

POLOKWANE MUNICIPALITY UNEMPLOYED GRADUATES PROGRAMME

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

DIRECTORATE: COMMUNITY SERVICES

Business Unit: Cultural Services
Position: Librarian X3: (Nirvana, Moletjie and Mankweng)
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level : 08
Reference: EXT/23/24/05
Requirements: Bachelor of Information Studies / Bachelor of Information Science Plus Postgraduate Diploma in Library Science, Computer Literacy, physically fit, 0-2 years' experience in public library, good administration skills, good customer relations / handling of confrontational situations, time management, policy application, Advanced internet usage: DDC; LCSH; AACR2; Papyrus Library Software, online databases; Comprehensive general knowledge, Knowledge of authors and genres, Management / Supervision, handling of books, 6-day worker, extended library hours till 18h00 on a roster basis, Valid Driver's License. “ ***Graduates in the relevant field will be prioritised***”.

Duties: Management/supervision of the branch library. Responsible for short term planning of library activities and execution in accordance with library policy and procedures. Determine user needs by attending to enquiries through special requests and other interaction. Perform professional duties e.g. stock evaluation, selection of library material, weeding of books, reader guidance, user orientation, cataloguing, classification, etc. Perform routine tasks e.g. shelving of books, shelf reading, circulation, and membership. Promote team work and verify work done by subordinates. Coordinate programs (holidays/ Children's programs, book displays, Outreach) and others. Responsible for administrative tasks and management of the library; stock control, Financial procedures, membership, stock taking, statistics, etc. Responsible for customer care, solve problems, recommend substitute reading materials when necessary, etc. Supervise subordinates and deal with staff matters within the section, identify training needs, render in-service training, allocate tasks, conflict resolution, staff performance, etc. Supervise internet facilities and allocated staff. verification of all data capturing for books and info files. Coaching and mentoring of library staff and volunteers. Report maintenance problems regarding buildings and equipment

Business Unit: Cultural Services
Position: Library Assistant X2: Reference (City Library)
: Library Assistant: Circulation (City Library)
: Library Assistant (Mankweng)
Salary: R195 586 –R343 245
(basic salary per annum excluding benefits)
Post Level : 12/09
Reference: EXT/23/24/06

Requirements: Grade 12, Basic computer literate, Physically Fit. 0-1-year experiential knowledge of public libraries. Valid driver's license. Handling of books, computers, cash register, photocopiers, money handling. Good communication skills, work independently, good administration skills, good customer relations, punctual, Papyrus Library Administration, 6-day worker, extended library hours till 17h00 on a roster basis. “ ***Graduates in the relevant field will be prioritised***”.

Duties: Perform routine tasks e.g. shelving of books shelf reading, circulation, membership. Facilitate programs (holiday/children's programs, book displays, outreach) and others. Financial procedures, membership, stock taking, statistics, etc. customer care, solve problems reader's guidance. Specialized resources, e.g. Internet.

Business Unit: Waste Management
Position: Cleansing Supervisor X3
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)
Post Level: 10
Reference: EXT/23/24/07

Requirements: Grade 12, 0 – 2 years' relevant experience in waste management. Valid code 11 - 14 driver's license with PDP (Public Driving Permit). Computer literate.“ ***Graduates in the relevant field will be prioritised***”.

Duties: Implement waste management activities as per prescribed service levels (allocation of the truck, allocation of works, pre-trip inspection, ensuring trucks are in clean condition, report incidents and accidents). Customer care: attend to queries. Ensure that operators, truck drivers and labourers wear protective clothing.

Business Unit: Waste Management
Position: Waste Educational Officer
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level: 8
Reference: EXT/23/24/8
Requirements: Grade 12, Degree or Diploma in Environmental Health or Environmental Management Sciences with Waste Management as a major course/ subject. 0-2 years' experience in Waste Management. Valid code 10 driver's license with PDP (Public Driving Permit). Computer literate. Communication, Interpersonal, Presentation and report writing. Ability to work in teams. Physically fit, Human Relations and Sound health. “ ***Graduates in the relevant field will be prioritised***”.

Duties: Compile and Implement Waste Management education information to communities, public institutions. Arrange and conduct cleaning campaigns and special operations. Arrange and organize relevant waste education materials. Mobilize and empower recycling initiatives across the spectrum. Compile data /inventory of recyclers, waste pickers/ and declaimers. Liaise and coordinate with other stakeholders and NGOs. Distribute information regarding waste management development to public institutions, businesses, industries, etc.

Business Unit: Waste Management
Position: Operators X14
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/9
Requirements: Grade 12. 0 – 2 years' relevant experience in waste management. Valid code 11 - 14 driver's license with PDP (Public Driving Permit). Computer literate. Two (2) years' experience in operating compactor truck.
Duties: Operate trucks and collect waste in different areas. Do pre-trip inspection of the equipment and report any abnormalities. Supervise loading team and ensure the area adequately clean. Report incidents and accidents, and ensure truck is not overloaded. Daily reporting on collection management activities to the supervisor. Attend to queries/ complaints regarding waste removals.

Business Unit: Environmental Management
Position: Special Worksman: Nature Reserve
Salary: R219 929-R283 480
(basic salary per annum excluding benefits)

Post Level: 11/10
Reference: EXT/23/24/10
Requirements: Grade 11 or equivalent N2 level certificate. 0-2 years' experience in park maintenance, sidewalks, and open spaces. Code 10 driver's license. Physically fit and healthy. Able to work under pressure. Good communication skills. “ ***Graduates in the relevant field will be prioritised***”.

Duties: Supervision of personnel. Maintenance of public open space tree planting and maintenance.

Business Unit: Environmental Management
Position: Truck Driver-Open Spaces
Salary: R195 856-R219 929
(basic salary per annum excluding benefits)

Post Level: 12
Reference: EXT/23/24/11
Requirements: Grade 7. 0-2 years' experience in operating tractor with slashers. Code EB driving license. The ability to identify and react appropriately to hazards. Extensive knowledge of heavy equipment. The ability to carry out duties unsupervised, in harsh weather conditions, and during irregular hours when required. The ability to follow written and verbal instructions. Superb health and safety knowledge.
Duties: Cutting of grass in open areas and park. Transportation of goods with tractor e.g. branches, machinery that is going to be used.

Business Unit: Environmental Management
Position: Special Worksman: Bird Sanctuary
Salary: R219 929-R283 480
(basic salary per annum excluding benefits)

Post Level: 11/10
Reference: EXT/23/24/12
Requirements: Grade 11 or equivalent N2 level certificate. 0-2 years' experience in park maintenance, sidewalks and open spaces. Physically fit and healthy. Able to work under pressure. Good communication skills. code 10 driver's license. “ ***Graduates in the relevant field will be prioritised***”.

Duties: Supervision of personnel. Maintenance of public open spaces. tree planting and maintenance.

Business Unit: Stadia and Swimming Pools
Position: Superintendent Swimming Pool

Salary: R249 892-R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/13
Requirements: Grade 12, Swimming pool management course, Lifesavers award and first aid certificate. 0-2 years' experience. Physically fit. Code 10 driving license with PDP Knowledge of sand filters, operators and backwash sand filters, use and handling of chlorine gas. “ ***Graduates in the relevant field will be prioritised***”.

