

## EXTERNAL ADVERTISEMENTS

**Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:**

### SOCIAL DEVELOPMENT DEPARTMENT

#### FIRE FIGHTER

**Salary: R157 958.88 – R205 034.52 Per Annum (T9)**

Applicable benefits: Medical Aid, pension, 13<sup>th</sup> cheque, home owner's allowance

#### MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Certificate in Fire Fighter I and II.
- Hazmat awareness and operations.
- First Aid Level 3 or BAA.
- A valid EB or EC1 driver's license.
- Ability to communicate in both isiZulu and English.
- Be less than 35 years old.
- Be physically fit.
- No criminal record against your name or pending criminal charges.
- Will be expected to undergo a fitness test.

#### KEY PERFORMANCE AREAS

- React immediately to fire station bells
- Respond to fire, emergencies medical and hazardous substances incidences
- Ensure compliance with all relevant legislation and Council policies/procedures/standards to ensure optimum management of fire-fighting
- Perform disaster management activities as and when required
- Ensure state of preparedness for fire-fighting and other emergency situations by regularly cleaning and testing fire-fighting equipment
- Perform administrative duties, including the completion of incident reports and reporting of faulty equipment and defects
- Attend to the efficient care and maintenance of all assets of the Fire Fighting and Emergency Services Section
- Perform fire safety inspections
- Carry out fire-fighting and emergency activities at the scene of incidents to ensure the safety of fire-fighters and others, with the prime objective of saving lives and properties
- Attend to disaster management activities as directed by supervisors

#### GENERAL ASSISTANT: HORTICULTURE

**Salary: R76 509.96 – R77 542.44 Per Annum (T1)**

Applicable benefits: Medical Aid, pension, 13<sup>th</sup> cheque, home owner's allowance

## **MINIMUM REQUIREMENTS**

- Grade 12 Certificate
- Formal training in horticulture
- 2 years' working experience
- Willingness to work outside normal working hours during emergencies and planned overtime
- Valid driver's licence

## **KEY PERFORMANCE AREAS**

- Assist in the parks and gardens by applying scientific knowledge in the cultivation and propagation of plants
- Assist with proper techniques of handling parks and gardens.
- Assist with cultivation of flowers, shrubs and trees in the municipal parks, gardens and amenities
- Assist with pests and plant diseases control
- Assist with the landscape design to create parks, gardens and preservation of natural resources
- Keeping all municipal parks clean

## **CORPORATE SERVICES DEPARTMENT**

### **JUNIOR NETWORK ADMINISTRATOR (T6)**

**Salary: R 103 072.68 – R 133 803.96 Per Annum**

Applicable benefits: Medical aid, pension, 13<sup>th</sup> cheque, home owner's allowance

## **MINIMUM REQUIREMENTS**

- Grade 12 Certificate
- Appropriate B Degree/ Diploma in IT or Computer Engineering
- Qualification in A+ and N+ will be an added advantage
- 1 year technical experience

## **ESSENTIAL KNOWLEDGE AREAS**

- OSI Model
- Switching, Routing
- VPN
- Security/Firewall
- IP Sub-netting
- Bandwidth Management
- Quality of Service (QOS) Wireless
- ADSL
- Microsoft Server 2008 R2 / 2012 R2 and 2016 will be an added advantage
- Desktop Virtualization
- Patch Management

## **KEY PERFORMANCE AREAS**

- Install and troubleshoot hardware/software, provide technical support to employees to assist with minor computer issues (Helpdesk Support)
- Provide technical and knowledge based input on more complex issues
- Monitor network traffic and troubleshoot connectivity issues (OSI model)
- Proactive approach in problem identification and resolution
- Solve standard technical issues independently
- Participate in standard customer group discussions
- Enhance / modify documentation
- Maintain supply inventory and order supplies, as necessary
- Perform clerical duties and provide IT support which includes dispensing mail
- Monitor e-mail accounts and respond to enquiries and requests
- Comply with all municipal systems, rules and regulations in performing IT related duties

## **INFRASTRUCTURE PLANNING AND DEVELOPMENT DEPARTMENT**

### **TRUCK DRIVER**

**Salary: R103 072.68 – R133 803.96 Per Annum (T6)**

Applicable benefits: Medical aid, pension, 13<sup>th</sup> cheque, home owner's allowance

### **MINIMUM REQUIREMENTS**

- Grade 12 Certificate
- At least 2 years' experience of driving trucks
- The ability to read and write in both isiZulu and English
- A valid code C1 driver's license

### **KEY PERFORMANCE AREAS**

- Receive instructions from immediate supervisor to establish details of tasks vehicle, tools, materials and personnel
- Inspect safety devices, controls, lubricant levels etc. in vehicles and report defects from site to site
- Observe sequences of items and tools refuse bags, spades and brooms, checking requirements prior to departure from site or locations and/ or correcting deviations from safety procedures
- Attend to tools, check and collect specific deviations
- Drive to designated, locations, transporting personnel and material, monitoring the refuse collecting activities and communicating with personnel with regard to the cleaning of spillages
- Drive to waste disposal sites and monitoring the offloading of waste from the vehicle

- Collect and deliver materials and items to and from offices and specific locations
- Check items being loaded against documentation for correctness prior to departure
- Keep the truck in good condition

**Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.**

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, and Ixopo 3276 by not later 16h00 on 17 July 2017. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.**

**Council reserves the right not to make any appointment into the above mentioned position.**

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**GM SINEKE  
MUNICIPAL MANAGER**