



**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT PERMANENT POST**

---

**POST: TLB OPERATOR - DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES**

(REFERENCE NO: KLM 10 2021/2022)

ANNUAL REMUNERATION WIL BE BASED ON A TASK GRADE 6 (R 143 458.00)

**REQUIREMENT AND QUALIFICATIONS:**

**MINIMUM REQUIREMENTS:**

- NQF Level 2 (Grade 10)
- Certificate TLB Operator
- Ability to read and write.
- Excellent health.
- 1-3years' experience in heavy duty driver / operator services.
- Valid Code EC driver's license (Professional Driving Permit (PRDP) will be an added advantage)
- Knowledge in driving services, Transport of Heavy equipment, Dangerous Goods, transport of people and operating heavy construction machines.
- Basic knowledge in technical services. (Knowledge of daily maintenance procedures on construction machines, trucks and low bed).

**KEY PERFORMANCE AREAS:**

Perform driver activities using a vehicle to ensure the transporting of machinery equipment, Operate heavy machinery (Bulldozer, Compactor, front Loader, Grader and Back-Actor , Drive Trucks, LDV'S and Tractor as and when required (e.g. when municipal driver is on leave or sick) , Maintenance and cleaning of machine/vehicles allocated, Check water, oil, etc. according to relevant check list , Adhere to all municipal safety regulation, Operate all equipment in a safe and efficient way according to all relevant policies and procedures.

**POST: CHIEF TRAFFIC & LICENCING OFFICER -DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES**

(REFERENCE NO: KLM 11 2021/2022)

ANNUAL REMUNERATION WIL BE BASED ON A TASK GRADE 10 (R 247 519.00)

**MINIMUM REQUIREMENTS:**

- Diploma: Traffic Management
- Minimum of 2-3 years' experience in supervisory capacity and leadership of subordinates.
- Ability to deal effectively with individuals at all levels.
- Conflict handling skills and ability to give attention to detail
- High level of responsibility
- Valid Code B Driver's License. A valid Code EC and/ or Code A driver's licence.

**KEY PERFORMANCE AREAS:**

To direct and control the public safety, emergency services and disaster management functions through the formulation of immediate and short-term functional planning, co-ordination of operations associated with the enforcement of Municipal Policing Laws and by-laws, road safety regulations and Licensing.



**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT PERMANENT POST**

---

**POST: PROJECT ADMINISTRATOR (FIXED TERM X24 MONTHS)- DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES**  
**REFERENCE NO: KLM 12 2021/2022) ANNUAL REMUNERATION WIL BE BASED ON A TASK GRADE 7 (R 173 436.00)**

**REQUIREMENT AND QUALIFICATIONS:**

- NQF Level 5 or 6 Qualification in Project Management/Building Science/Civil Engineering
- Minimum of 3 – 5 years' experience in relevant/similar work (Project Administrator/Project Coordinator or similar role associated with the built-industry)
- Hands-on experience with flowcharts, technical documentation and schedules
- Knowledge of project management software (Project Libre/ Microsoft Project)
- Solid organization and time-management skills
- Team spirit
- PMP will be an added an advantage

**KEY PERFORMANCE AREAS:**

Schedule regular meetings and record decisions (assigned tasks and next steps), Break projects into doable tasks and set timeframes and goals, Create and update workflows, risk analyses, Prepare and provide documentation to internal teams and key stakeholders, Order resources, like equipment and software, Retrieve necessary information (user/client requirements and relevant case studies), Track expenses and predict future costs, Monitor project progress and address potential issue, Coordinate quality controls to ensure deliverables meet requirements, Measure and report on project performance, Act as the point of contact for all participants, Receive/collect data and create monthly folder for record (data management), Verify EPWP & MIG Project Reported Data before capturing, Clean and transfer EPWP & MIG Project reported data to EPWP & MIG Reporting System simplified form (MIS). Upload, verify cleaned data on the EPWP reporting system and submit for authorisation, capture all allocated EPWP reports from all SRI projects, Receive/ Collect data and create monthly folder for record (Data)management and Verify EPWP & MIG Project Reported data before capturing.

**POST: FINANCIAL INTERNSHIPX4 (FIXED TERM 24 MONTHS)-BUDGET & TREASURY OFFICE**

**REFERENCE NO: KLM 13 2021/2022)**

**ANNUAL REMUNERATION WIL BE BASED ON – (R 108 000.00)**

**REQUIREMENT AND QUALIFICATIONS:**

- B. Com Accounting/Finance/Internal Audit or National Diploma in Accounting/Finance/Internal Audit or equivalent qualification
- Sound understanding of computer literacy, e.g., MS Word, Excel, PowerPoint, etc.
- Strong work ethic and enthusiasm to learn various components of financial management.

**KEY PERFORMANCE AREAS:**

• Assist in developing financial policies and procedures, Compile financial statements and management reports, Compile the annual budget, Control and manage municipal bank accounts and investments, Assist in the management of debtors and credit control processes, Analyse reconciliations and finances, Effectively manage the supply chain and Manage assets and liabilities.



**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT PERMANENT POST**

---

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications (Certified copies must not be older than 3 months). Applications **-NB HAND DELIVERED APPLICATIONS WILL BE ACCEPTED AS PER ALART LEVEL 1 AND HEALTH AND SAFETY PRECAUTIONS BEING IMPLEMENTED TO WEAR A MASK.**

Application forms are available and may be downloaded from the municipal website; <https://www.kgatelopele.gov.za/>.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

**FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED**

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. Kgatelopele Municipality reserves the right to make no appointments. **Closing Date: 29 October 2021 at 12:00PM, THE MUNICIPAL ACTING MANAGER, MR. A. TIETIES.**

**ENQUIRIES: MS. MARICIA PIENAAR at 053 384 8600 (HUMAN RESOURCE MANAGEMENT OFFICER)**

**KGATELOPELE MUNICIPALITY RESIDENTS WILL BE GIVEN PREFERENCE**

**NO LATE APPLICATIONS WILL BE ACCEPTED**