



VHEMBE

District Municipality

Private Bag x5006, Thohoyandou, 0950

Invites applications from suitably qualified individuals to fill the following positions:

DEPARTMENT: CORPORATE SERVICES

Post: Manager Council Support

Post Level: 03

Salary Scale: R623 529.00 p.a.

Requirements: • B Degree in Public Administration or equivalent • Advanced Computer skills. • Driver's License • Excellent Communications skills at all levels. • 5 years' experience with 3 years in supervisory within Local government. **Key Performance Areas:** • Manage the compilation of council and committee agenda • Manage the recording of minutes for council and committee meeting • Oversee the safe keeping of council and committee records • Manage the safe keeping of councillors personal files • Manage and ensure the completion of and safe-keeping of declaration of interest forms for councillors and officials • Oversee the notification of councillors and other stakeholders about council and other committee meetings • Oversee the organisation and preparation of venues and catering for meetings • Oversee the keeping and maintenance of the council Resolutions Register • Making follow-up on the implementation of council Resolutions by departments • Support councillors in their administrative duties. • Manage the use and payments of telephone services • Manage the declaration of vacancies brought about by the resignation and termination of councillors • Manage the Office of the Speaker and MPAC.

Post: Council Secretariat (Re-Advertisement)

Post Level: 04

Salary Scale: R475 763.59 p.a

Requirements:• National Diploma / Degree in Public Administration or equivalent • Advanced report writing skills. • Code C1 driver's license • Excellent Communications skills at all levels. • 2 - 3 years' experience. **Key Performance Areas:** • Drafting and typing of agenda for Council and Committee Meetings. • Recording of minutes of both Council and Council Committees. • Safe keeping of Council and Committee agendas and Minutes • Safe keeping of Councillor's personal files and all relevant records. • Safe keeping of declaration forms for Councillor's. • Notifying relevant stakeholders about meetings and sending reminders to invited stakeholders before meetings. • Organise venues and catering for meetings. • Assist councillors in their administrative duties. • Attend to any other relevant matters delegated as and when need arises. • Maintain Council resolutions register.

Post: Administrator: Committees X2

Post Level: 08

Salary Scale: R289 799.42 p.a

Requirements: • National Diploma in Public Administration or equivalent • Computer Literacy. • Excellent Communications skills at all levels. • 1 year relevant experience. **Key Performance Areas:** • Provide administrative support to council committees. • Provide procedural advice as required. • Arrange committee meetings, including liaison with committee members, booking meeting rooms and arranging catering. • Prepare minutes of committee meetings. • Liaise with and advise individuals and organizations regarding committee activities. • Maintain and archive committee records, both hard copy and electronic. • Coordinate the final preparation of committee reports, including formatting, proof-reading, printing and distribution. • Process committee expenditure and accounts as required. • Undertake other duties as directed by the council & committee manager.

Post: General Worker X98

Post Level: 15

Salary Scale: R118 067.49 p.a

Requirements: • Grade 10 or equivalent. **Key Performance Areas:** • Removing and washing off debris from tools and equipment. • Cleaning spilled waste, sweeping, gathering and inserting into refuse bins • Cleaning the Yard • Removing debris/ rubble in worksites • Dig trenches • Cleans worksites, stores equipment and tools and loads materials prior to departure from work site • Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences • Excavating and backfilling trenches to defined levels using hand held tools • Remove cob webs from walls and ceilings by dusting.

DEPARTMENT: TECHNICAL SERVICES

Position: PMU Support System

Post Level: 05

Salary Scale: R420 295.07 p.a

Requirements: • National Diploma in ICT / Computer Systems • Code B Driver's License • 2 years relevant experience. **Key Performance Areas:** • Create all network points and cables • Format and set up new computers • Management of MIG, EPWP and MIS systems • Register and de-register users on the system • Create network points and cables PMU staff.

OFFICE OF THE MUNICIPAL MANAGER

Position: Secretary to the Municipal Manager

Post Level: 08

Salary Scale: R289 799.42 p.a

Requirements: • Diploma in Secretarial/Management Assistant or equivalent • Minimum 2 years experience • Computer literate in Ms. Word, Outlook, PowerPoint, and Excel • Good communication (verbal and written) skills • Excellent interpersonal skills and etiquette • Ability to work unsupervised and under pressure. **Key Performance Areas:** • Carry general Office Management tasks • Typing all letters, memos, reports and related correspondences • Filing and records management • Office management and administration at a high level • Make travel and accommodation arrangements • Consolidation of reports • Handle telephone and messages • Follow up on outstanding correspondence • Receive visitors and diarise appointments for the Municipal Manager • Perform any other duties that may be delegated.

OFFICE OF THE EXECUTIVE MAYOR

Position: Protocol Officer

Post Level: 05

Salary Scale: R420 295.07 p.a

Requirements: • Grade 12 plus Diploma in Security Management / equivalent qualification • Advance Protocol Service Certificate will serve as an added advantage • Computer Skills • Code B drivers' licence • 2 years' experience in Protocol Services. **Key performance Areas:** • Provide effective protocol services for planned as well as unplanned events. • Organise preparatory meetings with all stakeholders prior to events. • Compile an order of proceedings for all events • Conduct application of official order of precedence to ensure correct seniority placement at all official and ceremonial functions. • Arrange catering, photo session, briefing room and the national flag of every visit of the mayor • Coordinate induction programme for council on issues relating to protocols • Receive, accompany and see off official delegations and government guests • Liaise with internal customers in preparation for meeting with delegations. • Obtain and prepare internal stakeholders on the countries of visit's profile. • Organise hospitality and other logistic arrangements for visiting delegations and government guests. • Also act as the Chauffeur of the Mayor as and when needs arises.

DEPARTMENT: COMMUNITY SERVICES

Position: Junior Fire Fighter X 20

Post Level: 11

Salary Scale: R187 596.44 p.a

Requirements: • Grade 12 • Firefighter II plus Basic Ambulance Assistance Certificate • Valid Code C1 Driving License. **Key Performance Areas:** • Responding to fires, rescues and related emergency and non-emergency humanitarian incidents • Responding to incidents involving hazardous substances • Extricating and/ or releasing casualties and carrying out emergency operations • Resuscitating and treating injured persons and carrying out emergency operations • Operating a range of equipment to control and extinguish fires.

Forward your applications to: The Municipal Manager; Vhembe District Municipality; Private Bag X 5006; Thohoyandou; 0950 or Hand Delivered to the Registry Office, Vhembe District Municipality, Old Parliament Building, Government Complex.

Application must be submitted on the prescribed VDM HR application form, obtainable on the website (www.vhembe.gov.za) accompanied by a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications.

Applications without the above will not be considered. Vhembe District Municipality reserves the right to / not to make appointments. If no response is received from Vhembe District Municipality within **90 days** after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

NB: All shortlisted candidates will go through **security check**. Fax and E-Mail applications will be not accepted. Applications received after the closing date and time will not be considered. Fraudulent qualifications or documentation will immediately disqualify an applicant. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.

Enquiries on the above should be directed to:
The Recruitment Officer at 015 960 2042 / 2232 / 2233.

Closing date: 19 March 2020

TS NDOU - MUNICIPAL MANAGER