



# VHEMBE District Municipality

Private Bag X5006 • Thohoyandou • 0950 • Tel: 015 960 2000

## EXTERNAL VACANCY ADVERTISEMENT

### OFFICE OF THE EXECUTIVE MAYOR

**Position:** VIP Protection to the Executive Mayor X 2 (Contract)

**Post Level:** 07 • **Salary Scale:** R398 943.33

**NB.** This is a fixed-term contract of employment linked to the term of office of the Executive Mayor. The contract may not be longer than 30 days after the Executive Mayor vacates the office.

**Requirements:** • Grade 12 • Diploma in Security Management / Policing or equivalent • Driver's License • Knowledge in Criminal Justice, Law, legal codes and court procedure • Trained in the field of combat; defence and weaponry • Fire licence • PSIRA compliance • Advance Driving Certificate will be an added advantage. **Key Performance Areas:** • Maintaining discretion and professionalism • Planning and reconnaissance • Securing public locations before the Mayor attends a public event • Performing background checks on all staff, vendors and close contacts • Escorting the Mayor in public settings • Identifying suspicious behaviour • Driving the Mayor from one location to another • Securing the primary residence and place of residence (e.g. hotels) • Deterring security threats • Close protection • Performing other special duties.

### OFFICE OF THE MUNICIPAL MANAGER

**Position:** Secretary to the Municipal Manager

**Post Level:** 08 • **Salary Scale:** R352 357.00

**Requirements:** • Grade 12 plus National Diploma in Secretarial/ Management Assistant or equivalent • Minimum 1-2 years relevant experience • Computer literate in Ms. Word, Outlook, PowerPoint, and Excel • Good communication (verbal and written) skills • Excellent interpersonal skills and etiquette • Ability to work unsupervised and under pressure. **Key Performance Areas:** • Carry general Office Management tasks • Typing all letters, memos, reports and related correspondences • Peruse internal and external documents to guide the Municipal Manager on necessary decisions • Proof read all official documents before signing by the Municipal Manager • Coordinate meetings with external and internal stakeholders • Filing and records management • Office management and administration at a high level • Make travel and accommodation arrangements • Consolidation of reports • Handle telephone and messages • Follow up on outstanding correspondence • Receive visitors and diarise appointments for the Municipal Manager • Develop weekly plan for the Municipal Manager • Perform any other duties that may be delegated

### DEPARTMENT: CORPORATE SERVICES

**Post:** Service Worker X10

**Post Level:** 15 • **Salary Scale:** R143, 554.14

**Requirements:** Grade 10 • Grade 12 and certificate in cleaning will be added as an advantage. **Key Performance Areas:** • Vacuuming carpeted floor areas. • Dusting and tidying desktops and shelves • Sweeping floor • Cleaning windows • Replacing water in jugs with fresh water using the water cooler machine • Cleaning ablution facilities • Mopping floors and wiping ceramic surfaces • Replacing toilets rolls, towels, etc. • Checking reporting defective items to the immediate superior for attention • Mixing and using chemical detergent to remove stains or dirt from painted or polished carpeted surfaces

### DEPARTMENT: TECHNICAL SERVICES

**Position:** Artisans: Mechanical (4), Electrical (3) and Civil (1)

**Post Level:** 10 • **Salary Scale:** R250 270.96

**Requirements:** • Grade 12 • Diploma in (Mechanical, Electrical, Civil) • Relevant Trade test. • A minimum of 3 years relevant experience. **Key Performance Areas:** • Plan and supervise daily activities to be conducted under either one of the engineering fields • Ensure that all breakdowns are attended to • Coordinate tasks for assistant artisans.

**Position:** General Workers x123

**Post Level:** 15 • **Salary Scale:** R143,554.14

**Requirements:** • Grade 10 • A Grade 12 (Matric) will be an added advantage • A minimum of 1 year experience. **Key Performance Areas:** • General housekeeping in portable water and waste water operations in all the plants including garden services work. • debushing

**Position:** Operator (Water) X8

**Post Level:** 15 • **Salary Scale:** R143 554.14

**Requirements:** • Grade 10 • With relevant experience in similar field. • A Minimum of 1 year experience.

**Key Performance Areas:** • Operate Diesel or Electrical Borehole • Check all pump houses • Switch pumps on and off • Balance water • Take water meter readings • Fill in log sheet of starting and finishing time of pumps • Fill in diesel usage log sheets • Notify the immediate superior when there are problems with pumps Monitor reservoir levels • Check all reservoir levels in the area • Fill in a reservoir level log sheet • Report any identified problems to the immediate supervisor

### DEPARTMENT: COMMUNITY SERVICES

**Position:** Fire Instructor

**Post Level:** 07 • **Salary Scale:** R398 943.33

**Requirements:** • Grade 12 • Fire Instructor Certificate • Degree or National Diploma in Fire Technology • Computer literacy • Drivers Licence with PDP • 3 years' experience in Fire and Training services • Sound knowledge of applicable legislations. **Key Performance Areas:** • Planning presenting and evaluation of various firefighting courses • Ensure quality control of training courses • Assist in the ordering and purchasing of the required stationery, related courses materials and monitor its use • Keep database of all trainees and their records • Coordinate internal and external training • To perform standby duties • To perform standby duties • Prepare annual leave roosters and submit them to senior divisional officer • Coordinate demonstrations to visiting school and public. • Enforcement of emergency bylaws • Complete personal attendance register • Conduct awareness campaigns • Supervise daily inspection of all vehicles, building, machinery and equipment • Perform any other duty as prescribed by the Chief Fire Officer • Participate in the preplanning activities of the section.

### IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

**Forward your applications to:** The Municipal Manager; Vhembe District Municipality; Private Bag X 5006; Thohoyandou; 0950 or Hand Delivered to Registry Office, Vhembe District Municipality, Old Parliament Building, Government Complex next to Khoroni Hotel

Application must be submitted on the signed VDM HR application form, obtainable on the website ([www.vhembe.gov.za](http://www.vhembe.gov.za)) accompanied by a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications. \*Applications without the above will not be considered.

Vhembe District Municipality reserves the right to / not to make appointments. If no response is received from Vhembe District Municipality within 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

**NB:** Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, and reference checks. (1) Fax and E-Mail applications will not be accepted. (2) Applications received after the closing date and time will not be considered. (3) Fraudulent qualifications or documentation will immediately disqualify an applicant. (4) Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant. (5) Successful candidates will be expected to enter into an annual performance agreement/contract with the municipality for each financial year for the duration of the employment relationship.

Enquiries on the above should be directed to **Recruitment Office at 015 960 2045/2047**

**CLOSING DATE:** 22 March 2024 at 15h00