



HARRY GWALA DISTRICT MUNICIPALITY
"Together We Deliver and Grow"
OFFICE OF THE MUNICIPAL MANAGER
40 Main Street, Private Bag X501, IXOPO 3276
Tel: [\(039\) 834 8754](tel:0398348754) Fax: (039) 834 1701
Email: jilin@harrygwalam.gov.za

INTERNAL ADVERTISEMENTS

WATER SERVICES DEPARTMENT

CALL CENTRE ATTENDANT X 2

REF NO: WAT A 5/5/4/2/1

SALARY GRADE: (B1) R139 995.38 – R151 749.15 per annum (Plus applicable benefits)

JOB REQUIREMENTS

- Grade 12/ Matric.
- Certificate in Customer Care will be an added advantage.
- Computer Literacy in Microsoft Software packages.
- 1 year relevant experience in customer care.

KEY PERFORMANCE AREAS

- Attend to public telephone queries and other communication from all areas within the District made by the public.
- Responsible for logging consumer queries by recording on the in-house system and entering on the query log register.
- Allocate reference number to ensure customer follow-ups are done (daily, weekly, monthly and quarterly for the purpose of tracking progress.
- Report on received, resolved and unresolved queries as and when required by the Supervisor.
- Responsible for obtaining results of the queries and refer unresolved queries to the Supervisor.
- Provide a fair service with strict adherence to Batho Pele Principles.

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TRUCK DRIVERS X 8

REF NO: WAT A 5/5/4/2/2

SALARY GRADE: B5-R207 365.14 – R225 282.60 Per annum (Plus applicable benefits)

JOB REQUIREMENTS

- NQF Level 1 or Grade 9.
- A valid (unendorsed) code EC driving License with PrDP.
- 1-2 years relevant experience.

KEY PERFORMANCE AREAS

- Responsible for performing tasks / activities associated with using heavy vehicles to/ from sites.
- Receiving instructions and/ or details of tasks and resources from the immediate superior.
- Inspecting safety devices, controls, lubricant levels, etc on vehicles and verbally reports or records defects.
- Observing and/ or participating in the loading/ offloading sequences, checking material and consumable against work orders, condition of tools/ equipment and/ or any deviations from safety procedures.
- Transporting personnel, material, tools and equipment to/ from work sites prior to and on completion of activities.
- Using specialized heavy vehicles (tanker) to, collect, transport water from residential areas to works plant, communicating requirements to support personnel and/ or residents to establish access points, checking hose connections and activating petrol operated pumps and/ or valves to activate collection and discharging sequences.
- Correct specific deviations from requirements, through demonstration or explanation to support personnel and or communication with the immediate superior and seeking direction on serious / urgent or complex issues impacting continuity.

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PLUMBER X 5

REF NO: WAT A 5/5/4/2/4

SALARY GRADE: (C3) R274 304.89 – R298 38602

Plus applicable benefits)

JOB REQUIREMENTS

- Grade 9/Standard 7.
- Trade Test Certificate and 3 years' experience in Plumbing.
- A valid motor vehicle drivers' license.
- Assertiveness, coaching skills, communication (verbal) skills, community liaison skills, conflict handling skills, decision making skills, leadership skills, people orientation, problem solving skills, supervisory skills and writing skills.

KEY PERFORMANCE AREAS

- Responsible for in-service training of staff under his/her control and for monitoring the performance of employees.
- Supervise the excavation of water lines and other network line construction.
- Ensure adherence to the provisions of the Occupational Health and Safety Act in the work environment.
- Ensure understanding of and adherence to the Conditions of Service.
- Responsible for own safety as well as that of all subordinates.
- Responsible for water in cases of a pipe burst and to repair pipe bursts in emergency situations.
- Co-responsible for the maintenance works on the reticulation system and for the restoration of the area afterwards.
- Co-responsible for regular inspections and problem-solving at water network areas where artisans are working to determine the quality of work and to render a service to the satisfaction of the public.

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Enquires should be directed to Human Resources Unit on 039-834 8756/5504/8752/. No faxed or emailed applications will be accepted.


Applications must be submitted with an Application Form which can be found on our website www.harrygwalaadm.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and driver's license must be addressed to the Municipal Manager for Attention: Miss N Lungwengwe Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276, to reach us no later than 13th August 2020.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

N.B applications that are submitted without Harry Gwala District Municipality application form will not be considered.

pp 
MRS A.N DLAMINI
MUNICIPAL MANAGER



