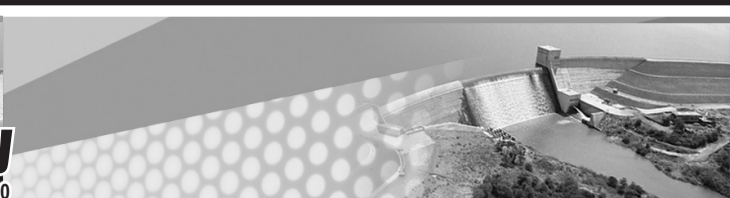


VHEMBE

District Municipality

Private Bag X5006 • Thohoyandou • 0950 • Tel: 015 960 2000



VACANCY ADVERTISEMENT

OFFICE OF THE EXECUTIVE MAYOR

Position: Chief of Staff

Post Level: 03

Salary Scale: Negotiable – (All-inclusive remuneration package)

NB. This is a fixed-term contract of employment linked to the term of office of the Executive Mayor. The contract may not be longer than 30 days after the Executive Mayor vacates office.

Requirements: • Grade 12 Certificate • B Degree or relevant equivalent • Exceptional Computer literacy (MS Word, Excel, PowerPoint, Internet & E-mail) • Excellent office management, leadership and analytical skills • Ability to demonstrate resilience and to function effectively under pressure • Knowledge of and interpretation of legislative framework, service delivery, imperatives and implementation thereof • Ability to understand and observe protocol • Experience and Understanding of a political environment will be an added advantage.

Position: VIP Protection to the Executive Mayor X2

Post Level: 07

Salary Scale: R557 651, 76 – (All-inclusive remuneration package)

NB. This is a fixed-term contract of employment linked to the term of office of the Executive Mayor. The contract may not be longer than 30 days after the Executive Mayor vacates office.

Requirements: • Grade 10 or Equivalent Driver's License • Knowledge in criminal justice, laws, legal codes and court procedures • Trained in the field of combat defense and weaponry • Firearm license • PSIRA compliance. **Added Advantage:** Certificate in advanced driving

OFFICE OF THE SPEAKER

Position: Head of Office of the Speaker

Post Level: 03

Salary Scale: Negotiable – (All-inclusive remuneration package)

NB. This is a fixed-term contract of employment linked to the term of office of the Speaker. The contract may not be longer than 30 days after the Speaker vacates office.

Requirements: • Grade 12 Certificate • Bachelor's degree in Administration or relevant equivalent, with extensive management experience • 3 Year Practical experience gained at strategic management level • Valid driver's licence.

Position: Public Participation and Outreach Coordinator

Post Level: 04

Salary Scale: R755,561.70 – (All-inclusive remuneration package)

NB. This is a fixed-term contract of employment linked to the term of office of the Speaker. The contract may not be longer than 30 days after the Speaker vacates office.

Requirements: • Grade 12 Certificate • B-Degree/National Diploma in Political Science or Public Administration/Management, Social Science or any other relevant qualification • 3 Year relevant experience • Valid driver's license.

Position: MPAC Researcher

Post Level: 04

Salary Scale: R755,561.70 – (All-inclusive remuneration package)

NB. This is a fixed-term contract of employment linked to the term of office of MPAC Chairperson. The contract may not be longer than 30 days after the MPAC Chairperson vacates office.

Requirements: • B-Degree/National Diploma in Public Administration • Management and research subjects will be an added advantage; • MFMP Certificate will be an added advantage; • Driver's license;

Position: Administrator: MPAC

Post Level: 8

Salary Scale: R484,547.52 – (All-inclusive remuneration package)

NB. This is a fixed-term contract of employment linked to the term of office of MPAC Chairperson. The contract may not be longer than 30 days after the MPAC Chairperson vacates office.

Requirements: • Diploma in Secretarial/Management Assistant or equivalent • Minimum 2 years relevant 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

Position: VIP Protection to the Speaker X2

Post Level: 07

Salary Scale: R557 651, 76 – (All-inclusive remuneration package)

NB. This is a fixed-term contract of employment linked to the term of office of the Speaker. The contract may not be longer than 30 days after the Speaker vacates office.

Requirements: • Grade 10 or Equivalent • Driver's License • Knowledge in criminal justice, laws, legal codes and court procedures • Trained in the field of combat defense and weaponry • Firearm license • PSIRA compliance. **Added Advantage:** Certificate in advanced driving.

OFFICE OF THE MUNICIPAL MANAGER

Position: Security Guard X32

Post Level: 15

Salary Scale: R136,199.37

Requirements: • Grade 10 • Security certificate E-C • 1-2 Years applicable experience

DEPARTMENT: TECHNICAL SERVICES

Position: Chief Artisan – Plumbing (Musina, Makhado, Thulamela, Collins Chabane) X4

Post Level: 5

Salary Scale: R484,840.70

Requirements: • Diploma or equivalent qualification in plumbing with relevant trade test in plumbing • Valid driver's license • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible and reliable • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** 3 years working experience in similar field

Position: Artisan Plumber - X16 (Head Office)

Post Level: 10

Salary Scale: R237,448.73

Requirements: • Grade 12 with relevant qualification or relevant trade test in (Plumbing field) • Computer literate, high technical, communication, administration and communication skills. • Valid driver's license • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible and reliable • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** 3 years working experience in similar field, experience in local government/construction of water infrastructure in plumbing.