Duties: Responsible for the swimming pool making sure the environment is safe. Lifesaving duties. Adminstrating first aid when needed. Dosing of chemicals to maintain high water standards. Operations of the filtration systems. Cleanliness of pools, buildings, and equipment Administration duties and filling in documents every day for chemicals. Work with cash and cash books.
Take instruction from the senior superintendent. Administration duties and filling in documents every day for chemicals reading Interacting with bathers, SAPS, swimming pool clubs, and other departments. Assisting lifeguards with needed in the guards, pool attendants, lifeguard cashiers, and pool users daily. Preparation of the pool for galas and functions. pool for galas and functions Reporting to the senior superintendent of all challenges and breaking experiences at pools.

Business Unit: Stadia and Swimming Pools
Position: 2 x Lawnmower Operators
Salary: R139 647-R141 275
(basic salary per annum excluding benefits)

Post Level: 17
Reference: EXT/23/24/14
Requirements: ABET level 3 or Standard 6 or Grade 8, experience in operating machinery will be an added advantage.
Duties: Cutting of grass and shrubs. Cutting and pruning of trees. Preparing of all sports facilities showgrounds for sporting / other event to take place. Perform labour intensive work at sport and recreation facilities.

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc.)

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to a personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification, and employment verifications). Where applicable candidates will be subjected to a skills/ knowledge test.)** The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstein Streets, POLOKWANE on the 09th Floor office no 902.**

Closing Date: 23 November 2023
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.
Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2397

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THUSO NEMUGUMONI
MUNICIPAL MANAGER

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Business Unit: Stadia and Swimming Pools
Position: Swimming Pool Cashier x3
Salary: R249 892-R283 480
(basic salary per annum excluding benefits)
Post Level: 10
Reference: EXT/23/24/15
Requirements: Grade 12, National Diploma in Finance or Accounting. 0-2 year of experience as a cashier. Computer literate. Well versed in English and other languages. Previous experience would be an advantage., Have communication skills. “ *Graduates in the relevant field will be prioritised*”.
Duties: Revenue collection, reconciling and reporting. Working with money on a daily basis and the recording of the funds and banking the funds at the end of the month. Public relation and direct interactions with the public on a daily basis
NB: The cashier will be working at any of the 4 swimming pools at any given time (Town pool, Westenburg, Nirvana and Seshego), The incumbent will be requested to alternate or rotate when requested to do so. The incumbent will commence work at 9h45 am to 18h00 pm, working from Tuesday to Saturday as a 5- day worker.

Business Unit: Stadia and Swimming Pools
Position: Poison Sprayer
Salary: R139 647-R141 275
(basic salary per annum excluding benefits)
Post Level: 17
Reference: EXT/23/24/16
Requirements: Abet level 3 or Standards 6 or Grade 8, 0-2 experience in handling or working with chemicals will be an added advantage.
Duties: Application of chemicals with the use of chemical sprayers. Preparing of all sports facilities / showgrounds for sporting / other event to take place. Perform labour intensive work at sport and recreation facilities.

Business Unit: Stadia and Swimming Pools
Position: Tractor Driver
Salary: R143 036-R146 680
(basic salary per annum excluding benefits)
Post Level: 16
Reference: EXT/23/24/17
Requirements: ABET level 3 or Standard 6 or Grade 8, 0-2 experience in tractor driving and operating machinery will be added advantage. Driver's license Code EB or C1 / EC1 plus PDP.
Duties: Driving and operating a tractor mounted equipment's for maintenance of Sport and Recreational Facilities. Preparing of all sports facilities / showgrounds for sporting / other event to take place. Perform labour intensive work at sport and recreation facilities.

Business Unit: Stadia and Swimming Pools
Position: Facility Officer (RDP Field)
Salary: R296 295-R343 245
(basic salary per annum excluding benefits)
Post Level: 09
Reference: EXT/23/24/18
Requirements: Grade 12, 0-2 experience in operating a grader. Driver's license Code EC with PDP.“ *Graduates in the relevant field will be prioritised*”.
Duties: Grading and managing grader operator. Preparation and managing all sports facilities / showgrounds for sporting / other event to take place.

Business Unit: Stadia and Swimming Pools
Position: Pool Attendant x2
Salary: R139 647-R141 275
(basic salary per annum excluding benefits)
Post Level: 17
Reference: EXT/23/24/19
Requirements: Grade 10, 0-2 years' experience as a general skilled person in an Aquatic environment. “ *Graduate in the relevant field will be prioritised*”.
Duties: Prepares for daily duties by ensuring that all small plant, tools, stores and materials required for the daily activities are collected and are in good working order and are returned to the relevant storage arears at the end of each day. Performs manual duties as and when required to maintain the swimming pools, change rooms, buildings and surrounds. Assists public users in addressing minor complains and queries by applying principles of Batho Pele and refers more complex issues to the superior. Usage of Aquatic chemicals and dosing as directed by the superior. Prepares for all Aquatic events held at the facility and assist to all complaint during the event by addressing such through the superior. Assist the superior with any activities that has relation to the swimming pool facility at all given times. Administratively fill in daily time and attendance and cleaning records that are designed for the upkeep of the facility. Backwashing filters and cleaning of tanks on a regular basis. Perform various manual tasks and duties in compliance with applicable policies and procedures to deliver effective and efficient development and maintenance services to the Aquatic Facility.

Business Unit: Stadia and Swimming Pools
Position: Senior Superintendent
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level: 08
Reference: EXT/23/24/20
Requirements: National Diploma NQF Level 6 in Public Management or relevant certificates Valid advanced lifesaving award or equivalent with current annual retest, swimming pool management, First AID and NOSA. Code B Driver's License. 0-2 years' professional life guard experience in supervision and management in an Aquatic field and computer literate.
Duties: To consolidate necessary reports from subordinates and recommend remedies that will elevate any hazardous working conditions. Procure the necessary materials and equipment for the swimming pool facilities. Monitor expenditure and ensure optimal utilization of resources by developing and implementing efficient monitoring systems to maximize resource output. Oversight safety inspections and address deviations by conducting site inspections at facilities to conform to OHS legislation. Liaise with consultants, building maintenance and relevant departments to manage maintenance of facilities. Ensure safekeeping of records by filing and archiving as per council policy. Manage the function required by the clubs and public facilities by managing the cleaning of the facility, booking of the facility and facility management. Participate in the recruitment and selection of staff and assist in the tender facilitation processes for the Aquatic Facilities. Assist with valuable inputs in the planning and preparations of the Aquatic Facilities budget reports. Relate and engage with all stakeholders that have interest towards the aquatic facilities. To oversee and monitor the Aquatic Facilities within Polokwane Municipality. Physically fit, knowledge of plant and equipment and public operations in an Aquatic Environment.

DIRECTORATE: MUNICIPAL MANAGER'S OFFICE

Business Unit: Legislative Support
Position: Senior Committee Clerk
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level : 08
Reference: EXT/23/24/21
Requirements: Grade 12, National Diploma in Office Management /Public Administrative Management. 0-2 years' experience. Knowledge of council support, and council committee work. Good typing and administration skills-minimum typing speed of 55 words per minute. Good in English (speak, read and write). Good client liaison skills and supervisory skills. Computer literacy in MS Packages. Must be able to work under pressure and meet deadlines. valid driver's license. “ *Graduates in the relevant field will be prioritised*”.
Duties: Compile council agenda and take minutes for all committees within the Municipality. Utilize all the staff in a proper and effective manner. Channel and track council reports. Be responsible for recordkeeping.
Duties: Reports writing, typing letters, memos, and agendas. Receive and transmit messages to the superior. Handling and securing confidential documents and information. Rendering of Administrative work in the office. Liaise with CoGHSTA on daily basis on matters related to Traditional Leadership. General admin functions.

