



NKANGALA DISTRICT MUNICIPALITY



HUMAN RESOURCE (HR) INTERN X 1

R46 000 per annum (stipend), Post Level: N/A, Term of office: For fixed term contract of 24 months/2 yrs

Qualification requirements: Grade 12, National Diploma (NQF Level 6) /Degree (NQF Level 7) or equivalent in Human Resource (HR) Management. Computer literacy (Microsoft suite) is essential. Applicants must be unemployed, recently qualified and be residing within Nkangala District Municipality. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

Duties: Interns will be assigned administrative work in the Human Resources Management and Human Resource Development, whereby will engage in recruitment-related activities and training activities, as well as being assigned other activities, such as data capturing, filing, organizing meetings and minute taking to ensure relevant work place experience.

SECRETARY TO THE SPEAKER

Work Station: Nkangala District Municipality, Salary: R 303 751.00 p.a. Total Cost to Company, Post Level: 9/9, Term of office: Fixed term Contract (linked to the term of office of the current Speaker)

Qualification requirements: Grade 12 and Computer literate (MS Office)

Experience requirements: 1 - 3 Years

Duties: Provide administrative services to the Office of the Speaker and ensure administrative efficiency. *Receive and distribute correspondence by checking the in-trays in the offices and at the record section so as to ensure that correspondence is attended to on time and prioritize urgent matters. *Answer the telephone and reception responsibilities by responding promptly to incoming and outgoing calls. *Render proper customer service. *Arrange meeting for the Speaker's Office by booking venues, confirming attendance and arranging refreshments for meetings and appointments. *Process, type and file correspondence. *Ensure proper coordination with internal and external stakeholders. *Organize meetings for the Speaker. *Ensure that the Speaker is informed on the work program and is briefed and provided with all relevant information prior to meetings. *Make travel arrangements for the Speaker. *Prepare requisitions and forward to Finance for payment purposes. *Assist on community outreach meetings

DIVISIONAL OFFICER X 1 (Re-advert)

Work Station: Nkangala District Municipality but based at Dr JS Moroka Fire Station, Salary: R 370 671/ R389 520/ R409 288 p.a (Plus: Contribution to Medical Aid, Pension Fund, Group Life and Housing Allowance), Post Level: 5/9, Term of office: Permanent

Qualification requirements: Grade 12, National Diploma in Fire Science/Technology, EC1 Drivers' license with Professional Driving Permit (PrDP), Fire Instructor Level 1, Basic Ambulance Course with HPCSA registration, Advanced Fire Prevention Competency Courses and Computer literacy (MS Office) will be an added advantage. Minimum five (5) years in Fire and Rescue services.

DUTIES: Reporting to the Chief Fire Officer, provide supervision of all fire personnel at the station. *Daily account and be responsible for station equipment, plant and operations. *Assess Fire and Rescue services situations quickly and decide on the best course of action. *Direct fire crews accordingly, give full incident reports. *Conduct fire investigation, fire inspections and communications. *Allocate personnel and resources to achieve performance targets. *Manage station activities including implement divisional goals and objectives. *Offer protection, safety, and education to the public including visit to homes, schools, workplaces and give fire safety advice. *Enforce fire safety by-laws to ensure that buildings (homes, hotels, offices, factories, etc.) are equipped with adequate fire precautions. *Keep workstations free of health and safety hazards. *Keep records and make reports as required. *Respond to emergency calls for specialised service such as hazardous materials, confined spaces rescue, extrication and technical rescues that include high angle, below grade, swift water, trench and collapse rescues. *Respond to non-emergency calls for infant car seat installations, bee complaints, fire prevention demos, etc. *Deal with social service related areas of emergency response by assisting victims and relatives of victims of traumatic events.

NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White males are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should submit an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from the Municipal Offices or can be printed from Council's web site "www.nkangaladm.gov.za"), and send it to: The Municipal Manager, Ms M M Skosana, PO Box 437, Middelburg, 1050, Mpumalanga or Hand deliver the application to the Municipal Offices at 2A Walter Sisulu Street, Middelburg, Mpumalanga, Corporate Services Human Resource Office B21, Ground Floor. Nkangala District Municipality reserves the right not to fill any of the positions. No faxed or e-mailed applications will be accepted.**

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082

CLOSING DATE: 08 AUGUST 2019 at 16:30

