



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 22 DECEMBER 2017

OFFICE OF THE MAYOR

SECRETARY TO THE EXECUTIVE MAYOR (RE-ADVERTISEMENT)

DEPARTMENT: OFFICE OF THE MAYOR

POST LEVEL: 08

SALARY SCALE: R253 887/ R266 790/ R280 374 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing subsidy

REQUIREMENTS: Required minimum qualification - National Diploma in Personal Assistant/Secretarial qualification. Required maximum qualification — Bachelor's Degree or higher qualification in Personal Assistant/Secretarial field. At least six (6) years relevant experience as a secretary or personal assistant. Extensive Computer Literacy (MS word, Excel and Power point) and typing skills. Basic knowledge and experience in dealing with the public. Good interpersonal skills. Excellent verbal and written communication skills. Experience as a Personal Assistant Secretary to the Executive Mayor would be an advantage.

KEY PERFORMANCE AREAS: Render secretarial duties to the Executive Mayor. Reception related duties, filing, typing, safe-keeping of records, keeping the mayoral diary and any other office related duties. Arrange catering for Mayoral Functions. Facilitate traveling arrangements Perform other duties assigned by the Executive Mayor or the Municipal Manager. Must be prepared to work extensive overtime including weekends, after hours and holidays.

Please note: This is a contractual position which will run in concurrency with the term of office of the Executive Mayor.

REF: 0002

SECRETARY – MEMBER OF THE MAYORAL COMMITTEE (RE-ADVERTISEMENT)

DEPARTMENT: OFFICE OF THE MAYOR

POST LEVEL: 09

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing subsidy

REQUIREMENTS: Diploma in Secretarial Administration/ Office Administration/ Business Administration/Public Administration (NQF 5). 2 years relevant experience as a secretary, personal assistant and/or receptionist. Extensive computer Literacy (MS Office). Must be able to type accurately. Ability to work under pressure. Good interpersonal skills. Excellent verbal and written communication skills. Good organizing skills. Knowledge and experience in dealing with the public.

KEY PERFORMANCE AREAS: Render secretarial duties to the Members of the Mayoral Committee. Reception related duties, filing, typing, safe-keeping of records, keeping the mayoral diary and any other office related duties. Travel and accommodation arrangements. Meetings and catering arrangements. General administrative duties. Administrative support to members of the Mayoral Committee. Must be prepared to work extensive overtime including weekends, after hours and holidays.

REF: 0024

OFFICE OF THE MUNICIPAL MANAGER

SECRETARY TO THE MUNICIPAL MANAGER (RE-ADVERTISEMENT)

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POST LEVEL: 09

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing subsidy

REQUIREMENTS: Required minimum qualification - Diploma in Secretarial Administration/Office Administration. Required maximum qualification - National Diploma or higher qualification in Secretarial/ Administration/ Office Administration. Four - five years (4-5 years) relevant experience as secretary or PA to a Senior Manager. Computer Literate. Good time management skills, verbal and written communication and good interpersonal skills.

KEY PERFORMANCE AREAS: Render secretarial duties to the Municipal Manager. Manage the diary of the Municipal Manager. Assist and attend to the public. Receive and attend to visitors for the Municipal Manager. General Office Administrative duties. Answering of the telephone in a professional manner. Typing of letters, correspondence etc. Facilitate travel arrangements. Oversee the organisational arrangements like council functions, meetings etc. Make arrangements for functions and events. Making booking for the council chamber, municipal boardroom etc. Receiving, coordinate and diarise of invitations and faxes of the Municipal Manager.

REF: 0003

DIRECTORATE: COMMUNITY SERVICES

ENVIRONMENTAL COORDINATOR: WASTE MANAGEMENT

DEPARTMENT: ENVIRONMENTAL AND SOLID WASTE MANAGEMENT

POST LEVEL: 04

SALARY SCALE: R396 303/ R406 221 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing subsidy. Travel allowance of 550km/pm and a cell phone allowance.

