

**LESEDI LOCAL MUNICIPALITY, GAUTENG  
ADVERTISEMENT  
INTERNAL/EXTERNAL**

- Job notice number: **28/ 2017**
1. Job Title: **FIRE FIGHTER**
- Department: **COMMUNITY SERVICES**
- Number of Positions Available: **1**
- Remuneration: **TG 9: R188 412 – R244 572 per annum (benefits excl)**
- Appointments requirements: **Grade 12, Fire Fighter 1 & 2, Hazmat Awareness & Hazmat Operational. C1 or EC1 Drivers license with PrDP and a minimum of 1-2 years' experience, Basic Life Support and registered with the HPCSA.**
- Personal Attributes/competencies: **Specific physical attributes, which can become essential, necessitates that the incumbent be physically, medically fit and able bodied. Must have integrity, be stress tolerant, persistent, initiative and adaptable/flexible work styles. Required to work overtime during specific unplanned emergencies/ disasters.**
- Duties: **To ensure the section is prepared and positioned to provide an acceptable standard of municipal fire prevention services. To ensure support is made available during emergencies to enable control of the disaster situation and minimising any risk of damage to property and/ or the loss of lives. To ensure laid down administrative procedures associated with functionality are complied with and specific deadlines adhered to. To ensure that equipment is ready and available for use.**
2. Job Title: **FIRE FIGHTER (2 year contract)**
- Department: **COMMUNITY SERVICES**
- Number of Positions Available: **4**
- Remuneration: **R190.00 per shift**
- Appointments requirements: **Grade 12, Fire Fighter 1 & 2, Hazmat Awareness & Hazmat Operational. C1 or EC1 Drivers license with PrDP and a minimum of 1-2 years' experience, Basic Life Support and registered with the HPCSA.**
- Personal Attributes/competencies: **Specific physical attributes, which can become essential, necessitates that the incumbent be physically fit and able bodied. Must have integrity, be stress tolerant, persistent, initiative and adaptable/flexible work styles. Required to work overtime during specific unplanned emergencies/ disasters.**
- Duties: **To ensure the section is prepared and positioned to provide an acceptable standard of municipal fire prevention service. To ensure support is made available during emergencies to enable control of the disaster situation and minimizing any risk of damage to property and/ or the loss of lives. To ensure laid down administrative procedures associated with functionality are complied with and specific deadlines adhered to. To ensure that equipment is ready and available for use.**
3. Job Title: **JUNIOR FIRE FIGHTER**
- Department: **COMMUNITY SERVICES**
- Number of Positions Available: **4**

Remuneration: **TG 7:** R148 632 – R192 972 per annum (benefits excl)

Appointments requirements: Grade 12, Fire Fighter 1, Hazmat Awareness or equivalent. C1 or EC1 Drivers license with PrDP. Basic Life Support and registered with the HPCSA.

Personal Attributes/competencies: Specific physical attributes, which can become essential, necessitates that the incumbent be physically fit and able bodied. Must have integrity, be stress tolerant, persistent, initiative and adaptable/flexible work styles. Required to work overtime during specific unplanned emergencies/ disasters.

Duties: To ensure the section is prepared and positioned to provide an acceptable standard of municipal fire prevention service. To ensure support is made available during emergencies to enable control of the disaster situation and minimizing any risk of damage to property and/ or the loss of lives. To ensure laid down administrative procedures associated with functionality are complied with and specific deadlines adhered to. To ensure that equipment is ready and available for use.

4. Job Title: **SENIOR FIRE FIGHTER (2 YEAR CONTRACT)**

Department: COMMUNITY SERVICES

Number of Positions Available: 4

Remuneration: R250.00 per shift

Appointments requirements: Grade 12, Fire Fighter 1 & 2, Hazmat Awareness & Hazmat Operational or equivalent. EC drivers license with PrDP and a minimum of 1-2 years' experience, Basic Life Support and registered with the HPCSA.

Personal Attributes/competencies: Specific physical attributes, which can become essential, necessitates that the incumbent be physically, medically fit and able bodied. Must have integrity, be stress tolerant, persistent, initiative and adaptable/flexible work styles. Required to work overtime during specific unplanned emergencies/ disasters.

