

Msunduzi Municipality

The Msunduzi Municipality, The City of Choice hereby invites applications from competent, innovative and committed individuals for the following position. The Municipality is committed to the aims of the Employment Equity Act.

This Municipality subsidizes its employees in terms of the following benefits: Medical Aid, Pension Fund, Unemployment Insurance Fund, Housing



GENERAL ASSISTANT

BASIC SALARY

R102 365.23 per annum (T3) (R8530.44 per month before deductions)

Qualifications/ Requirements

- Basic numeracy and literacy

JOB PURPOSE

- Undertake duties relating to the general cleanliness and maintenance of Msunduzi Municipality property, the City Centre and surrounding Wards.
- Undertake other general duties and related assignments to support the goal of service delivery in the various departments of the Municipality as directed.

KEY PERFORMANCE AREAS

May be assigned to do any of the following functions under supervision:

- Maintain cleanliness of internal designated areas through general cleaning functions
- Provide manual support during the relocation of furniture/ office equipment and stock items
- Serve Beverages and refreshments
- Collect, batch and distribute mail and perform other general clerical support functions
- Refuse removal through the gathering and loading of litter
- Street sweeping
- Cleaning Public Toilets
- Maintain, lay and compact materials eg pipes and electrical cables
- Excavate and backfill defined areas
- Clearing obstructions from designated areas
- Collect and remove garden refuse , soil , plant and equipment from Council sites
- Provide support during building repairs and maintenance
- Prepare sites for repairs and renovations
- Provide support for specific electrical related processes
- Road-marking and painting
- Cut, trim and shape verges around council property

SPECIAL REQUIREMENTS

- Required to work in all weather conditions
- May be expected to work overtime, night duty or standby duty

PHYSICAL REQUIREMENTS

- Must be physical capable of carrying out labour intensive duties.
- Applicants must expect to undergo Medical Assessment /tests as part of the selection process

Incomplete Applications will not be considered

The advertising of these posts is authorised by the Acting City Manager: Mrs.MN Ngcobo. Application forms for the inclusion on the Msunduzi Municipality General Worker database will be available at the Area Based Management Office in your area or at www.msunduzi.com. Ensure the form is completely filled and signed before submission. The application must be addressed to the General Manager: Corporate Services and be posted in the box provided at the Area Based Management office. A box will also be provided on the ground floor at Prof. Nyembezi Centre Enquiries Mrs S GASA 033 3923610 Closing dates: 19 September 2019 at no later than 15h00.

IMPORTANT NOTICE TO APPLICANTS

The application for inclusion onto the General Worker Database is an annual Once-off process.

Late applications will not be considered

Faxed or e-mailed applications will not be considered

Applications submitted on a Z83 form **WILL NOT** be considered
Multiple applications are not acceptable and may result in disqualification.
All interviews will be done in English.

Should there be no correspondence from the Municipality within sixteen weeks after the closing date, kindly consider your Application to be unsuccessful. **CANVASSING OF COUNCILLORS AND/OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION.**

Msunduzi Municipality is guided by the principle of Employment Equity. People with disabilities are encouraged to apply

The Msunduzi Municipality is Affirmative Action/ Employment Equity Employer

THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS

