



# NKANGALA DISTRICT MUNICIPALITY

## COMMITTEE CLERK

**WORK STATION: NKANGALA DISTRICT MUNICIPALITY, CORPORATE SERVICES DEPARTMENT • SALARY: R 249 295/ R261 943/ R275 250/ R289 222 P.A. (PLUS: CONTRIBUTION TO MEDICAL AID, PENSION FUND, GROUP LIFE AND HOUSING ALLOWANCE) • TERM OF OFFICE: PERMANENT POST LEVEL: 8/9**

**QUALIFICATION REQUIREMENTS:** Grade 12 Certificate, National Diploma (NQF Level 6) in Administration or Secretarial or equivalent

**EXPERIENCE REQUIREMENTS:** 3 years Secretarial/ administrative or Committee work experience. Computer literacy in Ms Word, PowerPoint and Excel.

**DUTIES:** Co-ordinate logistic and procedural requirements associated with Council meetings • Provide secretarial support to Council committees • Circulate notifications, agendas and minutes of previous meetings • Perform specific secretarial sequences at meetings i.r.o. circulation and completion of attendance registers, recording details of proceedings, discussion and decisions • Update committee files, records, attendance registers, notifications, correspondences and minutes.

## LIBRARY & RECORDS OFFICER

**WORK STATION: NKANGALA DISTRICT MUNICIPALITY, CORPORATE SERVICES DEPARTMENT • SALARY: R296 469/ R311 558/ R327 444 P.A. (PLUS: CONTRIBUTION TO MEDICAL AID, PENSION FUND, GROUP LIFE AND HOUSING ALLOWANCE) • TERM OF OFFICE: PERMANENT POST LEVEL: 7/9**

**QUALIFICATION REQUIREMENTS:** Grade 12 Certificate, National Diploma (NQF Level 6)/ Degree (NQF Level 7) in Library and Information Science and National Diploma (NQF Level 6)/ or Certificate in Records and Archives Management. Computer Literacy in Ms Word, PowerPoint and Excel. Valid registration with Library and Information Association of South Africa (LIASA). Valid driver's license.

**EXPERIENCE REQUIREMENTS:** Three (3) years' experience in the Library environment and at least one (1) year in records management environment.

**DUTIES:** Manage the planning, administrative and budgetary functions of library and information services • Provide effective access to library collections and resources • Maintain the organization of library materials • Provide library services in response to the information needs of library users • Cataloguing and classification of library materials; and **Records Management:** Supervision of registry office • Establish / maintain a file registry / records office for the municipality to manage records in terms of applicable legislation • Develop and maintain file indices (indexes) • Oversee processing of incoming mail for filing, and distribution to relevant departments within the municipality • Issue overdue notices for files not returned to registry / records office • Systematic disposal of records in terms of legislation

**KNOWLEDGE:** Library policies, procedures, methods, ethics and professional standards • Library programming standards • Research and information gathering • Conducting internet searches • Use of electronic resources i.e. SABINET, JUTA STAT, Lexis Nexis • Organization and structure of the library • Knowledge of information and library resources • Computerized information database • Library systems for cataloguing and classification • Acquisitions and searching on-line bibliographic utilities • Capabilities and information resources of the internet and other electronic databases.

**SKILLS:** Ability to manage a library and its collection • Team building Research • Analytical and problem solving • Decision making • Effective verbal • Presentation and listening • Effective written communications • Computer skills including the ability to operate computerized library, spreadsheet, word-processing, and email. Time management

## JUNIOR FIRE FIGHTER X 1

**WORK STATION: NKANGALA DISTRICT MUNICIPALITY, SOCIAL SERVICES DEPARTMENT BUT BASED AT KWAMHLANGA FIRE STATION • SALARY: R160 528/ R163 121/ R168 519/ R174 148/ R180 052 P.A (PLUS: CONTRIBUTION TO MEDICAL AID, PENSION FUND, GROUP LIFE AND HOUSING ALLOWANCE) • TERM OF OFFICE: PERMANENT POST LEVEL: 11/9**

**QUALIFICATION REQUIREMENTS:** Grade 12, Certificate in Fire Fighter 1 and 2 and BAA certificate with valid HPCSA registration, Hazmat Operations,

Hazmat awareness and Code EC driver's license.

**EXPERIENCE REQUIREMENTS:** One (1) year relevant experience in firefighting.

**DUTIES:** Perform operational duties of firefighting and rescue services • Respond to firefighting rescue and special services emergencies • Execute orders at incidents in accordance with safety procedures • Report hazardous situations during operational activities • Assist with cleaning up at accident/incident scene • Regularly clean vehicles and equipment • Daily testing of pumps and safety equipment • Ensure fitness at all times by attending parades, doing fitness exercise and training • Assist with administration and ad-hoc tasks such as control room duties • Assist with queries and inquiries from the public and complete call slips.

## COMMUNITY SERVICE (ENVIRONMENTAL HEALTH

### PRACTITIONER)

**DEPARTMENT: SOCIAL SERVICES • TERM OF OFFICE: FOR FIXED 24 MONTHS (2YRS) • SALARY: R48 990 PER ANNUM (STIPEND) • LEVEL: N/A**

**REQUIREMENTS:** Grade 12 certificate, Completed Environmental Health (EH) curriculum. Registration with Professional bodies as Environmental health student at HPCSA. Good computer skills and completed all EH experiential training. Applicant must be unemployed and resides within Nkangala district Municipality.

**DUTIES:** Performing inspections of specific premises: undertakers, offensive trades, hairdressers, places of entertainment, recreational facilities, resorts, child-care establishments, hostels • Preparing monthly MHS reports • Conducting general inspections of residential and business premises in response to EH related complaints received • Perform routine monitoring and sampling of water sources • Enforcement of MHS by-laws and other relevant legislations • Conduct environmental education and awareness campaigns within the local jurisdiction • Investigating complaints regarding noise disturbance and monitor levels thereof • Preparing and serving notices, letters, reports, etc, according to environmental health legislations • Conduct food premises inspections • Monitoring waste management within the local jurisdiction • Monitoring the exhumation and reburial or disposal of human remains • Scrutinising building plans and report comments • Providing health education and instructions during inspections • Issue Certificate of Compliance or Acceptance in accordance with applicable legislation • Investigating outbreaks/incidences of food borne diseases (infections and poisonings) • Attend meetings, Training, workshops or conferences.

**NOTE:** Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. Persons with disabilities and African, Indian, Coloured and White males are especially encouraged to apply, although this does not suggest that the process of recruitment excludes members from non-designated groups. The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and will be subjected to a 6 months' probation period and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. Applicants should submit an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from the Municipal Offices or can be printed from Council's web site "www.nkangaladm.gov.za"), and send it to: The Municipal Manager, Ms M Skosana, PO Box 437, Middelburg, 1050, Mpumalanga or Hand deliver the application to the Municipal Offices at 2A Walter Sisulu Street, Middelburg, Mpumalanga, Corporate Services Human Resource Office B21, Ground Floor. Nkangala District Municipality reserves the right not to fill any of the positions. No faxed or e-mailed applications will be accepted.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082

CLOSING DATE: 1<sup>ST</sup> OF NOVEMBER 2019 AT 16H30