

# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center:  
08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

www.msukaligwa.gov.za  
E-Mail: msuka@msukaligwa.gov.za

**"IS AN AFFIRMATIVE ACTION EMPLOYER"** Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned positions.  
No application will be accepted without certified copies of qualifications as set out below.

<b>FINANCE DEPARTMENT</b>	:	<b>METER READER X3 (ERMELO)</b>
<b>POSITION</b>	:	<b>04/2019</b>
<b>REF. NO.</b>	:	<b>METER READER X1 (LOTHAIR)</b>
<b>POSITION</b>	:	<b>05/2019</b>
<b>REF. NO.</b>	:	<b>11-9</b>
<b>POST LEVEL</b>	:	<b>R 134 233.20 – 184 957.80 pa</b>
<b>SALARY SCALE</b>	:	<b>Code B</b>
<b>DRIVER'S LICENSE</b>	:	Grade 12 or equivalent
<b>QUALIFICATIONS</b>	:	Coordinate tasks of meter readers according to billing cycle
<b>DUTIES</b>	:	1. Execute bulk meter readings, meter service and maintenance
		2. Verify readings received and rectify mistakes
		3. Reading of meters when new services are requested
		4. Reading meters where services are terminated
		5. Gather data on default meters and report to the immediate supervisor.
		6.

<b>FINANCE DEPARTMENT</b>	:	<b>SENIOR CLERICAL ASSISTANT: SUPPLY CHAIN MANAGEMENT (ERMELO)</b>
<b>POSITION</b>	:	<b>9</b>
<b>REF. NO.</b>	:	<b>24/19</b>
<b>POST LEVEL</b>	:	<b>R 166401. 48 – 213 489. 36 pa</b>
<b>SALARY SCALE</b>	:	Grade12, National in Public Management or equivalent qualification at an NQF
<b>QUALIFICATIONS</b>	:	Level 6 Qualification Computer literate (MS Word & Excel), have 1 year relevant working experience
<b>DUTIES</b>	:	Checking transactional documentation (requisitions, delivery notes, etc.) against approved order requisitions and forwarding to for collation and verification. Conduct stock counts, applying control counting methods to establish the physical stock of items. Recording information on stock schedules, inserting quantities against specific item codes and forwarding for verification. Extracting information to support query resolution, accessing records or contacting Suppliers and requesting copies of transitional documentation (delivery notes, Invoices, etc). Attending to telephonic calls or internal requests, assessing the the nature of the enquiry and providing routine information or referring the caller / relevant personnel for attention.

<b>TECHNICAL SERVICES DEPARTMENT</b>	:	<b>PLANT OPERATOR BREYTEN - (WATER X1, SANITATION X1)</b>
<b>POSITION</b>	:	<b>12/2019</b>
<b>REF. NO.</b>	:	<b>PLANT OPERATOR SANITATION (CHRISSIESMEER X1)</b>
<b>POSITION</b>	:	<b>15/2019</b>
<b>REF. NO.</b>	:	<b>PLANT OPERATOR DAVEL - (WATER X1, SANITATION X1)</b>
<b>POSITION</b>	:	<b>13/2019</b>
<b>REF. NO.</b>	:	<b>PLANT OPERATOR LOTHAIR - (WATER X1, SANITATION X1)</b>
<b>POSITION</b>	:	<b>14/2019</b>
<b>REF. NO.</b>	:	<b>12</b>
<b>POST LEVEL</b>	:	<b>R 120 562.92 – 134 233.29 pa</b>
<b>SALARY SCALE</b>	:	<b>Code B</b>
<b>DRIVER'S LICENSE</b>	:	<b>Certificate in water plant operations NQF Level 2 - accredited with Department of Water Affairs and Sanitation for classification as Level III Operator</b>
<b>QUALIFICATIONS</b>	:	<b>Relevant Plant Operating Experience (1 year)</b>
<b>EXPERIENCE</b>	:	
<b>DUTIES</b>	:	1. Opening / closing valves to specific limits to control levels and regulate flow from/to storage units/inlet/outlet flow pipes.
		2. Communicating with the immediate superior, verbally transmitting information on plant condition, performance and outcomes and/or executing specific instructions to address deviations or disruption to process.
		3. Clearing and unblocking inlets, outlets, valves, filters and connections, removing debris using hand held tools (shovel, fork, etc) and pressurized water systems to remove/flush blockages.
		4. Applying laid down guidelines (burning, burying) in respect of the removal and destruction/disposal of debris to avoid health related risks.

