIES

- Issuing of 341 notice/ by-law contravention or charge form to ensure compliance with the legislations.
- Ensure Municipal by-laws, appropriate legislations, illegal squatting, public nuisances, informal trading, advertising and mechanical workshop.
- Ensuring compliance on people carrying business at the parking by enforcing Municipal by-laws.
- Assist the Municipality in curbing corruption.

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2. DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
DIVISION : RISK AND SECURITY
POSITION : SECURITY GUARDS
POST LEVEL : 13
NUMBER OF POSTS : 06
ANNUAL SALARY : R194 346.36

REQUIREMENTS

- Grade 12 certificate.
- Valid Private Security Regulatory Authority (PSIRA) registration at least Grade E-C.
- Security training certificate.
- Valid firearm competency certificate.
- At least one (01) year security guards experience.
- Good verbal and written communication skills,
- Self-management and time management.
- Willing to work extended hours including weekends & public holidays.
- Knowledge of Municipal policies and procedures.

JOB PROFILE

- Performing security duties for Thulamela Municipality operational entrance, exit and facilities at allocated sites.

KEY PERFORMANCE AREAS

- Access control- by conducting regular guarding and entrance and exit points and putting control measures in place.
- Keep Security Register on duty and record all occurrences at work by making entries on visit and recording any resources (human capital) at check points to tighten up Security.
- Patrol and guard movable and immovable assets by conducting foot patrol.
- Ensure safety and security in all properties on the Municipality by checking if all doors are locked and check if all Municipal vehicles taken out are in good condition and signed back still in good condition.

DUTIES

- Monitoring assets by patrolling.
- Conducting routine patrols.
- Handling and reporting all security incidents to supervisors.
- Compliance with security standards (statutory and Thulamela Municipality Specific)

- Assets Management and protection.
- Administration duties.
- Write and submit monthly and incident reports.
- Perform any other duties assigned by the supervisor.

N.B. APPOINTMENT OF CANDIDATE WILL BE SUBJECTED TO POSITIVE SECURITY CLEARANCE.

3. DEPARTMENT : PLANNING & DEVELOPMENT
POSITION : SECRETARY
POST LEVEL : 06
NUMBER OF POST : 01
ANNUAL SALARY : R471 836.88

REQUIREMENTS

- Grade 12 certificate.
- Diploma in Secretarial Studies/ Diploma in Public Management.
- Vast experience in Secretarial work.
- Be prepared to work under pressure.
- Vast knowledge of computer practice e.g. word, excel, PowerPoint and internet.

RESPONSIBILITIES

- Include providing secretarial and administrative support to the head of department.
- Manage all responsibilities relating to the office of the head of the department.
- Keeping the dairy of the planning & development Senior Manager.
- Any other duty delegated by the planning & development Senior Manager.

4. DEPARTMENT : TECHNICAL SERVICES
DIVISION : GRAVEL ROADS
POSITION : GENERAL ASSISTANT
POST LEVEL : 15
NUMBER OF POSTS : 03
ANNUAL SALARY : R172 660.92

REQUIREMENTS

- Grade 12 certificate.

- N3 in Civil Engineering.
- At least 01 year experience in roads maintenance.

RESPONSIBILITIES

- Perform general duties relating to Civil Engineering works.
- Assist Handyman & artisan.
- Load and unload material at designated places.
- Washing and cleaning tools after work.

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 **Registry** Office no: **SS40** during working hours at Thulamela Municipality Head Office. For Administration enquires contact recruitment offices in Human Resources: **015 962 7775/ 015 962 7699/ 015 962 7697**

Closing date: 31 October 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.



MUNICIPAL MANAGER
MAKUMULE M.T

01-10-2024
DATE