Duties: To ensure the section is prepared and positioned to provide an acceptable standard of municipal fire prevention services. To ensure support is made available during emergencies to enable control of the disaster situation and minimising any risk of damage to property and/ or the loss of lives. To ensure laid down administrative procedures associated with functionality are complied with and specific deadlines adhered to. To ensure that equipment is ready and available for use. Act as a Leading Fire Fighter in his absentia.

5. Job Title: **CUSTOMER CARE CLERK**

Department: FINANCE

Number of Positions Available: 1

Remuneration: **TG 7:** R148 632 – R192 972 per annum (excluding benefits)

Appointments requirements: The successful incumbent must have Grade 12 and relevant tertiary qualification. With a minimum of 9 - 12 months accounting experience. Must be computer literate with good interpersonal and people skills.

Personal Attributes/competencies: Excellent communication and interpersonal skills. Be able to withstand high level of stress. Be able to communicate at all levels. Knowledge of the operations of the municipality.

Duties: Provide customer care services, attending to general queries. To ensure accurate information and clear explanations are provided to customer queries.

Perform clerical functions. Ensure recordkeeping and office support. Handling water and electricity queries. Liaising with external stakeholders. Respond to tariff related queries. Opening of accounts for water and electricity.

6. Job Title: **CARETAKER SPORTS FACILITIES**

Department: COMMUNITY SERVICES

Number of Positions Available: 2

Remuneration: **TG 5:** R104 136 – R135 168 per annum (benefits excluded)

Appointments requirements: Matric with a Code C driver's license.

Personal Attributes/competencies: Be able to make decisions. Have initiative and be able to work as part of a team. Have good observation skills. Should be multi – lingual. Willing to work overtime and rotate.

Duties: Maintaining cleanliness of sports facilities. Cleaning of the field and facilities by picking up litter and sweeping paved areas and walkways. Inspecting and servicing equipment by replacing fuel/oils and replacing/tightening cover screws and bolts. Operating the lawn mower. Arranging bookings for facilities.

7. Job Title: **SENIOR TRAFFIC OFFICER**

Department: COMMUNITY SERVICES

Number of position: 1

Remuneration: **TG 13:** R332 844 – R432 096 per annum (excl. benefits)

Post Requirements: A Senior Certificate/Grade 12 or equivalent. Traffic/Metro Diploma issued by an approved Traffic Training Centre. Valid proof of Traffic Officer's registration. Considerably have 3 years practical experience in law enforcement. No criminal or pending criminal record. Must be multilingual with excellent communication and interpersonal skills. Should be in possession of a valid code C1 or EC1 driver's license.

Personal attributes/competencies: Be able to withstand high levels of stress. Be physically fit. Be able to work on shift bases. Be able to do standby duties.

Duties: Responsible for operational command of the Traffic Law Enforcement Service, Issue Section 56, 341 as well as AARTO notices. Be able to enforce law, conduct patrols, escorts and attend court duties. Conduct some supervisory and administrative duties. Be able to conduct point duties. Implement procedures, systems and controls to regulate traffic safety in Lesedi. Monitoring activities of Traffic Officers reporting to him/her.

8. Job Title: **TRAFFIC OFFICER**

Department: COMMUNITY SERVICES

Number of Positions: 2

Remuneration: **TG 10:** R212 124 – R275 328 per annum (excl. benefits)

Post Requirements: A Senior Certificate/Grade 12 or equivalent. Traffic/Metro Diploma issued by an approved Traffic Training Centre. Valid proof of Traffic Officer's registration. No criminal or pending criminal record. Must be multilingual with excellent communication and interpersonal skills. Should be in possession of a valid code C1 or EC1 driver's license driver's licence. ½ years experience.

Personal attributes: Be able to withstand high levels of stress. Be physically fit. Be able to work on

shift bases. Be able to do standby duties.

