

# Department Of Corporate Services

Private Bag X5066  
Tlohozyandou  
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Limpopo Province  
Tel: 015 962 7500  
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## 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.**

<b>1. DEPARTMENT</b>	<b>: CORPORATE SERVICES</b>
<b>DIVISION :</b>	<b>: COMMUNICATION</b>
<b>POSITION</b>	<b>: MANAGER: PUBLIC PARTICIPATION (FIXED TERM CONTRACT LINKED TO THE TERM OF THE SPEAKER)</b>
<b>POST LEVEL</b>	<b>: 03</b>
<b>NUMBER OF POST</b>	<b>: 01</b>
<b>ANNUAL SALARY</b>	<b>: R687 583.20</b>

## REQUIREMENTS

- Grade 12 certificate.
- Bachelor's degree in Public Administration/Management sciences/Public Management. Honours Degree will be added as advantage.
- Minimum experience of three years in Municipal environment.
- Computer Literacy.
- Valid drivers licence.

## RESPONSIBILITIES

- Ensure the development and implementation of strategies that will have measurable impact on organizational productivity.
- Facilitate the provision of services to the local communities in the affairs of the municipality.
- Facilitate the participation of the local communities in a suitable and equitable manner.
- Develop and maintain system to assess community development issues and that reports are table to community meetings.
- Ensure that there is proper consultation with the community on the development issues and that reports are table to community meetings.
- Facilitate the establishment of ward committees and provision of secretarial support.
- Develop and manage the programme of ward committees meetings.

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- Ensure community participation and social development in all projects which are implemented within the municipality.

**2. DEPARTMENT : CORPORATE SERVICES**  
**DIVISION : HUMAN RESOURCES**  
**POSITION : DEPUTY MANAGER RECRUITMENT**  
**POST LEVEL : 04**  
**NUMBER OF POST : 01**  
**ANNUAL SALARY : R578 463.36**

### **REQUIREMENTS**

- Grade 12 plus Degree or Diploma in Human Resources Management / Public Management.
- 2 – 3 years relevant experience.
- Computer skills (MS Word, Excel, PowerPoint).
- Valid drivers licence.
- Writing skills, communication and computer skills.
- Sound knowledge of Departmental policies, procedures and legislations.

### **RESPONSIBILITIES**

- Monitor provision of employee benefits services.
- Monitor the provision of Leave Administration services.
- Monitor personnel module through PayDay system.
- Monitor the provision of Employment Equity Plan
- Monitor Organizational design, Job evaluation and process improvement.
- Staff supervision and any delegated functions by supervisor.
- Provide administrative tasks associated with recruitment and selection.
- Coordinate employee benefits administrative processes with regard to recruitment.
- Leave gratuity for payment for employees that have resigned, retired or been terminated.
- Maintain a sound relationship with service providers.
- Develop and implement Employment Equity Plan.
- Monitor the distribution pension statements to staff within the allocated time frame.
- Co-ordinate procedural administrative process and supervision of employees.
- Ensure proper staffing inline with HR Plan and administer exit interview.

**3. DEPARTMENT : CORPORATE SERVICES**  
**DIVISION : AUXILIARY AND TRANSPORT SERVICES**  
**POSITION : DEPUTY MANAGER AUXILIARY AND TRANSPORT SERVICES**  
**POST LEVEL : 04**

**NUMBER OF POST : 01**  
**ANNUAL SALARY : R578 463.36**

## **REQUIREMENTS**

- Grade 12 plus Degree or Diploma in Public Management /Administration.
- 2 – 3 years relevant experience in Municipal environment.
- Sound knowledge of departmental policies and procedures.
- Planning and organizing skills, communication and computer skills (MS Word, Excel, and Powerpoint).
- Fleet management skills.
- Computer skills (MS Word, Excel, PowerPoint).
- Valid drivers Licence.

## **RESPONSIBILITIES**

- Conduct tasks/activities associated with the implementation of procedures, monitoring and reporting on sequences outcomes.
- Coordinates specific tasks / activities associated with the vehicles repairs and switchboard maintenance related to the activities/ operations in the functionality.
- Coordinates Auxiliary and Transport Services.
- Controls specific administrative functions associated with the updating and maintaining records/ information related to the activities/operations.
- Licensing and registration of fleet vehicles.
- Liase with short term insurance for fleet and individual vehicles.
- Checking logbooks and ensure drivers submit returns on a monthly basis.
- Monitor all fleet vehicles through tracking devices.
- Ensure that all Councillors are insured by Sasria for violence or Riots /protests.
- Daily inspection of Departmental fleet.
- Coordinate procedures, systems and controls associated with Auxilliary Services (vehicles ) availability and utilization.
- Coordinate the allocation of Furniture and Motor vehicles.
- Develop an electronic databases registration, inspections and maintenance of fleet.
- Coordination of switchboard services.
- Responsible for the procurement, replacement and disposal of fleet.
- Conduct inspections of vehicles, Furniture and machinery .
- Managing the registration and licensing of all council vehicles.
- Responsible for the procurement, replacement and disposal of fleet.
- Supervise inspection of departmental fleet vehicles.
- Staff supervision and any delegated functions by the supervisor.

4. DEPARTMENT	: COMMUNITY SERVICES
DIVISION	: ENVIRONMENTAL & WASTE MANAGEMENT
POSITION	: GENERAL ASSISTANT
POST LEVEL	: 15
NUMBER OF POST	: 02
ANNUAL SALARY	: R165 225.84

#### REQUIREMENTS

- Grade 12 Certificate and Testimonial confirming experience.
- 1 year experience in related field.
- Experience in cleaning and refuse removal.
- Be able to work under pressure.

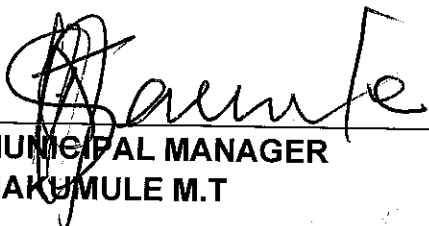
#### RESPONSIBILITIES

- Refuse removal from household.
  - Cleaning of municipal building and recreation facilities.
  - Sweeping of street, sidewalks, taxi rank and bus rank.
  - Empty street and public dustbin.
  - 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](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 or 015 962 7643**
- Thulamela municipality is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the website.
  - Thulamela Municipality applies principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.

**Closing date: 14 February 2024**

Should you not be contacted within **30 days** after the closing date, accept that your application has been unsuccessful. Qualifications, employment background check and a security vetting will be done for all the shortlisted candidates.

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

  
MUNICIPAL MANAGER  
MAKUMULE M.T

18.01.2024  
DATE