



Comprised by Qumrha, Mooiplaas, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Qumrha.

VACANCY / UMSEBENZI / BETREKKINGS

MUNICIPAL MANAGER'S OFFICE

Division : Municipal Manager's Office
Position : Secretary to the Municipal Manager
Task Grade : Task Grade 8
Remuneration : R 203 809 (All-inclusive Remuneration package)
Duration : Three (03) Year Fixed Employment Contract

MINIMUM REQUIREMENTS:

- Grade 12, plus Secretarial / Office Administration Diploma in or relevant qualification
- Minimum of two (2) years relevant and/ or related experience.
- Sound knowledge of relevant computer programmes (MS Word, Excel and Access).
- Good Communication Skills

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING

- Typing and Secretarial duties
- Managing the diary of the Municipal Manager
- Scheduling of meetings and minute taking
- Logistical arrangements for meeting
- Liaison person between the office of the Municipal Manager and relevant stakeholders
- Traveling and subsistence related administration
- Documents Management
- Drafting reports and memos
- General Office Administration

TECHNICAL AND COMMUNITY SERVICES

Division : Traffic Services
Position : 2 x Traffic Officer
Task Grade : Task Grade 9
Remuneration : R 229 459.00 per Annum (Excluding Normal Council
: Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS:

- Grade 12
- Traffic Officers Diploma
- Examiner of Drivers Licenses Grade A
- Three years' experience as a traffic officer and
- Code EC Drivers Licenses

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Communicate with the control room and attending to traffic bottlenecks caused through accident, breakdowns or pick hour congestion.
- Use hand signals to communicate with drivers and pedestrians, directing, divert, stopping and controlling the flow
- Patrolling and observing the streets and suburban areas and identifying with non-conforming practices
- Communicating with the offender and/ or interacting with the control room or South African Police services to facilitate arrest for more serious offences.
- Participating in routine checks, stopping vehicles and conducting inspection of driver's license, vehicle registration and road worthiness requirements and or attend to specific infringement of road safety rules (illegal parking)
- Participating in fire-fighting activities, operating equipment and following instructions on the applications necessary to control the fire.
- Recording the statements of witness and offenders and or completing details of traffic offences
- Updating the occurrence book, inserting details of incidents and activities attended to

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit an application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License

Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.


Applications must be submitted to:

**The Acting Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, QUMRHA , 4950
OR 17 Main Road.
QUMRHA , 4950.**

**For enquiries you can contact the Human Resources Practitioner: Ms. N. Mzimba
043 831 5700/38 during office hours**

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 10 July 2024 at 16h30 pm



ISSUED BY:
MR. L.N. MAMBILA
MUNICIPAL MANAGER