Duties: Patrolling streets to identify non-adherence to traffic regulations. Conduct patrol duties. Participate in joint law enforcement operations with other law enforcement agencies. Conduct escort duties. Inspecting road worthiness of vehicles. Arresting road users under the influence of alcohol by means of Road Traffic Act. Setting up road blocks or check-points by posting barricades and traffic signs.

9. Job Title: **SPORTS, RECREATION, ARTS, CULTURE & HERITAGE COORDINATOR**

Department: COMMUNITY SERVICES

Number of Positions Available: 1

Remuneration: **TG 13:** R332 844 – R432 096 per annum (*benefits excl*)

Appointments requirements: Diploma/Degree in relevant disciplines NQF Level 6/7. Good communication Skills, Must have insight in Local Government administration. Must be a computer literate. 2 years applicable experience. Public relations skills and Managerial skills, Code B Driver's license.

Personal Attributes/competencies: Excellent communication and interpersonal skills. Proactive and decisive under pressure. The ability to interact professionally with a diverse group including executives, managers and subject matter experts. Understanding of Local Government and legislation governing sport, recreation, arts, heritage and culture.

Duties: To arrange sports, recreation, arts and cultural programs of council. Ensure the integration of special programs into the IDP. To ensure continuous interactions with council. To implement the sports, recreation, arts, culture and heritage policy and to ensure the proper execution of the aims and objectives of the policy. Must provide an administrative support base. Ensure that proper reporting procedures are executed. Interact and consult with various stakeholders i.e. Government officials, private sector and people generally regarding sports, recreations, arts, culture and heritage affairs. Make sure that the community is informed about councils sports, recreations, arts & culture and heritage programs.

10. Job Title: **EPWP CORDINATOR**

Department: INFRASTRUCTURE SERVICES

Number of Positions Available: 1

Remuneration: **TG 10:** R212 124 – R275 328 per annum (*benefits excl*)

Appointments requirements: The successful incumbent must have Grade12 /NQF level 5 a valid driver's license. Relevant accounting administrative experience 2-3 years.

Personal Attributes/competencies: The successful incumbent must be well organised with excellent people skills. Must be able to read, write and speak English. Must have integrity, be stress tolerant, persistent, take initiative and have an adaptable/flexible work style.

Duties: Need to ensure that all the initiatives of the municipality and its EPWP objectives are fully implemented. Work with construction industry to develop implementation plans for the municipality. Compile weekly and monthly reports. Administer and manage time sheets and payment of beneficiaries including tools. Ensure that all the projects are compliant to the DoL legislation and the ministerial determination on Expanded Public Works Programmes. Provide national guidelines on the development, management and evaluation processes of contractor involvement and recruitment of EPWP beneficiaries. To have EPWP as an approved delivery strategy for project implementation, employment creation and skills development by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project across all the EPWP sectors.

11. Job Title: **SPECIAL PROGRAMME COORDINATOR**

Department: MUNICIPAL MANAGER

Number of Positions Available: 1

Remuneration: **TG 12: R295 668 – R383 796 per annum (excluding benefits)**

Appointments requirements: Matric and Diploma in Public Administration/Community Development Studies or equivalent NQF Level 6/7. Must have a valid driver's license. Must have a minimum of 2-3 years' experience in municipal environment.

Personal Attributes/competencies: Must be able to work independently and with a team. Must be computer literate and have excellent communication (both written and verbal) and interpersonal skills. Have an understanding of the relevant legislation such as MFMA. Must be able to work under pressure.

Duties: Must ensure that relevant special programmes are put in place. Establish and maintain a programme unit help desk for information sharing. Ensure that information on all activities is supplied to the Municipal Manager and Executive Mayor, be the link to all stakeholders in connection to special programmes. Manage the day-to-day administration of the office on all the special programmes related issues.

Contact person: Nerina Ramsammy/Mpumi Dlamini

Telephone: 016 492 0207/0244

Applications must be lodged at: Enquiries or P.O Box 201  
Corner H F Verwoerd and Louw Street Heidelberg  
Heidelberg 1441  
1441

Closing Date: 10 August 2017

*Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. The Lesedi Local Municipality is an equal opportunity affirmative action employer. Disabled persons are encouraged to apply. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate.*



LESEDI  
Local Municipality