



ABAQULUSI LOCAL MUNICIPALITY

EXTERNAL ADVERTISING

AbaQulusi Municipality seeks to appoint experienced, highly motivated and suitably qualified persons to the following position+

CLERK OCCUPATIONAL HEALTH AND SAFETY

Annual salary R123 837.48 – R159 948.84 per annum, task level 5 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Minimum Requirements:

- Matric (Grade 12)
- Certificate in Occupational Health and Safety or relevant equivalent qualification.
- 2- 3 years relevant working experience.

Key Performance Areas:

- Management of safety files.
- Investigating incidents.
- Participating in internal OHS audits.
- Inspecting the working environment and reporting on the inspection done.
- Promoting healthy working environment.
- Work with non-profit organization/Government institution to schedule wellness screening/activities/programs at various site offices.
- Maintain confidentiality of employee's medical information.
- Promoting overall fitness and Employee health and wellness in the municipality.
- Implement Employee Health and Wellness Programmes to support the municipal objectives.

CLERK WELLNESS

Annual salary R123 837.48 – R159 948.84 per annum, task level 5 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Minimum Requirements:

- Matric (Grade 12)
- Diploma in Human Resources/ Social Worker or relevant qualification
- 2- 3 years relevant working experience.

Key Performance Areas:

- Assisting in planning and promoting of wellness programs.
- Work with non-profit organization/Government institution to schedule wellness screening/activities/programs at various site offices.
- Maintain confidentiality of employee's medical information.
- Establish maintain referral logs.
- Promote overall fitness and wellness.
- Perform other duties as assigned.
- Assisting in planning and promoting of wellness programmes.
- Working with non-profit organization to schedule wellness screening.
- Promoting overall fitness and Employee health and wellness in the municipality.
- Implement Employee Health and Wellness Programmes to support the municipal objectives.

CLERKS CALL CENTRE X3

Annual salary R123 837.48 – R159 948.84 per annum, task level 5 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Minimum Requirements:

- Matric
- Minimum of 12-18 months relevant experience

Key Performance Areas:

- Answering incoming calls professionally.
- Following Standard Operating procedures to record and register complaints received for Electricity interruptions, street lights which are not working, water interruptions, water leaks, storm water problems, sewage leaks, account enquiries, Fire and Disaster.
- Identifying of the problem issues and determine the appropriate courses of action, registering and processing of complaint before dispatching to relevant personnel for attendance.
- Responsible to provide customers with service information and resolving customer complaints effectively and efficiently.
- Following up on customer calls and checking where complaint has been attended to and resolved and informing complaint on the progress/ solution.
- Completing call reports and submit to supervisor.
- Document all enquires with contact management system and assigns case accordingly.

TECHNICAL SERVICES DEPARTMENT

ELECTRICIANS X3

Annual salary R250 996.20 – R325 794.96 per annum, task level 10 of a Grade 3 Local Municipality (Task system) plus normal fringe benefits applicable to Local Government.

Minimum Requirements:

- Matric
- N2 in Electrical Engineering
- Trade Tested Artisan (Electrician)
- Code EC Driving License
- Certification of competency in the operation of truck mounted cranes/ Cherry Picker/ Bucked Truck, to be completed within a specific period from the date of appointment.
- Certification in Basic First Aid to be completed within a specific period from date of appointment.
- Minimum of 2-3 years' relevant experience.

Key Performance Areas:

- Reading and interpreting drawings/ works orders detailing layouts and specifications.
- Marking routes for the running in and laying of cables and positioning of supporting structures (poles) and providing guidance to personnel on specific activities (e.g cleaning and tinning of conductors, binding and strapping, stripping of individual conductors).
- Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc.
- Terminating cables, wires etc to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires.
- Inspecting works prior to commissioning and, communicating with the control room/ immediate superior with regards to test outcomes and evaluating options and alternatives to restore functionality.

Notes to prospective applicants+

- A job application form which can be accessible on the Municipal website and Human Resources Management Offices, a Comprehensive Curriculum Vitae, together with a covering letter and certified copies of qualifications should be sent to the Municipal Manager: AbaQulusi Municipality P.O. Box 57 Vryheid 3100.
- **No faxed or e-mailed applications will be accepted.**
- **Applications without the prescribed requirements will be disqualified.**
- Shortlisted candidates might be expected to complete a practical competency evaluation and will be subjected to reference and background checks.
- If there's no response from AbaQulusi Municipality within two months of the closing date, the applicant must accept his/her application as unsuccessful.
- Enquiries may be directed to the Human Resources Section on 034-9822133 ext. 2337.
- People with disabilities are encouraged to apply.
- The employer reserves the right **NOT** to appoint.

The AbaQulusi Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

If you have not heard from us within 2 months of the closing date, you should regard your application as unsuccessful.

Closing Date: 18 May 2023 at 12h00

NOTICE.....

.....
MR Z.G DHLAMINI
MUNICIPAL MANAGER

Burning Spear e@oe 0000