REQUIREMENTS: Relevant B-Degree in Environmental Health/Environmental Management/science. Valid Code B driver's license. Computer literacy. 5 years relevant experience of which 2 years should be in supervisory or managerial capacity, preferably in a Solid Waste Management environment. Experience in Local Government will serve as an advantage. Required to work shifts and standby as and when needed.

KEY PERFORMANCE AREAS: Plan, administer, control, co-ordinate, organize, supervise, evaluate, and manage the provision of Integrated Waste Management services which include: refuse removal, street cleaning and litter picking, waste

disposal sites, transfer stations, waste minimization, waste information, public awareness and education and training and fleet management to ensure effective and efficient waste management services. Ensuring that all personnel within the department are performing their duties. Prepare and implement capital and operational budgets and monitor expenditure in accordance with SDBIPs.

REF: 4003

CLERK GRADE 1

DEPARTMENT: COMMUNITY SERVICES

POST LEVEL: 10

SALARY SCALE: R181 146/ R188 748/ R196 875/ R205 878 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing subsidy.

REQUIREMENTS: Grade 12. Relevant Administration/ Secretarial Diploma or NQF level 5 qualification in Office Administration, Business Administration, Management Assist. 2 years relevant experience as a secretary, personal assistant and/or receptionist. Computer Literacy (MS Office). Must be able to type accurately. Ability to work under pressure. Good interpersonal skills. Excellent verbal and written communication skills. Good organizing skills.

KEY PERFORMANCE AREAS: Perform general office administrative duties. Answering the telephone, directing and assisting callers. Reception related duties. Typing of minutes and any other relevant documentation. Compilation of reports. Collecting and capturing of data. Follow up on the required submissions in the given deadline. Taking minutes in meetings. Make preparations and arrangement for meetings. Filing and retrieving of files and documentation.

REF: 3320

SENIOR CLERICAL ASSISTANT GRADE 1 (HENDRINA)

DEPARTMENT: TRAFFIC & SECURITY SERVICES

POST LEVEL: 12 /11

SALARY SCALE: R141 393/ R143 745/ R148 665/ R153 846/ R159 282/ R165 030/ R171 036/ R177 687 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing subsidy

REQUIREMENTS: Grade 12, Computer literate. Administrative/ Telephone & Customer services qualification will be an added advantage.

KEY PERFORMANCE AREAS: Data capturing, Typing, Filing, Deal with court related administrative matters, capture case results. Administration of warrants of arrests. Receiving and Processing of notices, payments & representations. Attend to the phone, radio, public and enquiries in regards to traffic matters.

REF: 3105

TRAFFIC OFFICER GRADE 3

DEPARTMENT: TRAFFIC & SECURITY SERVICES

POST LEVEL: 12/11/10/09

SALARY SCALE: R141 393/ R143 745/ R148 665/ R153 846 / R159 282/ R165 030/ R171 036/ R177 687/ R181 146/ R188 748/ R196 875/ R205 878/ R215 307/ R225 522/ R236 364/ R247 779 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing subsidy

REQUIREMENTS: Grade 12 Plus Basic Traffic Officer's Diploma. Valid code B driver's license. Must be registered or registerable as a Traffic Officer. No criminal record. Must be physically fit. Code A driving license would be an added advantage. Required to work shifts and standby as and when needed

SPECIAL CONDITION: During the 6 months' probation period, the appointed incumbent should obtain a valid code A (motorbike) driving license or the incumbent will be restricted to the first notch of the salary scale until that time that the incumbent has obtained the required license.

KEY PERFORMANCE AREAS: Perform traffic law enforcement. Enforce by-laws. Promoting road safety and performing traffic control related duties. Perform any other duties as stipulated in the National Road Traffic Act of 93 of 1996.

REF: 3010

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document to:
Human Resources Management, P O Box 14, Middelburg, 1050.
Courier Address: Human Resources Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg
Further Enquiries: Human Resources Management: Tel: (013) 249 7000.
6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant
7. **Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date**