



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT POSITIONS

DEPARTMENT: TECHNICAL, INFRASTRUCTURE & COMMUNITY SERVICES
POST: FOURTEEN (14) GENERAL WORKERS

**REFERENCE NO: KLM 12 /2022/2023 ANNUAL REMUNERATION PACKAGE WILL BE
PERFORMANCE BASED ON A TASK 1 - 3 (R108 513 - R113 775)**

IMPORTANT NOTICE

The fourteen (14) positions of general workers exist at various sections in the Technical, Infrastructure & Community Services Department within the municipality as listed below. Applicants are requested to submit only one application form, as they will be considered for all fourteen (14) positions. Preference will be given to local candidates within the Kgatelopele Municipal Jurisdiction.

QUALIFICATIONS AND EXPERIENCES FOR ALL FOURTEEN (14) POSITIONS ARE THE SAME

- Grade 10/ Standard 8 (NQF2)
- Relevant experience in a similar environment will be an added advantage.

REQUIREMENTS AND SKILLS

- Be prepared to be hands on
- Physically sound and healthy
- Willingness to work in inclement weather conditions
- Must be responsible, disciplined and able to work in a team environment
- Ability to give attention to detail
- Be able to work after normal working hours and planned overtime



KEY PERFORMANCE AREAS

Below functions & responsibilities for the different positions

GENERAL WORKER: ROADS AND TAR

Perform general labouring activities associated with maintenance and repair work to roads and storm water channels and drainage systems

- Perform labouring activities associated with providing support during excavations of defined areas using handheld tools, laying of materials and reinforcement products (concrete blocks, etc.), cleaning or clearing blockages and removing debris from stormwater channels/drainage systems, repair and maintenance of potholes.
- Clean worksites, stores equipment, load/off load materials prior to and from worksites.
- Sweep, gather and load litter and general waste and place in designated areas/vehicles
- Cleaning store and equipment/tools.
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Performs other related duties as required.

GENERAL WORKER: WATER AND SANITATION

Performs general labouring activities associated with maintaining the cleanliness of the water purification plant and grounds:

- Perform labouring activities associated with providing support during repairs, clearing of blockages, trimming shrubs and overgrown vegetation and general maintenance activities.
- Perform labouring activities associated with providing support during cleaning of main sewer lines and pumpstations, clearing and cleaning manholes.
- Assist with the installation and maintenance of water meters, valve leakages and water pipes burst.
- Cleaning store and equipment/ tools, load/off loads of materials/ chemicals Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Performs other related duties as required.

GENERAL WORKER: COMMUNITY SERVICES

Performs labouring activities associated with providing support during the preparation of burials, cleaning of municipal cemeteries, parks and gardens, and community halls

- Maintain the cleanliness of municipal properties and infrastructure,
- Clean worksites, stores equipment/tools and loads/offloads materials prior to and from sites.
- Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and



other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering.

- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts.
- Comply to, safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Performs other related duties as required.

GENERAL WORKER: MAINTENANCE

Performs labouring activities associated the repair and maintenance of Municipal buildings/properties

Perform maintenance activities such as:

- Conducting routine maintenance checks,
- Testing and recommending new maintenance products,
- Performs carpentry, electrical, painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves, installing switches, replacing plugs and other basic appliance repairs, applying paint and other finishes, repairing drywall, disassembling and reassembling equipment, replacing sinks and toilets and applying finishing material,
- Cleans external areas such as entranceways, sidewalks and parking lots using manual and power brooms, rakes, shovels and other equipment to remove dirt, leaves, snow and other refuse. Performs minor gardening and lawn maintenance tasks such as mowing, weeding, pruning and watering,
- Transports equipment, furniture and supplies manually and/or using aides such as dollies and carts. Operates a motor vehicle to pick up and move goods and supplies. Arranges furniture for special events.
- Collaborate with workers and other professionals during renovations,
- Performs other related duties as required.

GENERAL WORKER: HALL CARE TAKING

- Clean Halls
- Lock and unlock Halls before and after functions
- Report damages to hall and building to relevant persons
- Do relevant maintenance if and when required
- Request the supply of cleaning material
- Do admin duties pertaining to the halls
- Be responsible for hall bookings
- May be assigned other duties in line with the halls as deemed fit by the supervisor
- Performs other related duties as required.



GENERAL WORKER: OFFICE CLEANING

- Ensure that the cleanliness of the office and designated areas is maintained.
- Ensure that chemical detergents are mixed and used to remove stains and dirt from painted, polished or carpeted surfaces.
- Ensure that carpeted floor areas are vacuumed, and desktops and shelves are dusted and tidied.
- Ensure ablution facilities are cleaned, floors are mopped and ceramic surfaces are wiped, toilet rolls, towels etc. are replaced and defective items are report to the immediate superior for attention.
- Clean windows.
- Prepared beverages and serve to personnel and ensure cutlery and crockery are washed using detergents, rinsed and packed into the cupboards.
- Provide general support services as needed in the offices.
- Request cleaning materials.
- Performs other related duties as required.

FINANCIAL INTEREST

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered, applications received after the closing date indicated below will not be accepted.



Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:
Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Management Officer
Ms. N Sebella (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday to
Thursdays and Fridays till 15:30pm.

CLOSING DATE: 02 December 2022 at 12:00pm