

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

Eye Test Examiner X01 (Internal Post)

Salary : R240 526, 20 Per Annum

Benefits: Medical aid, Pension Fund & Housing Allowance)

Requirements:

- Matric
- No criminal record or pending case, SAPS clearance not more than 03 months
- Computer Literacy- Ms Office
- 01-02 years' experience in similar position

Skills Required:

- Excellent Communication and Report writing skills
- Interpersonal Skill
- Basic software knowledge
- Ability to communication in both IsiZulu and English

Responsibilities:

- Conducting eye test
- Renewal of Driving License
- PRDP and all other administrative duties delegated by the Supervisor
- Assist applicants with filling of forms
- Applications and testing for learners and PRDP's
- Performing vision tests and analyze results

Enquiries in respect of the above position should be directed to the Superintendent Licencing (Mr S.D. Selebeleng) at (036) 448- 8000 during Office Hours

Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website and in the Reception, should be sent to:

The Human Resources Office Okhahlamba Local Municipality, No 259 Kingsway Road, P.O. BOX 71, BERGVILLE, 3350

The closing date for applications is 29 October 2020, if you have not heard from us within 30 days of the closing date you should regard your application as unsuccessful. No Scanned email, or Fax applications will be accepted.

Late applications will not be considered and please note that the Okhahlamba Local Municipality reserves the right not to appoint. Canvassing for the appointment will automatically disqualify the applicant.

**Mr S.N. Malinga
Municipal Manager**

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Road Makers X02 (Internal Post)

Salary : R135 830, 52 Per Annum

Benefits : Medical aid, Pension Fund & Housing Allowance

Requirements:

- Matric
- National Certificate of construction Road works
- 06-12 months experience in similar position

Skills Required:

- Measurement skills
- Communication skills
- Drawings and specification of roads
- Awareness of Health and safety procedures
- Punctual
- Reliable and trustworthy

Responsibilities:

- Collecting of measurements
- Clean out paint guns and valves
- Lays out new marking according to drawings
- Records information associated with specific tasks

Enquiries in respect of the above position should be directed to the Superintendent Disaster (Mr F.E.A. Halgreen) at (036) 448- 8000 during Office Hours

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Municipal Manager**

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Administration Support (Disaster) X01 (Internal Post)

Salary : R206 137, 20 Per Annum

Benefits : Medical aid, Pension Fund & Housing Allowance)

Requirements:

- Matric
- Relevant post matric certificate (Admin or any relevant qualification)
- Computer Literacy- Ms Office
- 01-02 years' experience in similar position

Skills Required:

- Excellent Communication and Report writing skills
- Interpersonal Skill
- Knowledge and understanding of municipality benefits

Responsibilities:

- Perform duties associated related with Disaster Section
- General reports
- Ensure operation of equipment by completing preventive maintenance, calling for repairs
- Communicating with client on the phone, through email or in person and managing their requests.
- Making copies of documents or send faxes for other team members

Enquiries in respect of the above position should be directed to the Superintendent Disaster (Mr F.E.A. Halgreen) at (036) 448- 8000 during Office Hours

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Community Mobiliser X01 (Internal Post)

Salary: R135 830, 52 Per Annum

Benefits: Medical aid, Pension Fund & Housing Allowance)

Requirements:

- Matric
- Drivers Licence
- 01-02 years' experience in similar position

Skills Required:

- Communication Skills
- Facilitation Skills

Responsibilities:

- Obligations to the community and include cooperation, respect and participation
- Mobilize and facilitates active participation of communities to participate in evaluation of community development initiative
- Any other related duties for Public Participation

Enquiries in respect of the above position should be directed to the Public Participation Officer (Mrs N.R. Duma) at (036) 448- 8000 during Office Hours

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Hall Admin Clerk X01 (Internal Post)

Salary: R206 137, 20 Per Annum

Benefits: Medical aid, Pension Fund & Housing Allowance)

Requirements:

- Matric
- Relevant post matric certificate (Admin or relevant qualification)
- Computer Literacy- Ms Office
- 01-02 years' experience in similar position

Skills Required:

- Excellent Communication and Report writing skills
- Interpersonal Skill
- Knowledge and understanding of municipality benefits

Responsibilities:

- Perform duties associated related with halls.
- Administer and co-ordinate administrative, clerical support on admin matters including, booking of halls.
- Complies and maintains records of business transactions and office activities of establishment.
- Complies with relevant information and reports
- Respond to approaches from prospective with information, showing them around the hall.

Enquiries in respect of the above position should be directed to the Facilities Manager (Mr Z.A Zikode) at (036) 448- 8000 during Office Hours

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IGR Data Capture X01 (Internal Post)

Salary: R206 137, 20 Per Annum

Benefits: Medical aid, Pension Fund & Housing Allowance)

Requirements:

- Matric
- Relevant post matric certificate
- Computer Literacy- Ms Office
- 01-02 years' experience in similar position

Skills Required:

- Excellent Communication and Report writing skills
- Interpersonal Skill
- Basic software knowledge
- Typing skills

Responsibilities:

- Perform duties associated with IGR
- Read the information from documents to be stored and transmitted
- Complements forms and current information
- Gather data and capture information from these material, capturing data into data bases and storing hard copies.

Enquiries in respect of the above position should be directed to the IGR Officer (Ms N.E. Hlatshwayo) at (036) 448- 8000 during Office Hours

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Tourism Information Officer X01 (Internal Post)

Salary: R316 957, 32 Per Annum

Benefits includes: Pension Fund, Housing Allowance, Medical aid and 13th Cheque)

Requirements

- Matric Certificate
- National Diploma in Tourism.
- Computer Literate
- Code EB driver's License
- Good Communication Skills (Verbal and writing)

Skills required

- Excellent Communication and Report writing skills
- Interpersonal Skill
- Knowledge and understanding of municipality benefits

Responsibilities

- Attending meetings of the Council's Tourism committee and disseminating information therefrom.
- Arranging regular meetings with the community to stress the importance of tourism and the potential of local economic development in the Okhahlamba Municipal area.
- Attending meetings of the Tourism Association (by registering with Tourism KZN) and disseminating information therefrom.
- Developing and maintaining a database of all tour operators and attractions
- Distributing tourism pamphlets and promotional material.
- Assisting with maintaining the Tourism website by providing information on all attractions in the area.
- Erecting and maintaining Tourism Information direction signs on all major routes leading to Information Offices.
- Promoting community participation when arranging tourism events to ensure the event have the potential to be successful.
- Taking part in LED programmes to inform the community of the Okhahlamba Tourism Office and creating a link between tourism and local economic development

Enquiries in respect of the above position should be directed to the Tourism Manager (Mrs H.P. Ndaba) at (036) 448- 8000 during Office Hours

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