



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT	: WASTE MANAGEMENT
POSITION	: COMMUNITY SERVICES CLERK
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	: 07
SALARY NOTCH	: R 191 758.84
SALARY SCALE	: R 191 758.84 – R 248 916.63. pa
REF. NO	: KZ293COMM033

KEY REQUIREMENTS

The incumbent must have Matric Certificate, minimum National Certificate (N6)/ a three-year Diploma /Degree in Public Administration plus a minimum of two years relevant working experience within the Public or Local Government sector. Valid driver's license minimum code B.

KNOWLEDGE, SKILL & COMPETENCY

- Knowledge of Local government Legislations.
- Good communication and numerical skills
- Computer literacy
- High level of proficiency in writing and analytical skills
- Clear understanding of community structures

KEYRESPONSIBILITIES

- The incumbent will be responsible for general administrative tasks and office administration for the Department.
- Responsible for setting up meetings, generating agendas and minutes, and the distribution of all relevant documentation.
- Responsible for travel and accommodation arrangements.
- Consolidation of divisional report for the department.
- Record keeping and filing of all Environmental, Waste Management, Coastal Management, and any other relevant documentation.
- Database management which includes data input and generating reports and pro-forma invoices.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Subsidized Pension and Medical Aid, Housing subsidy.

CLOSING DATE: 25 SEPTEMBER 2024 @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to HR Office No 06 or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource** on this telephone number (032) 532 00.

Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:



**DSG KHUZWAYO
MUNICIPAL MANAGER**

04/09/2024
DATE



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT	: WASTE MANAGEMENT
POSITION	: GENERAL WORKER X1
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	:03
SALARY NOTCH	: R 107,271.94
SALARY SCALE	: R 107,271.94pa – R 113,209. pa)
REF. NO	:KZ293COMM023

KEY REQUIREMENTS

Minimum of NQF Level 1(from grade 4 to Grade 9) with twelve (12) months working experience required.

KNOWLEDGE, SKILL & COMPETENCY

- Basic verbal and written communication skills.
- Able to work under pressure.

KEY RESPONSIBILITIES

- Picking up and loading refuse bags into the refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles.
- Collecting refuse from business premises, engaging specific lifting gears to attach, empty, and release mobile waste containers or, gathering and loading refuse bags into vehicles.
- Attends to the loading/offloading of refuse bags into/from refuse vehicles at disposal sites.
- Assist in waste reduction
- Educate community on waste management issues
- In order to ensure laid down instructions are complied with and/or specific deadlines and productivity standards are accomplished

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