

NKANGALA DISTRICT MUNICIPALITY EXTERNAL VACANCIES



DRIVER/MESSENGER

WORK STATION: Nkangala District Municipality, Corporate Service Department

SALARY: R143 271/ R146 240/ R150 762/ R155 525/ R160 528 p.a **(Plus:**
Contribution to Medical Aid, Pension Fund, Group Life and Housing Allowance)

TERM OF OFFICE: Permanent

Level: 12/9

QUALIFICATION REQUIREMENTS: NQF Level 2, Valid driver's license. Fluency in two or more of the official languages is essential.

EXPERIENCE REQUIREMENTS: Five (5) years' experience in driving in remote and city areas

DUTIES:

- Deliver and collect items at magistrate' office, financial institutions, post office;
- Lock away and fetch official vehicles;
- Assist with copying and binding of documentation as and when required;
- Deliver Council Agendas and correspondence as and when required; and
- Render other tasks deemed necessary

FIRE RESERVIST X 1

WORK STATION: Nkangala District Municipality but based at Dr JS Moroka Fire Station, Social Services Department

STIPEND: R48 990.00 p.a

TERM OF OFFICE: Fixed term for 24 months (2 yrs)

Level: N/A

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NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES

QUALIFICATION REQUIREMENTS: Grade 12, BAA or First Aid Level 3, Fire Fighter I, Fire Fighter II, Hazmat Awareness, Hazmat Operations, Registration with HPCSA and EC Driver's License

EXPERIENCE REQUIREMENTS: NONE

DUTIES: Respond to incidents to render emergency and other relevant services.

- Respond to any Emergency incident;
- Ensure complying to policies and procedures;
- Ensures compliance with operational functions;
- Ensure compliance with a pre-determined standard for effective and efficient service delivery

Maintain registration and skills required to perform functions.

- Ensure the maintaining of public driver's license and PrDP;
- Ensure the maintaining registration with HPCSA;
- Partake in skills level training, thereby complying with legislative requirements

Perform watch room duties.

- Answering and monitoring of radio's, telephone
- Assist public with walk-in complaints, emergency and enquiries;
- Monitoring and activation of alarms and turnout of employees and emergency vehicles;
- Monitor station security systems;
- Conduct record of information in occurrence book;
- Perform duties in terms of incident command system, ensuring effective and efficient service delivery.

Complete registers and take corrective actions.

- Ensure completing of inventories and checklists of equipment and vehicles;
- Ensure reporting and rectify deviations to Leading Fire Fighter
- Ensure completing of all operational related registers and submit to Leading Fire Fighter thus ensuring sound administration

Complete documentation of incidents as required.

- Ensure completing all incident report related documentation and submit to Leading Fire Fighter;

Act within legal requirements e.g. OHS Act.

- Comply with all relevant legal requirements.
- Ensure that uniform and personal protective equipment is clean and neat and in a state of operational readiness ensuring a safer environ.
- Execute instructions from Leading Fire Fighter

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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.

NOTE: 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. **Or apply online at <http://nkangaladm.job.skillsmapafrica.com>.**

Nkangala District Municipality reserves the right not to fill any of the positions.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 **Closing date:** 5 March 2020 @ 16H30