Business Unit: Executive Support
Position: Special Programmes Coordinator
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level : 08
Reference: EXT/23/24/22
Requirements: National Diploma or Degree in Social Sciences and related fields. 0-2 relevant experience. Valid driver license. Computer literacy. Report writing. Problem solving. Advocacy, facilitation and communication. Irregular hours.“ *Graduates in the relevant field will be prioritised*”.
Duties: Outreach programmes and campaigns. Capacity building stakeholders. Youth development initiatives. Advocacy for stakeholders. Monitoring and evaluation for community initiatives/ projects. Facilitation of youth programmes sessions, meetings and workshop.

DIRECTORATE: BUDGET AND TREASURY

Business Unit: Expenditure Management
Position: Chief Clerk Salaries
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level: 08
Reference: EXT/23/24/23
Requirements: National Diploma in Accounting/Finance/Economics or Management Accounting. 0-2 years' relevant experience in payroll.
Duties: Capture salary inputs on the systems. Receive and review salary advice from HR. capture advice on the SAGE system. Capture all earnings, deductions, and company contributions on the system. Capture salary increments, medical Aids, promotions, bonuses, and allowances. Create an EFT transactions report of salaries and allowances. Draw report from SAGE. Correct discrepancies on the system. “ *Graduates in the relevant field will be prioritised*”.

Business Unit: Expenditure Management
Position: Senior Clerk Creditors and Cashbook X3
Salary : R296 295-R343 245
(basic salary per annum excluding benefits)

Post Level: 09
Reference: EXT/23/24/24
Requirements: Grade 12. National Diploma in Accounting/Finance or Economics. B-Com Degree will be an added advantage. 0-2 Years relevant experience. Computer literacy. “ *Graduates in the relevant field will be prioritised*”.
Duties: Prepare all direct and order payments according to MFMA and supply chain regulations. Process creditors payments accurately. Capture invoices issued against suppliers' orders and remittance advice. Verify that payments are prepared and paid within the required legislative time frame. Attend to all queries and correspondence of creditors by keeping a good filing system. Keeping record of outstanding creditors and creditors list to comply with financial requirements as laid down by legislations. Capturing of journals. Preparation of ST & Claims. Capturing of Eskom debit orders and monitoring thereof.

Business Unit: Expenditure Management
Position: Data Capturer: Creditors and Cashbook
Salary : R219 929 -R244 892
(basic salary per annum excluding benefits)
Post Level: 11
Reference: EXT/23/24/25
Requirements: Grade 12, National Diploma in Finance. MUNSOFT system will be an added advantage. 0-2 Years relevant experience. “ *Graduates in the relevant field will be prioritised*”.
Duties: Capturing journals on the system. Capturing invoice registers on the system. Keep record of all journals. Handle queries or correspondence. Assist in the capturing of payments. Make copies of invoices. Filing of payment vouchers.

Business Unit: Revenue and Customer Care
Position: Chief Clerk Customer Care
Salary : R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level: 08
Reference: EXT/23/24/26
Requirements: National Diploma/ B Degree with accounting as a major subject. 0-2 years of experience in revenue. Computer literate. “ *Graduates in the relevant field will be prioritised*”.
Duties: Supervising satellite offices, Traffic & Licensing, Swimming pools, Game reserve, and library. Ensuring that all monies collected are banked. Balancing General ledger from Natis and TCS to the municipal system. Clearing unallocated accounts from the customer. Reconciling booking registers and banks statement. Reconciliation of prepaid sales revenue. assist with the backend or back-office services. attend to cash and deposit or transfer-related inquiries and or query resolution management. Ensuring that there is proper financial control at all times.

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ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2397

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Business Unit: Revenue and Customer Care
Position: Senior Clerk Valuations and Sundries
Salary: R296 295-R343 245
(basic salary per annum excluding benefits)

Post Level: 09
Reference: EXT/23/24/27

Requirements: Grade 12, National Diploma/Bachelor of Commerce in Accounting. 0-2 years of relevant experience. Basic knowledge of the Municipal Property Rates Act, other relevant Local Government Acts, Municipal Policies, and Bylaws. “ *Graduates in the relevant field will be prioritised* ”.: Processing and issuing rates clearance applications and associated administrative processes. Attend to correspondence relating to valuation and property rates and other revenue sundries. Check rates clearance figures prepared by the clerk prior to the issue conveyancers/attorneys. Assist with rate clearances and valuation certificates. Ensuring completeness of billing and municipal revenue before issuing clearance costing. Processing journal entries into rates account to ensure accurate billing. Handling queries relating to clearances, valuations, and any other related sundry services. Attend and handle queries submitted via emails, letters, in person, and telephonic. Perform a wide variety of administrative duties as required by daily operations in the section. Ability to function under work-and-time pressure. High level of computer literacy. Process the monthly Deeds Office Registrations. Receive and Process all refund applications. Supervise clearance office. Provide support with requirements associated with the functionality of the section.

Business Unit: Revenue and Customer Care
Position: Billing Clerk X2
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/28

Requirements: Grade 12, National Diploma/ bachelor's degree in commerce. 0-2 years' experience in customer care. Computer literate. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Provision of Customer care. assisting the Public with Account Updates. Capturing Meter onto the System. Updating Consumer Profiles. Assisting customers with Enquiry. Adjusting meters to correct the Account. Assist and refer customers for assistance to the relevant section to correct the account.

Business Unit: Revenue and Customer Care
Position: Cashiers X2
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/29

Requirements: Grade12, National Diploma/ B Degree with accounting as a major subject. 0-2 years' experience as a cashier. Computer literate. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Collection of revenue due to the municipality. Collection of revenue in relation to sales or purchases or receipting as a back-office cashier. Communicate with the customer and attend to specific payments or purchases, inquiries or provide information on specific payment. Receive cash, speed points, or other electronic forms of payment from the customer. Issue receipts reflecting the actual amount tendered and accounts details. Prepare schedules and documentation for verification, banking, and filing. Provide information for auditors on request.

Business Unit: Budget & Treasury Office
Position: Secretary to DCFO (Deputy Chief Financial Officer)
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level: 08
Reference: EXT/23/24/30

Requirements: National Diploma in Office Management/Public Administration/Office Technology. 0-2 years' minimum experience within finance environment. Computer literate. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Diary Management of the Deputy Chief Financial Officer. Controlling incoming mails and calls. Circulation of documents. Record Keeping, Customer care.
Time Management, interpersonal skills and communication skills.

Business: Supply Chain Management
Position: Bid Officer
Salary: R296 295-R343 245
(basic salary per annum excluding benefits)

Post Level: 09
REF No: EXT/23/24/31

Requirements: Grade 12, National Diploma in supply chain management, B Com Accounting. 0- 2 years' experience in SCM environment. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Distribute or circulate acquisition committee schedule to committee members. Invite the committee to committee meetings, prepare bid document for evaluation, assist in providing support to committees, follow up on the implementation of the resolution, provide secretariat support, receive tender documents application and verify, calculate and record the pricing of tender.

Business: Supply Chain Management
Position: Assistant Inventory CLERK x3 (Issuing /Distribution x1) (Shelving &Packing x2)
Salary: R139 647 –R141 275
(basic salary per annum excluding benefits)

Post Level: 17
REF No: EXT/23/24/32

Requirements: Grade 12, Certificate in finance or commerce, logistics, purchasing supply chain or other related qualification/equivalent. 0-2 years' experience in supply chain management. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Receive and packing of stock, issue and verification of stock, count stock and report variances between actual and expected stock levels. Record keeping of all goods and material receive and issued – to ensure that all items stored in the storeroom are properly controlled by keeping an updated register. Identify and advice supervisor when stock needs to be re-purchased. Check goods received against orders placed. Verify goods and delivery notes, inspects and verify that right quantity and quality is received at the ordered cost. Collection of goods from the main store. Record keeping

of invoices and inventory, creation of stock requisitions for internal and external. Maintain proper record keeping and proper housekeeping. Check that the store is locked to prevent unauthorised entrance to avoid damage of theft.