<b>TECHNICAL SERVICES DEPARTMENT</b>	:	<b>ARTISAN WATER AND SANITATION (ERMELO X2)</b>
<b>POSITION</b>	:	<b>08/2019</b>
<b>REF. NO.</b>	:	<b>ARTISAN WATER AND SANITATION (SHEEPMOOR X1)</b>
<b>POSITION</b>	:	<b>07/2019</b>
<b>REF. NO.</b>	:	<b>08</b>
<b>POST LEVEL</b>	:	<b>R 188 502.84 – R 213 489.35 pa</b>
<b>SALARY SCALE</b>	:	<b>Code EC with PDP</b>
<b>DRIVER'S LICENSE</b>	:	<b>NQF Level 4 with plumbing certificate</b>
<b>QUALIFICATIONS</b>	:	<b>1 year relevant experience</b>
<b>EXPERIENCE</b>	:	
<b>DUTIES</b>	:	1. Receiving instructions and/or communicating with the Immediate Superior to establish details of tasks (vehicle, materials and personnel)
		2. Visiting specific work sites, checking activities and progress resolving deviations and/or, demonstrating or, attending specific repair / maintenance applications referring job instructions/specifications
		3. Alerting the immediate superior to specific hazardous, Conditions impacting on safety (leaks, security breaches, etc) Requiring Immediate attention
		4. Preparing operational productivity reports referring to statistical data and qualitative information gathered through investigations and inspections

<b>DEPARTMENT OF TECHNICAL SERVICES</b>	:	<b>SECRETARY TO THE DIRECTOR TECHNICAL SERVICES</b>
<b>POSITION</b>	:	<b>06/2019</b>
<b>REF. NO.</b>	:	<b>7</b>
<b>POST LEVEL</b>	:	<b>R222 445.08 - R258 319.32 pa</b>
<b>SALARY SCALE</b>	:	Grade 12 or equivalent, Secretariat Diploma, Computer literacy
<b>QUALIFICATIONS</b>	:	3 years' experience in Secretariat/Administrative Function
<b>EXPERIENCE</b>	:	
<b>DUTIES</b>	:	1. Performs specific tasks/ activities associated with the provision of Secretarial support by: <ul style="list-style-type: none"><li>- Scheduling, confirming and updating the diary of the immediate superior and alerting or indicating priority/ urgent meetings requiring attention.</li><li>- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials.</li><li>- Copy typing and formatting documents/ reports and creates presentations using related office applications.</li><li>- Preparing notification, agendas and minutes for specific meetings</li></ul>
		2. Maintains and access records of discussions, instructions and correspondence by: <ul style="list-style-type: none"><li>- Updating files inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence/ documentation.</li></ul>
		3. Performs tasks associated with the provision of general office support and a Reception/ Telephonist service by: <ul style="list-style-type: none"><li>- Attending to telephonic calls and visitors to the Department, establishing nature of visit and directs requests to appropriate personnel.</li></ul>

<b>TECHNICAL SERVICES DEPARTMENT</b>	:	<b>ELECTRICIANS (X1)</b>
<b>POSITION</b>	:	<b>03/2019</b>
<b>REF. NO.</b>	:	<b>7</b>
<b>POST LEVEL</b>	:	<b>R 222 445.08 – R 258 319.32 pa</b>
<b>SALARY SCALE</b>	:	Grade 12, N4 and Trade Test Certification in basic first aid to be completed within a specific period from date of appointment
<b>QUALIFICATIONS</b>	:	Code C1
<b>DRIVERS LICENCE</b>	:	3 years relevant experience in an electrical services environment
<b>EXPERIENCE</b>	:	
<b>DUTIES</b>	:	1. Interprets and co-ordinates specific pre-work/site requirements with regard to installation, repairs and, planned and predictive maintenance sequences and guides the activities of personnel
		2. Co-ordinate and control tasks/activities associated with Controlling personnel performance and discipline
		3. Co-ordinate activities associated with the construction and installation of low/medium voltage electrical networks
		4. Co-ordinate activities and sequences associated with maintaining the functionality of low/medium voltage electrical reticulation systems

<b>PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT</b>	:	<b>DATA CAPTURE X1</b>
<b>POSITION</b>	:	<b>22/2019</b>
<b>REF. NO.</b>	:	<b>10</b>
<b>POST LEVEL</b>	:	<b>R 000 – R 000 pa</b>
<b>SALARY SCALE</b>	:	NQF Level 4, Computer Literacy
<b>QUALIFICATIONS</b>	:	1 year relevant experience
<b>EXPERIENCE</b>	:	
<b>DUTIES</b>	:	1. Captures / updates transactions in specific database, by: <ul style="list-style-type: none"><li>- Receiving, collating/batching and checking source documentation prior to commencing with capturing sequence</li><li>- Accessing specific field s and inserting information and/ or selecting specific options from the menu and adjust correct entries</li><li>- Batching and organizing completed documentation for filing, inserting reference and codes</li><li>- Select specific report options, viewing report selection and printing report.</li></ul>