Position: Artisans: Mechanical, Electrical and Civil (Head Office)

(Musina, Thulamela, Makhado, Collins Chabane) X8

Post Level: 10

Salary Scale: R237,448.73

Requirements: • Grade 12 with relevant qualification or relevant trade test in (Mechanical, Civil, electrical field) • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible and reliable • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** 3 years working experience in similar field

Position: Artisans: Mechanical, Electrical and Civil (Musina, Thulamela, Makhado, Collins Chabane) Engineering Services X4

Post Level: 10

Salary Scale: R237,448.73

Requirements: • Grade 12 with relevant qualification in plumbing and relevant trade test • Valid drivers license • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible and reliable • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** 3 years working experience in similar field

Position: Assistant artisans – Wastewater operations (Musina, Makhado, Thulamela, Collins Chabane) Waste Water Services X18

Post Level: 11

Salary Scale: R209,072.48

Requirements: • Grade 12 with relevant plumbing experience. • Trade test and driver's license will be an added advantage. • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible, reliable and work independently • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** 2 years

Position: Control process officers (Portable Water Operations) X2

Post Level: 05

Salary Scale: R484, 840.70

Requirements: • Diploma /NQF level 6 or relevant qualification in water care, water and wastewater treatment practice and other related fields. • Must be able to be registered as a class 5 process controller as per the DWS regulations. • Valid Driver's license • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible, reliable and work independently • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** 3 years relevant experience.

Position: Chief process controllers (Portable and waste water operations) Thulamela, Musina, Makhado, Collins Chabane X4

Post Level: 06

Salary Scale: R428,385.52

Requirements: • National Certificate, NQF level 4 or any equivalent qualification in water care, water and wastewater treatment practice and other related fields. • National Diploma will be an added advantage. • Should be able to be registered as a class 5 process controller as per the DWS regulations. • Valid driver's license. • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible, reliable and work independently • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** 2 years

Position: Process controllers x 10 (Portable water and wastewater operations)

Post Level: 12

Salary Scale: R185,882.58

Requirements: • Grade 12 (Matric), National Certificate, NQF level 3 or equivalent qualification in water and waste water treatment practice and registration as Class 3 Process Controller. • Required to work in all weather conditions • Good problem solving abilities • Must have good communication skills. • Be responsible, reliable and work independently • Required to work outside normal working hours, shifts, during emergencies and planned overtime. **Minimum experience required:** 3 years relevant experience fields

Position: Driver Operators (Water tankers, Honey suckers, crane trucks and TLBs) X11 – Musina LM, Collins Chabane, Makhado LM and Thulamela LM

Post Level: 10

Salary Scale: R237,448.73

Requirements: Matric certificate • Valid code 14 driver's license • Required to work in all weather conditions • Good problem-solving abilities • Must have good communication skills. • Be responsible and reliable • Required to work outside normal working hours during emergencies and planned overtime. **Minimum experience required:** At least 3 years' experience in driving

Position: General workers (Musina, Makhado, Thulamela, Collins Chabane) X133

Post Level: 15

Salary Scale: R136,199.37

Requirements: • Grade 10 • Driver's license will be an added advantage. **Minimum experience required:** 2 years

Position: Operators (Water) – Portable and wastewater operations (Makhado, Thulamela, Musina, Collins Chabane) X33

Post Level: 15

Salary Scale: R136,199.37

Requirements: Grade 10 with relevant experience in similar field. **Minimum experience required:** 1 year

Position: PMU Civil Interns x4

Post Level: N/A

Salary Scale: R9 999 Per Month

Requirements: • National Diploma or N6 in civil engineering • Code B driver's License • Communication skills • Writing skills • Computer literacy

Position: Administrators (Waste water operations, portable water operations, water quality and Water Demand and Conservation) X4

Post Level: 08

Salary Scale: R334, 304.55

Requirements: Grade 12 with relevant Administration qualification. **Minimum experience required:** 2 years

DEPARTMENT: COMMUNITY SERVICES

Position: Junior Fire Fighters X 20

Post Level: 11

Salary Scale: R209 072.48

Requirements: • Grade 12 • Firefighter I and II plus Basic Ambulance Assistance Certificate • Valid Code CI Driving License

DEPARTMENT: CORPORATE SERVICES

Position: Cleaners X10

Post Level: 15

Salary Scale: R136,199.37

Requirements: • Grade 10 • A reasonable level of fitness. • Reading skills for following instructions • Maths skills for measuring cleaning fluids

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF: *Hand deliver your applications to:* Registry Office, Vhembe District Municipality, Old Parliament Building, Government Complex Next to Khoroni Hotel Or by post to: Vhembe District Municipality, P/Bag X2006, Thohoyandou, 0950

Application must be submitted on the signed VDM HR application form, obtainable on the VDM Official 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: Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, and reference checks. Faxed and E-Mailed applications will not be 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. Successful candidates will be expected to enter into an annual performance agreement/contract with the municipality for each financial year for the duration of the employment relationship.

Enquiries on the above should be directed to *Recruitment Office at 015 960 2042/2233*

CLOSING DATE: 18 NOVEMBER 2022

PLEASE NOTE THAT THIS IS A SHORTENED ADVERTISEMENT. THE DETAILED ONE IS OBTAINABLE IN THE MUNICIPALITY OFFICIAL WEBSITE AT WWW.VHEMBE.GOV.ZA

MUNICIPAL MANAGER - Ms NDOU T.S