DIRECTORATE: PUBLIC SAFETY

Business Unit: By-Law Enforcement & Security
Position: Technicians X2
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level: 08
Reference: EXT/23/24/33

Requirements: National Diploma in Information Technology (IT) or equivalent. Network certificates will be an added advantage. No criminal record. The person should be able to handle confidential information. 0-2 years of experience in ICT/Electronic security systems; i.e. installation, repair, and maintenance of CCTV Surveillance systems, Access Control, and Alarm System. Knowledge of emergency two-way radio channels and operations. Communication skills, interpersonal skills, leadership skills, and ability to work under pressure. Background knowledge of access control systems (controllers, biometrics, and card readers); and fiber networks (installation, troubleshooting, and maintenance). “ *Graduates in the relevant field will be prioritised* ”.
Duties: Install, repair, and maintain CCTV Camera Systems and Access Control Systems. Work with Network Administrator, Internal IT, and external service providers on Access Control devices, CCTV, and IP-related equipment in the network environment (Network Switches, Telephone systems + fiber infrastructure). Investigate, troubleshoot, and fault-finding on all electronic systems. Reproduce and issuing of municipal access cards and programming. Compile checklist of the effective operation of the security systems (CCTV, access control, control center fiber network, etc.) of the municipality. Maintain up-to-date knowledge of technical equipment and systems. Maintain the effective running of technical equipment in the mobile control unit. Handling technical functions of the telecommunication system. Ensuring an effective 24-hour technical operation of the emergency control Centre. Ensure that radio communication for both internal and external equipment is functioning. Inspection of all technical and security systems at all municipal premises.

Business Unit: By-Law Enforcement & Security
Position: Control Room Operator X2
Salary: R249 892-R343 245
(basic salary per annum excluding benefits)

Post Level: 10/09
Reference: EXT/23/24/34

Requirements: Grade 12, Customer Care Certificate/Diploma in Contact Management. 0-2 years of experience in the control room environment. Shift workers. Six-day worker. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Answering telephones and radios (emergency. numbers). Get feedback on all emergencies and normal complaints. Handling of all complaints and telephone call after hours, on public holidays and on weekends. Direct l divert calls as requested by officials and the public. Take and logging of normal and emergency complaints. Activate and send out the relevant stakeholders. Ensure that no unauthorized person enters the emergency control center. Assist with handling of Afterhours finance services inquiries and compile reconnection list and send to financial services. Recording and updating registers with details of messages, occurrences, and responses. Notify the security services of the municipal premises alarm/panic alarm systems. Assist traffic and SAPS with E-Natis inquiries. Assist all SBUs with general complaints and inquiries after hours. Update After-flours and standby personnel contact details. Controls and maintains the control room area to ensure neatness and cleanliness of the area.

Business Unit: By-Law Enforcement & Security
Position: Switchboard operators X3
Salary: R249 892-R343 245
(basic salary per annum excluding benefits)

Post Level: 10/09
Reference: EXT/23/24/35

Requirements: Grade 12, Customer Care Certificate. Diploma in Contact Management or equivalent qualification. 0-2 years' experience working as a switchboard operator. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Receive a high volume number of incoming and outgoing calls from officials and the public. Direct/divert calls as requested by officials and the public to relevant employees/directorate/section or sub-sections. Take messages when relevant employees are not available and make sure that the messages are received. Handle inquiries from the public and submit relevant information. Control and maintain the cleanliness of the switchboard area. Report faults on the system. Business e neatness and cleanliness of the area. Business

Business Unit: Traffic and Licensing
Position: VTS-Examiner of Vehicles: Aganang Traffic Station
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level : 08
Reference: EXT/23/24/36

Requirements: Grade 12, Grade A Examiner of vehicles' eNatis/ eNatis operator certificate. Code EC and A (Compulsory for grading purposes). 0-2 years of experience as a Grade A Examiner of Vehicles. Thorough knowledge of all transactions performed in the examination of vehicles. Physically fit and be willing to work under strenuous/hectic conditions (Test Pit). Have no criminal or pending criminal record (Shortlisted candidates to be subjected to thorough security/ vetting checks). “ *Graduates in the relevant field will be prioritised* ”.
Duties: Examination of Vehicles (All classes as prescribed). Compile roadworthy test reports. Operate the most recent vehicle test equipment. Advising Management of any need for compliance issues pertaining to the upgrading of testing equipment.

Business Unit: Traffic and Licensing
Position: DLTC Examiner Grade L X2
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/37

Requirements: Grade 12, Valid grade D Examiner of licenses Diploma, (not requiring refresher course. eNatis/Natis user). 0-2- years of experience within Traffic and licensing fraternity coupled with the ability to access e-Natis/Natis transactions. Thorough knowledge of all transactions performed in the examination of vehicles. At least Code Driving Licenses and be able to operate such vehicle. Have No criminal or any pending criminal matter. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Conducting of learners licenses. Examinations of code B Driving licenses. Conducting eye tests using the recent available equipment.

Business Unit: Traffic and Licenses
Position: DLTC Examiner Grade A X2
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level: 08
Reference: EXT/23/24/38

Requirements: Grade 12, Accredited Examiner of Driving Licenses Diploma Grade A. (not requiring refresher course. eNatis/Natis user). 0-2 years' relevant experience. within Traffic and licensing fraternity coupled with the ability to access e-Natis/Natis transactions Code EC and A driver's license. Knowledge of eNatis software, ability to operate LCU/LE equipment, computerized learner's equipment and motorcycle test equipment. Physically fit. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Examine applicants for learners and driving licenses in accordance with the requirements of K53 manual and the NRTA. Evaluate and screen applicants for learners, driving licenses, driving license renewal, and PROP for visual and fitness by means of Live Capturing Unit (LCU) or Live Enrolled Unit to comply with the RTA. evaluate municipal drivers for competency to comply with transport policy.

Business Unit: Traffic and Licenses
Position: Clerk Summons X3
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level : 10
Reference: EXT/23/24/39

Requirements: Grade 12, an appropriate law or NQF level 06 (at minimum) legal administrative qualification, Computer Literacy. 0-2 years of working experience in the related field will be an added advantage. At least code B driving license. Computer literate. Be willing to be posted at any cluster of the Municipality at a given time and date. Intensive knowledge of summons filing processes.no criminal record. Physically fit and customer orientated. Stress and queue management attributes. extensive knowledge of appropriate legislative framework governing courts and traffic-related offenses. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Capturing written notice into the computer. Book control. Compiling and submission of court rolls. Performing limited transactions on eNatis/Natis. Collecting court rolls and documents to and from courts. Liaison with internal and external stakeholders on summons issues. Collection of revenue on Traffic fines at court desks and local offices.

Business Unit: Traffic and Licenses
Position: Filing Clerk
Salary: R219 929-R244 892
(basic salary per annum excluding benefits)

Post Level : 11
Reference: EXT/23/24/40

Requirements: Grade 12, Certificate or Diploma in Administration, Competency Certificate in eNatis system. Code C1 driving licenses. 0-2 years' relevant experience. “ *Graduates in the relevant field will be prioritised* ”.
Duties: Filing and record keeping of vehicle registrations and driving license application. Collect vehicle registrations and licensing documents from the registering authority for record purposes. Keep record of all documents issued out and have a tracking record for the return of the files.

