



INTERNAL & EXTERNAL VACANCY

NOTICE NO: 49 /2024

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitably qualified candidates for appointment in the under-mentioned posts. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

GENERAL LABOURERS

<u>DIRECTORATES</u>	:	Finance, Technical-, Community-, and Corporate Services
<u>PLACE OF WORK</u>	:	Colesberg, Noupoort & Norvalspont (Northern Cape)
<u>DURATION</u>	:	Permanent
<u>SALARY</u>	:	T Grade 3 (R119 964.00 per annum) & T Grade 4 (R122 772 per annum) plus normal fringe benefits applicable to local government.

Requirements: Qualifications and Experience

- Basic Literacy / Minimum Grade 10
- 0-2 years' experience preferably in facilities maintenance.

Key Performance Areas

- Performs routine and basic functions relating to maintenance of community facilities;
- Works independently under general supervision; and controls access to the facility;
- Maintenance of gravel roads, maintenance of stormwater and drainage systems;
- Cleaning of parks, open spaces & gardens; sweeping of streets; cleaning of cemeteries; pruning of trees; shoveling overgrown open spaces.
- **Managing work:** Remains focussed on task at hand; Uses time effectively and prevent irrelevant issues or distractions from interfering with work completion; and completes tasks on time.
- **Planning and Organizing:** Plans tasks on a daily basis according to set schedule and executes as per priority list; and Modifies plans in line with instructions from supervisors.

- **Facility specific skills:** Undertakes routine tasks; Has developed a level of skill and experience in a technical area of work; and is aware of factors that may negatively impact the completion of a job.
- **Work Place Safety:** Display knowledge of related safety or security regulations and promote health and safety in the workplace; Is aware of co-worker's safety in the workplace; Understands how to use and operate safety equipment; Enforces safety and/ or safety procedures; and be aware of hazards of working with dangerous materials.
- **Team Orientation:** Cooperates and works well with other team members, actively participates in team activities; and shows consideration towards others.
- **Organisational Awareness:** The ability to understand the Municipality's objectives and be committed to providing service excellence.

Closing date: The closing date shall be 24 May 2024 at 16:30.

Application Instructions:

Applicants MUST use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications and MIE Background screening form, obtainable from the municipality's website, Human Resource Management Office in Colesberg as well as municipal offices at Noupoot and Norvalspont. Completed applications with all relevant documentation should be submitted to: The Municipal Manager Umsobomvu Local Municipality, 21A Church Street, **Colesberg**, 9795 or e-mailed to apiwe@umsobomvumun.co.za. Applications may also be handed in at the municipal offices in Noupoot and Norvalspont before the closing date.

Kindly note that applications received will be utilized in our recruitment process for the filling of vacant General Labourers positions, throughout the 2024/25 financial year.

All enquiries must be directed to the Human Resource Section. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Inquiries to be directed to Apiwe Khalankomo at 051 753 0047 or send an e-mail to apiwe@umsobomvumun.co.za

**T.W. MSENGANA
MUNICIPAL MANAGER**

Date: 10 May 2024

**UMSOBOMVU MUNICIPALITY
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