



HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street Ixopo, within the Province of KwaZulu-Natal, invites applications from innovative and committed individuals for the under mentioned position.

CORPORATE SERVICES

DRIVER

Salary Grade: (B3) R146 731.09 - R159 398.57 p.a.
(Plus applicable benefits) • Ref No. COP/F 5/5/4/2/1

Requirements: • Standard 7/Grade 9 • 1 - 2 years' experience in driving • A valid driver's licence with Professional Driving Permit (PrGDP).

Key performance areas: • Drive vehicle for official travel and business, or as requested by representative • Maintain high standard of service to both internal and external guests • Ensure punctuality and safe transport • Observing the road and traffic laws and regulations and policies of the company • Ensure vehicle is kept clean, tidy and in good working condition at all times • Ensure vehicle is kept secure at all times • Ensure vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc. • Ensure vehicle repairs are carried out properly by official manufacturer's specifications • Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards • Batching mail and correspondence according to location to support ease in the delivery sequence • Distributing mail/internal correspondence to various departments/offices within the unit.

NB: Applicants who previously applied for this position need to re-apply as their previous applications will not be considered.

Enquiries should be directed to: The Human Resources Office, on tel. (039) 834 5504/8752/8756.

Applications must be submitted with an Application Form which can be found on our website www.harrygwalaadm.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to: The Municipal Manager for Attention: Miss N. Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, to reach us no later than 15h00, 02 May 2019.

NB: Canvassing with Councillors and Management will lead to disqualification.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

No faxed or email applications will be accepted.

The Council reserves the right not to continue with the interviews and appointments thereof if it feels that no suitable candidates could be found.

Applicants are invited from our people who are interested in our experiential learning programme.

OPPORTUNITIES ARE AVAILABLE IN THE FOLLOWING DEPARTMENTS

1. CORPORATE SERVICES DEPARTMENT

- Human Resource (2 Posts)
- Public Administration (2 Posts)
- Information and Communication Technology (1 Post)
- Communications (1 Post)

2. SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

- Public Administration/Social Science (1 Post)
- Youth Development (1 Post)

3. OFFICE OF THE MUNICIPAL MANAGER

- Risk Management (1 Post)

4. INFRASTRUCTURE SERVICES DEPARTMENT

- Civil Engineering (1 Post)

5. WATER SERVICES DEPARTMENT

- Civil Engineering/Mechanical Engineering (1 Post)
- Water Reticulation/Plumbing (1 Post)
- Water Treatment/Water Process Control (1 Post)

Requirements: • Matric/Grade 12 plus NQF Level 6/7 qualification from a recognized institution which is line with you area of interest • N3 - N5 for the applicants interested in Water Reticulation/Water Treatment and Water Process Controllers • N6 for the applicants interested in Plumbing • Between ages of 18 - 35 • Residing within the jurisdiction of Harry Gwala District (please provide proof of residential address for the said District).

Application processes: • Applicants must write a covering letter that specifies the field of interest and attach a Curriculum Vitae and certified copies of educational qualifications and Identity Document • A proof of residence will be required.

DURATION AND MONTHLY STIPEND

1 year (12 months) with a monthly stipend of **R3000.**

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No faxed or email applications will be accepted.

NB: Applicants who did not specify the field of experience that is required and who did not attach all the required documents will be disqualified.

MRS A.N. DLAMINI: MUNICIPAL MANAGER