NB: APPLICATIONS SUBMITTED WITHOUT THE OFFICIAL APPLICATION FORM WILL NOT BE CONSIDERED.

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Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to a personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification, and employment verifications).** Where applicable candidates will be subjected to a **skills/ knowledge test.**) The form must be accompanied by a detailed CV, originally certified copies (not older than three months) of qualifications, ID, any other supporting documents and may be hand delivered to **Polokwane Municipality Civic Centre at Cnr Landros Mare & Bodenstein Streets, POLOKWANE on the 09th Floor office no 902.**

Closing Date: 23 November 2023
Time: 12h30

Late applications will not be considered. Should you not hear from us within four months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.
Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2397

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THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY UNEMPLOYED GRADUATES PROGRAMME

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

Business Unit: Traffic and Licenses
Position: Traffic Officer X8
Salary: R219 929-R388 595
(basic salary per annum excluding benefits)
Post Level: 11/08
Reference: EXT/23/24/41

Requirements: Grade 12, Accredited National Traffic Officers Diploma (not requiring refresher course). At least 3 years as a traffic warden will be an added advantage. No criminal record nor pending criminal easels, at least Code B Driving License, and be able to operate such vehicle. Physically fit and customer orientated. Stress management. Six days and shift workers and be willing to work extreme weather conditions. “ *Graduates in the relevant field will be prioritised*”.
Duties: Traffic control at events, congested areas, and related corridors. Traffic law enforcement and enforcement of Municipal By-laws. impoundment of vehicles in line with the appropriate legislative framework. Court attendance and appearance as a witness and traffic-related court orderly. Accident scene management and recordings. Traffic escort services.

Business Unit: Traffic and Licenses
Position: Licensing Officer
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level: 08
Reference: EXT/23/24/42

Requirements: Grade 12, National Licensing Related Diploma \Degree, Natis certificate 0-2 years' experience as a Cashier\ Natis user with substantial knowledge of the transaction performed on natis. Natis user competencies, supervisory duties, people management and report writing and no criminal record nor pending criminal cases. “ *Graduates in the relevant field will be prioritised*”.
Duties: Administrative and supervisory functions within Licenses at all clusters. Compiling monthly transactional reports for management purposes and accountability. Queue management and related activities within Licenses. Control and allocation of phase value documents. Reconciliation of funds collected during and after daily transaction by subordinates.

Business Unit: Traffic and Licenses
Position: Test Pit Attendant
Salary: R219 929 -R244 892
(basic salary per annum excluding benefits)
Post Level: 11
Reference: EXT/23/24/43

Requirements: Grade 10, Code C1 driving license and PDP. 0-2 years' experience. “ *Graduates in the relevant field will prioritised*”.
Duties: Keep the Testing Facility Clean. Assist the examiner during the examining of motor vehicles. Assist the management rep with records of applications. Assist the examiner in management of vehicles coming for test. Assist the examiner in readings of machines. Assist the examiner in checking of vehicles particulars or identifiers. Assist the examiner in checking applications for vehicles to be tested. Giving examiners full support during weighing vehicles.

Business Unit: Disaster Management
Position: Leading Fireman
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level: 08
Reference: EXT/23/24/44

Requirements: Grade 12, Fire Fighter 2, Hazmat operation or equivalent SAQA accredited qualification from SAESI or IFE. Valid code 14 (EC) driver's License. 3- 4 years in Fire Services as Senior Fire fighter. The incumbent will work a 24-hour shift. Computer literacy. “ *Graduates in the relevant field will be prioritised*”.: Day-to-day supervision of shift personnel. Respond to fire, accident scene, and other emergency calls within the municipal boundaries. seize up a fire scene, rescue scene1 or emergency scene, and must take control. Safely and promptly have members execute tasks to control emergencies. Report to station officer and other officers. Ensure subordinates properly check vehicles and equipment. Report all personnel, vehicles, and equipment faults to station officer. Command and drive heavy fire appliances.

DIRECTORATE: WATER AND SANITATION

Business Unit: Reticulation, Distribution and Maintenance, Water Demand and Conservation:

Position: Fitter and Turner X2
Salary: R296 295-R343 245
(basic salary per annum excluding benefits)
Post Level: 09
Reference: EXT/23/24/45

Requirements: Grade 12/N3 or equivalent. Trade Test in Fitter and Turning. 0-2 years post-Trade Test experience of which 1-2 years' experience must be in portable water plants, sewer plants, boreholes, and pump stations. Code C1 driving license. Must be physically fit and able, to use general tools associated with the plumber, e.g. range spanner plyers, and other equipment. “ *Graduates in the relevant field will be prioritised*”.
Duties: Must be able to utilize relevant equipment such as generators, water pumps, cutting machines, angle grinders 1 sewer cleaning equipment, and general trade tools. install and maintenance of borehole equipment. must be able to work under pressure and be able to work for long hours and on heights.be prepared to work standby and long hours. Able to interpret design drawings. Have good communication and customer relation skills, report writing and the ability to supervise personnel. Install and aligning of electrical motors and maintenance of pumps. installation and maintenance of borehole equipment. Conduct preventive maintenance of all equipment. Ensure adherence to health and safety. Set up and adjust metalworking machines and equipment.

Operate machines to produce parts or tools by turning, boring, milling, planning, shaping, slotting, grinding, or drilling metal stock or components. Fit

and assemble metal parts, tools, or subassemblies, including welding or brazing parts. Cut, thread, bend and install hydraulic and pneumatic pipes and lines. Dismantle faulty tools and assemblies and repair or replace defective parts. Set up and/or operate hand and machine tools, and welding equipment. Examine detailed drawings or specifications to find out job, material, and equipment requirements.

Business Unit: Reticulation, Distribution and Maintenance, Water Demand and Conservation

Position: Artisan Plumber X7
Salary: R296 295-R343 245
(basic salary per annum excluding benefits)
Post Level: 09
Reference: EXT/23/24/46

Requirements: Grade 12/N3 in Plumbing Certificate or equivalent plus Trade Test. 0-2 years of relevant plumbing experience. Valid drivers (code C1) license with PDP. Traveling within the jurisdiction of the municipality. Six-day worker. Must be physically fit and able to use general tools associated with the plumber, e.g. range spanner, plyers, and other equipment, etc. “ *Graduates in the relevant field will be prioritised*”.
Duties: Coordinates and controls the set-up, work in progress, and completion of specialized tasks and activities associated with the installation1 maintenance, and repair of water reticulation systems, including, monitoring and correcting the productivity and performance outputs of support personnel. attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives-inspecting and identifying leaks in the system, isolating defective areas1 and commencing with repair sequence. Knowledge OT safety standards and general tools associated with plumbers e.g. range spanners plyers, and other equipment. Must be able to work under pressure and be able to work for long hours. standby, working extra hours and during the night.

