

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 18April 2024

EXTERNAL ADVERT

éDumbe Local Municipality invites suitably qualified candidates to apply for the below positions. Women and people with disabilities ♿ will be given preference in accordance with Employment Equity Act.

POST: SUPERVISOR WASTE COLLECTION
DEPT: COMMUNITY SERVICES
REF: EDUMP-02 /2023/24
PERMANENT POSITION

REMUNERATION IS (TASK GRADE 09: R 237 392.51 – R 308 132.37) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT

MINIMUM REQUIREMENTS

- Matric certificate (Grade 12)
- Diploma in Public Health / Law Enforcement or any appropriate level of education NQF Level 6 will be an added advantage.
- 3 years relevant experience in waste management, 1 year must be in supervisory level
- Must be healthy and Physically fit and be of sober habits
- Computer literate Skill, Communication Skill and Negotiation Skill
- Ability to communicate in English and isiZulu (bilingual)
- Valid S.A. Drivers License

DUTIES AND RESPONSIBILITIES

1. Allocate daily tasks to personnel and monitor their progress and ensure they work efficiently on their working stations.
2. Ensuring that the Senior Manager is informed of all activities of the operations of waste management within the Municipality, formally
3. Attending to disciplinary/conflict issues and counselling personnel to correct / adjust behaviour prior to referring to the immediate superior.

4. To conduct administration so that there is synergy and accountability of resources, and do requisition for materials when the need arise.
5. Inspecting and verifying completed work report damages, defect to ensure quality explaining cleaning requirements to personnel.
6. Provide support to personnel to make sure they can fulfil tasks set for them.
7. Ensuring that personnel sign the attendance register, manage records of absenteeism and compiling of leave roster.
8. Perform other related duties as instructed by supervisor / superiors

éDumbe Municipality is committed to Employment Equity, therefore, in these appointment such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers licence and details of three (3) references and must be addressed to the:

Municipal Manager
éDumbe Municipality
Private Bag x 308
Paulpietersburg
3180

Or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful. The council nevertheless appreciates the interest shown by applicant. Application not accompanied by filled application form will not be considered.

CLOSING DATE for applications: 08 May 2024

Enquiries with regards to this post may be directed to Human Resource Section on Office No: 04, No late applications will be considered.

éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people ♿

Yours faithfully



J.F.K. Khumalo
Municipal Manager