Business Unit: Operations, Water and Wastewater, Quality Management and Laboratory Services

Position: Plant Supervisor X2 (Mankweng and Seshego)
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level: 08
Reference: EXT/23/24/47

Requirements: Grade 12, Diploma in Chemical plant operations/Water care/BSC in Water Services and Sanitation. Must be classified as Class V Process Controller. 0-2 years of experience working at water and wastewater treatment plants. physically healthy and fit, must be computer literate. Valid Driver's License. Traveling to different plants as and when required. “ *Graduates in the relevant field will be prioritised*”.
Duties: Manage the sludge withdrawal and irrigation to ensure that no contamination or pollution occurs. supervise the interpretation of results obtained from analysis performed by the laboratory and give a clear understanding of instruction for any changes to be implemented. Manage the take of water samples on the plant for control purposes. oversee and perform calibration of instruments. supervise water and wastewater process and ensure corrective measures thereof. supervise the sampling, analysis, and interpretation of wastewater for the puri:1ose of plant optimization. supervise daily and monthly flows per unit process and entire wastewater work. supervise the implementation of various activities required for the achievement of Green Drop and Blue Drop regulations. Monitor complies with wastewater and discharge standards. Perform jar test. Business

Business Unit: Reticulation, Distribution and Maintenance, Water Demand and Conservation

Position: Senior Clerical Assistant X3
Salary: R219 929 -R244 892
(basic salary per annum excluding benefits)
Post Level: 11
Reference: EXT/23/24/48

Requirements: Grade 12, Certificate in Computer Course or equivalent qualification. 0-2 years of working experience in administration. The incumbent must have knowledge of working with Microsoft Word, Excel, PowerPoint, and Outlook. “ *Graduates in the relevant field will be prioritised*”.
Duties: Answer phone calls, provide information to callers, or connect callers to appropriate people. Schedule appointments and update the calendar. Plan meetings and take detailed minutes. Develop and maintain a filing system. Compose and type regular correspondence, like invitations and informative material. Make travel arrangements and reservations for senior managers. Experience with working with public/ customers. Be able to handle pressure, and have good communication. Pay attention to detail, work independently as part of the team, and be able to work in a highly pressurized and deadline-driven environment. Develop and maintain a filing system, Writing Minutes of Meetings, Answer phone calls, provide information to callers, or connect callers to appropriate people.

Business: Operations & Maintenance (Roaming Team)
Position: Borehole operator X8
Salary: R139 647 –R141 275
(basic salary per annum excluding benefits)

Post Level: 17
REF No: EXT/23/24/49
Requirements: Grade 12, Valid driver's licence- C1 (Code 10), previous work experience working with water/sewer/electrical/mechanical will be advantageous. Standby, working extra hours and during the night.
Duties: Basic operation and maintenance of pumps and panels (greasing of pumps, replacing and adjusting packing's and adjusting packing's and adjusting packing's and adjusting V-belts). Understanding the operation of valves. Do general housekeeping at the borehole wellfield by bush clearing in and around borehole yards. Monitor operation of water pumps. Switch pumps on/off. Must be fit and able to work under pressure and on heights.

Business Unit: Reticulation, Distribution and Maintenance, Water Demand and Conservation

Position: Electricians X2

Salary: R296 295-R343 245
(basic salary per annum excluding benefits)
Post Level: 09
Reference: EXT/23/24/50

Requirements: Grade 12/N3 or equivalent plus Trade Test in Electrical. 0-2 years of relevant experience in portable water plants, sewer water plants, boreholes and pump stations. Valid drivers (code C1) license with PDP. Traveling within the jurisdiction of the municipality. Six-day worker. Must be physically fit. “ *Graduates in the relevant field will be prioritised*”.
Duties: Electrical faults finding. Designing Electrical Panels. Maintenance of portable water plants, sewer water plants, boreholes and pump stations. Knowledge of safety standards electrical tools and testing equipment. Must be able to work under pressure and be able to work for long hours and on heights. Be prepared to work long hours. Maintenance of portable water plants, sewer water plants, boreholes and pump stations

DIRECTORATE: ENERGY SERVICES

Business Unit: Energy Services: Operations and Maintenance

Position: Meter Technicians 66KV X2
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)
Post Level: 08
Reference: EXT/23/24/51

Requirements: Grade 12/NTC3, Electrical Trade Test, Installation Rules and Regulations, computer literacy, suprema, and financial system. Crysteal reports, Microsoft excel, word and access. 0-2 years as electrician/technician in the electrical metering environment. Six-day worker, physically fit. ORHVS and all relative testing equipment with extensive knowledge of all types of electrical meters. Valid driver's license. Traveling and working after hours and HV operations. “ *Graduates in the relevant field will be prioritised*”.
Duties: Meter inspections, installations, replacements, auditing, downloading data, and verifying it. Program meters. Synchronizing all meter data with the financial department.

Business Unit: Energy Services Planning and Development

Position: Linesman 11kv X5
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)
Post Level: 10
Reference: EXT/23/24/52

Requirements: Grade 12/N3 certificate in Electrical Engineering (Power Engineering) with Trade Test. A minimum of 0-2 Years' Experience working in the Maintenance of Electrical Equipment. Standby, working extra hours and during the night. Six-day worker, physically fit. Required to work outside normal working hours during emergencies. Work in all weather conditions. “ *Graduates in the relevant field will prioritised*”.
Duties: Power Lines Maintenance and installation, prepaid meters, streetlights maintenance.

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ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2397

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Business: Energy Services
Position: Messenger
Salary: R139 647 –R141 275
(basic salary per annum excluding benefits)

Post Level: 17
REF No: EXT/23/24/53

Requirements: Grade 12, 0-2 years' experience in driving and have good verbal communication, must be reliable to handle confidential documents and must be physically fit and willing to receive instructions to execute accordingly. Valid driver's licence.

Duties: To collect documents and messages and transport the message thereafter to convey the messages.

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Business Unit: Building Inspections
Position: Front Desk Receptionist
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/54

Requirements: Grade 12, National Diploma in Public Management/Office Administration. 0-2 years' relevant experience in administration. Must have good inter-personal and communication skills. Computer Literacy. The incumbent must be analytical, be able to pay attention to detail, be able to work independently as part of a team, be able to work in a highly pressurized and deadline-driven environment and keep matters confidential. Must have good communication skills (both verbal and written) and good interpersonal skills. Empathy, ethical behavior, objectivity, flexibility and logical thinker. “*Graduates in the relevant field will be prioritised*”.

Duties: Receiving, updating and recording of applications, documents and reports relating to Building Plans, hoarding, temporary building, demolition and or conversation applications, water and sewer connection applications and queries, occupational certificates and monthly reports and statistics. Provide monthly reports concerning all applications received. Responsible for filling of all documents. Cost calculations of applications fees and deposits where applicable. Handling of all telephonic and personal queries regarding Building Inspections.

DIRECTORATE: ROADS AND STORM WATER

Business Unit: Public Transport Infrastructure Development
Position: Driver/Operators X5
Salary: R195 856-R219 929
(basic salary per annum excluding benefits)

Post Level: 12
Reference: EXT/23/24/55

Requirements: Grade 8. Operating TLB and Front-End Loader Code 14 with PDP.1-2 years of relevant experience. Physically fit, able to handle pressure, plan and execute work accordingly, and good handling of conflicts.

Duties: Excavation of trenches. For laying storm water pipes. Opening storm water drains and loading material. Transportation of goods, plants, and machinery to various clusters with lowbed trucks. Transport operation and maintenance team to site. Deploy and supervise Public Transport Infrastructure Development operations and maintenance teams. Conduct visual assessment and be able to identify various road defects. Premarketing of potholes, supervising the preparation of works, setting out of works. Finishes, measures work done, and comply daily Job cards accurately.

DIRECTORATE: TRANSPORTATION

Business Unit: Transport Services-Planning and Operations
Position: Quality Assurance Supervisor X2
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level: 08
Reference: EXT/23/24/56

Requirements: National Diploma in Production Management/Operations Management. ISO 9001/ implementation/ quality management/ auditing qualification. Good interpersonal skills, communication skills, and customer care skills. 0-2 years' relevant experience. Physically fit. Code C1 driver's license. “*Graduates in the relevant field will be prioritised*”.

Duties: Carry out quality inspections of transport-related operations. Perform ongoing quality audits and inspections on stations, buses, depots, ICC and other operational facilities in line with contractual penalty regime. Communicate and work seamlessly with Quality staff. To ensure smooth quality measurements and proper reporting across the IRPTN unit. Report and provide quality audit findings to the Senior Quality Controller. Convene quality audits follow-ups meetings with the affected parties. Determine and report possible collusion or collusion possibilities between drivers, passengers, and station staff that may lead to revenue loss by the Col or the quality of service delivery. Implement continuous improvement initiatives as set out in the continuous improvement strategy. Review business processes quarterly to capture all improvement ideas. Promote continuous improvement efforts to all service providers through dedicated improvement workshops and seminars.

Business Unit: Transport Services-Planning and Operations
Position: Operations Assistant X2
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/57

Requirements: Grade 12, National Diploma in Logistics Management/Operations Management/Management/Transport Management. 0-2 years' relevant experience. Good interpersonal skills, communication skills, and customer care skills. Shift worker. “*Graduates in the relevant field will be prioritised*”.

Duties: Monitor efficient operation of the ITS/AFC infrastructure to ensure the effective working of all equipment on buses, stations, and the control center, and escalate problems to the appropriate section. Monitoring of the operational functionality of the buses as scheduled, and identifying red flag situations that call for intervention. Coordinate, develop, and monitor the implementation of maintenance of the route data and bus schedules. Audit and verify passenger utilization data and monitor passenger movement trends. Monitor the safety and security along the routes. Communicate with Bus Operating Company to ensure correct functioning of the on-board system and equipment. implement all SOPs, checklists, processes, and policies. Submit a report in respect of an unprecedented situation not covered in automatic reports generated by the control center software.

Business Unit: Public Transport Regulation and Monitoring
Position: Control Centre Customer Care Supervisor
Salary: R351 769-R388 595
(basic salary per annum excluding benefits)

Post Level: 08
Reference: EXT/23/24/58

Requirements: Grade 12, National Diploma in Marketing, Communication/ Public Relations. 0-2 years' relevant experience. Good communication and reporting skills. knowledge of electronic multi-media techniques and website operations. Good computer literacy. Fluent in English and another official language. code C1 driver's license. “*Graduates in the relevant field will be prioritised*”.

Duties: Implement effective customer complaint procedures. Conduct research on the requirements for-and procedures to manage complaints. Develop a code of conduct and alternative strategies to manage and resolve various categories of complaints. Coordinates and reviews the Recording and registration of incoming complaints. Formulate alternative approaches to resolve the issue and interact with the complainant. Create and develop a follow up mechanism on customer queries to evaluate the level of customer satisfaction. Review complaint register and customer survey/satisfactory book. Manage a team of control center and customer care center personnel. Ensure staff understands and complies with all control center and customer care center objectives, performance standards, and policies.

Business Unit: Public Transport Regulation and Monitoring
Position: Customer Care Assistant X2
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/59

Requirements: Grade 12, Certificate in Customer Care or Call Centre Management/Communications/Public Relations. 0-2 years of customer care experience. Good interpersonal skills, communication skills, and customer care skills. Shift worker. “*Graduates in the relevant field will be prioritised*”.

Duties: Implement effective customer complaint procedures. Conduct research on the requirements for-and procedures to manage complaints. Implement procedures and communication channels or receive and process complaints, including a comprehensive complaint register. Provide inputs in the development of code of conduct and alternative strategies to manage and resolve various categories of complaints. Receive and resolve customer complaints. Record and register incoming complaints via the control Centre, the call Centre, the Website, and social media mechanisms, amongst others. Update the complaint register with the outcome of the issue. Interact with the public and provide information regarding inquiries. Updated occurrence book with relevant information.

Business Unit: Public Transport Regulation and Monitoring
Position: Customer Care Clerk: Leeto La Polokwane X2
Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post Level: 10
Reference: EXT/23/24/60

Requirements: Grade 12, National Diploma in communications, business management. 0-1-year experience in customer care service. Analytic, good communication, facilitation and problem solving. “*Graduates in the relevant field will be prioritised*”.

Duties: Ensuring High quality customer service by resolving customer inquiries, complaints and issues effectively. Generating sales leads that develop into new customers. Gathering and analyzing leeto la Polokwane customer issues and finding solutions to resolve dispute or complaints. Assisting passengers with loading travel cards and any relevant information related to travel cards. Operating an information desk where passengers seek assistance and information. Developing strategies to engage and

retain customers, including loyalty programs and outreach initiatives. To provide effective and reliable Customer care assistance service to leeto la Polokwane commuters.

Business Unit: Public Transport Regulation and Monitoring
Position: Station Ambassador X2
Salary: R160 225 - R 195 856
(basic salary per annum excluding benefits)

Post Level: 14/13
Reference: EXT/23/24/61

Requirements: Grade 12, National Diploma in communications, business management, Public Administration and customer care. 0-1-year experience must be provided. Teamwork, time management, attention to detail, conflict resolution, empathy, communication and problem solving. “*Graduates in the relevant field will be prioritised*”.

Duties: Passenger Assistance: Greeting passengers and providing them with information about bus schedules and routes. Travel cards: Assisting with loading travel cards and any relevant inquiries. Customer service, offering excellent customer service by answering questions, resolving issues and addressing passenger concerns. Boarding and departures: ensuring passengers board the correct buses and depart on time and coordinating with drivers. Accessibility: assisting passengers with special needs, including those with disabilities in boarding and alighting from buses. Lost and found: managing a lost and found area, helping passengers retrieve lost items and ensuring items are properly documented. Information desk: operating an information desk where passengers seek assistance and information.

DIRECTORATE: CORPORATE AND SHARED SERVICES

Business Unit: Facility Maintenance
Position: Supervisor (Cleaners) X4
Salary: R219 929 - R244 892
(basic salary per annum excluding benefits)

Post Level: 11
Reference: EXT/23/24/62

Requirements: Grade 12 and computer literacy Minimum of 0-2 years' experience preferably in facility maintenance. Valid Driver's License and (PDP) will be an added advantage. Knowledge of Batho Pele principles. Communication skills. Ability to listen and interpret. People oriented. Ability to work under pressure. Be innovative and initiative. Be able to work in teams. Have technical skills. Be able to listen and follow instructions. Willingness to work hard

Duties: Planning and controlling of activities and resources concerning cleaning of municipal facilities. Performing routine inspection and report of any damages or irregularities to ensure that the municipal building is in a clean, safe and workable state

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Closing Date: 23 November 2023
Time: 12h30

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Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116/2004/2397

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THUSO NEMUGUMONI
MUNICIPAL MANAGER

POLOKWANE MUNICIPALITY UNEMPLOYED GRADUATES PROGRAMME

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT MUNICIPALITY OF LIMPOPO PROVINCE HEREBY INVITE APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE

Business Unit: Facility Maintenance

Position: Artisan Plumber

Salary: R296 295-R343 245
(basic salary per annum benefits)

Post Level: 09

Reference: EXT/23/24/63

Requirements: Grade 12/N3 in Plumbing Certificate or equivalent plus Trade Test. 0-2 years of relevant plumbing experience. Valid drivers (code C1) license with PDP. And wireman's license will be an added advantage. “***Graduates in the relevant field will be prioritised***”.

Duties: Perform a routine plumbing maintenance work of all Municipal Facility. Perform plumbing fault trace and repairs. Conduct plumbing preventative maintenance activities. Maintain a safe working environment, supervision and allocation of function for subordinates. Make sure that after digging trenches, the affected pavement and area is properly repaired. Make sure that subordinates are conducting a regular inspection of tools, equipment and maintain a good housekeeping of the materials.

Business Unit: Facility Maintenance

Position: Artisan Electrician X4

Salary: R296 295-R343 245
(basic salary per annum per excluding benefits)

Post level: 09

Reference: EXT/23/24/64

Requirements: Grade 12, N3 Engineering Studies, Trade Test certificate. 0-2 years' experience, Code C1 driver's license and wireman's license will be added as an advantage. “***Graduates in the relevant field will be prioritised***”.

Duties: Perform a routine electrical maintenance work of all Municipal Facilities, perform electrical fault trace and repairs. Conduct electrical preventative maintenance activities. Ensure that work environment is safe for employees, residents and Municipal clients at all times. Monitor and supervise the work done by artisan.

Business Unit: Fleet Management Services

Position: Assistant Inspection Officer

Salary: R296 295-R343 245
(basic salary per annum excluding benefits)

Post level: 09

Reference: EXT/23/24/65

Requirement: N3 Diesel and Petrol Mechanic / Trade Test. 0-1-year experience and Code 10 and PDP (Public Driving Permit). Ability to work safely, mental and physical fitness. “***Graduates in the relevant field will prioritised***”.

Duties: Inspection of vehicles/machinery, fault diagnosis, repair and placement of components and preventive maintenance.

Business Unit: Fleet Management Services

Position: Driver

Salary: R176 279-R195 856
(basic salary per annum excluding benefits)

Post level: 13

Reference: EXT/23/24/66

Requirements: Grade 9, 0-1-year relevant experience, ability to work safely, mental and physical fitness. Valid code 10 driver's license and PDP (Public Driving Permit).

Duties: Provide general transport, function to the entire organization. Update delivery book, inspection sheet and log book. Report all maintenance issues to the immediate supervisor.

Business Unit: Fleet Management Services

Position: Storeman Assistant

Salary: R139 647-R141 275
(basic salary per annum excluding benefits)

Post level: 17

Reference: EXT/23/24/67

Requirements: Grade 12, Certificate in Accounting, financial management, 0-2 years' relevant experience. “***Graduates in the relevant field will be prioritised***”.

Duties: Administrative duties record keeping of all goods and material received and issued to ensure that all items stored in the storeroom are properly controlled by keeping an updated register. Security of materials, tools, equipment and machinery in the store. Stock taking and maintenance of materials and tools/equipment.

Business Unit: Information Communication Technology ICT

Position: Records Clerk X2

Salary: R249 892 - R283 480
(basic salary per annum excluding benefits)

Post level: 10

Reference: EXT/23/24/68

Requirements: Grade 12, Computer literacy, Records management certificate and 0-2 years' experience in the fields of paper- based and

electronic records management. “***Graduates in the relevant field will be prioritised***”.

Duties: Receiving and renewal of Government Gazettes. Classification of all documents. Renewal of postal services, assist with archive administrative functions, request quotations to purchase small capital items and send out files as per request.

Business Unit: Information Communication Technology ICT

Position: Assistant Records Clerk x2

Salary: R219 929 - R244 892
(basic salary per annum excluding benefits)

Post level: 11

Reference: EXT/23/24/69

Requirements: Grade 12, computer literacy, 0-1-year experience in the fields of paper- based and electronic records management. “***Graduates in the relevant field will be prioritised***”.

Duties: Scanning of incoming documents, receiving and distributing of post/mail, opening and closing of files, send out files as per request and assist with administrative functions of archives.

The following Admin Assistant positions exist in various Directorates/ Strategic Business Units (SBU's) within the Municipality and the successful candidates will be placed in the appropriate/suitable SBU:

Business Unit - Cultural Services

- Legislative Support

- Legislative Support: Councilor Secretariat

- Budget and Reporting

- Revenue and Customer Care

- Public Safety

- Energy Services

- Planning and Development

- Economic Development & Tourism (ED&T)

- Building Inspections

Position: Admin Assistant X10

Salary: R296 295-R343 245
(basic salary per annum excluding benefits)

Post Level: 09

Reference: EXT/23/24/70

Requirements: Grade 12, National Diploma in Office Admin / Public Management. Computer Literacy, Language Proficiency, Valid driver's License, 0 – 2 years' relevant experience in administration in a Library/similar environment. Good communication Skills, good administration skills, logical thinker, work independently and as part of the team, be able to work under pressure and deadline driven environment and keep matters confidential. “***Graduates in the relevant field will be prioritised***”.

Duties: Developing, maintaining and keeping the SBU calendar throughout the year. Provide admin support during meetings, assist with procurement issues, update and maintain office policies and procedures, typing of reports, memos, agendas, and minutes, arrange appointments and meetings. Develop and maintain filing system, perform any function that falls under the scope of admin and clerical work. Develop, implement and maintain a sound administrative system for the SBU. Typing of reports, memos, agenda and minutes during meeting. Perform any function which falls under the scope of admin and clerical work.

The following positions exist at various Strategic Business Units(SBUs) within the Municipality and the successful candidates will be placed at the appropriate /suitable location /clusters and may be moved from time to time based on the operational needs of the section/SBU

Business Unit: - Cultural Services: Cleaner

- Waste Management

- Stadia and Swimming Pools

- Operations: Water and Waste Water, Quality

Management and Laboratory services

- Operations: Reticulation, Distribution and

Maintenance, Water Demand and conversation

- 66KV Operations & Maintenance

- Fleet Management

Position: General Worker X79

(Job titles may vary as per SBU Operationa requirements)

Salary: R139 647-R141 275
(basic salary per annum excluding benefits)

Post level: 17

Reference: EXT/23/24/71

Requirements: Grade 07 or ABET Level 3. Basic reading and writing. No experience. The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates

that the incumbent be physically sound and in a healthy condition. Be prepared to work shifts, only in sections/functions where shift work is required. Good sight ability and physically fit. Ability to bend, stoop and kneel as the employee must do physical Labour. Ability to carry, lift and push heavy objects. Be prepared to work in confined spaces and elevated heights. First Aid, Plant operation, water testing, use of chlorine and fire extinguisher.

Duties:

- Assist with the erection/installation/ maintenance of infrastructure.
- Responsible for general maintenance activities.
- Assist with handling of chemicals.
- Responsible for digging holes and trenches as well as any other duty relating to the preparation and repairing of work areas.
- Loading and off-loading of materials, chemicals and equipment.
- Responsible for care of tools and equipment.
- Responsible for general housekeeping of plant, site and offices.
- Adhere to the Occupational Health and Safety regulations.
- General cleaning of municipal premises.
- Grass cutting and ground cleaning.
- General maintenance of museums using traditional methods.
- Collecting and loading of waste into trucks.
- Collection of street and littered waste in and around public areas.
- Bottling of drinking water.
- Verbally reporting the condition/status of tools to the immediate superior.

SPECIAL CONDITIONS ATTACHED TO SOME OF THE POSITIONS:

- Required to work in all weather conditions.
- Exposure to high voltage systems.
- Must at least have basic understanding of English.
- Required to work outside normal working hours during emergencies and planned overtime.
- Must be able to work without constant supervision and under pressure.

The duties above are not exhaustive, comprehensive job descriptions will be handed to successful applicants upon appointment and the employer is entitled to instruct the employees at any time to carry out additional duties or responsibilities which fall reasonably within the scope of the job description, or in accordance with operational requirements.

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