



City on the move

Suitably qualified persons are invited to apply for appointment in the following positions

1. FINANCE
ACCOUNTING AND COMPLIANCE SUB-DIRECTORATE
1.1 ACCOUNTANT (THREE (3) POSTS)

QUALIFICATIONS: * B. Comm. Accounting/B. Acc *

EXPERIENCE: * At least five (5) years experience in audit and accounting and/or working in a municipal environment *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To address and investigate all issues allocated and to prepare working papers in line with the auditing standards.
- To compile audit files
- To ensure sufficient and efficient audit evidence for all working papers
- To ensure all risks are documented and investigated, addressed in the working papers
- To be able to compile a system description and identifying gaps in internal controls

ADDITIONAL REQUIREMENTS:

- Highly skilled in the use of Excel
- Highly skilled in the compilation of audit working papers and supporting documentation
- Knowledge of audit risks and was to migrate the risks
- Knowledge of the IFRS standards
- Should be an effective and efficient worker
- Must be able to meet pre-determined deadlines
- Must be able to handle pressure during peak periods

SALARY GRADE: 006

2. REGIONAL OPERATIONS
SOLID WASTE MANAGEMENT SUB-DIRECTORATE
2.1 GENERAL WORKER (NINE (9) POSTS)

QUALIFICATIONS: * Grade 8, acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Experience of working as a General Worker will serve as a recommendation *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- The collection, removing and disposal of general waste in Mangaung Local Municipality area.
- Clean up public open spaces, sidewalks and streets by emptying pole bins, picking up litter and sweeping to ensure a clean environment.
- Provide refuse removals services to households, businesses and industries by collecting and emptying refuse receptacles into refuse vehicles to ensure a clean environment.
- Prevent occurrence of nuisance caused by windblown litter by shifting gates and picking up litter at landfill sites.
- Clean-up machines and vehicles by washing with available equipment to keep them clean for effective functioning and delay wear tear of those machines.
- Operate compaction vehicle hopper by pulling and pushing levels to ensure proper emptying of refuse containers into the compaction vehicle and compaction of refuse inside the hopper.
- Assist the driver to replace a flat tyre to ensure smooth running of vehicles.
- Keep Solid Waste Management depots aesthetically acceptable by maintaining gardens, buildings driveways and stores to improve the image id of the areas
- Assist in preventing accidents by not exposing themselves to potential danger.*

SALARY GRADE: 018/017

2.2 WASTE COLLECTION SUPERVISOR (FOUR (4) POSTS)

QUALIFICATIONS: * Grade 12. A valid code EC1 driving license and a valid PDP *

EXPERIENCE: * Minimum of 1 (one) year relevant experience in Solid Waste Environment or similar environment *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Inspecting and interacting with users to explain waste separation and disposal procedures at the depot and correct deviation and report on breakages.
- Reporting and seeking approval and guidelines on specific waste collection and disposal procedures from the immediate superior and implementing adjustments.
- Evaluating and correcting deviations or non compliance with safety and standard operating procedures and/or investigating, establishing and reporting causes of accidents and/or incidents.
- Resolving specific disputes/conflicts with users over controls and procedures and/or attending to security issues (telephonic contact with protection services or immediate superior) with respect to trespassers vagrant threatening safety and operations of the Compact Vehicle.
- Handle hydraulics on Compaction Vehicle *

SALARY GRADE: (R41.97 per hour)

WORKING HOURS: 15h00 to 18h00 per day(Shift work)

2.3 COMPACTION VEHICLE DRIVER (FOUR (4) POSTS)

QUALIFICATIONS: * Grade 8 or equivalent, Code EC1 driving license and a valid PDP *

EXPERIENCE: * Minimum of 1 (one) year relevant experience driving a heavy vehicle *

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- To perform tasks/activities with the collection and disposal of waste using a Compaction Vehicle and transporting personnel.
- Receiving instructions and/or communicating with the immediate superior to establish details of tasks (vehicle, tools, materials and personnel).
- Inspecting safety devices, controls, lubricant levels, etc on vehicles and report defects.
- Observing and/or participating with personnel in the loading/offloading sequences of items and tools, (refuse bags, spades, brooms), checking requirements prior to departure from site or location and/or correcting deviations from safety procedures.
- Attending to and/or providing material to support personnel to facilitate the cleaning of vehicles, containers and/or tools, checking and correcting specific deviations.
- Collecting/delivering materials, communicating and clarifying requirements with respect to waste collection to ensure service delivery standards are maintained and productivity targets and deadlines are achieved *

SALARY GRADE: (R37.05 per hour)

WORKING HOURS: 15h00 to 18h00 per day(Shift work)

3. REGIONAL OPERATIONS (SOUTH)

3.1 GENERAL WORKER (THREE (3) POSTS)

QUALIFICATIONS: * Grade 8, acceptable state of health and language proficiency in at least two official languages of MLM *

EXPERIENCE: * Experience of working as a General Worker will serve as a recommendation. *

CORE DESCRIPTION:

The successful candidate will be responsible for the following functions:

- Cutting/Mowing Grass
- Weed control
- Watering parks Trees
- Removal of refuse
- Pruning of trees and shrubs
- Preparation of fire belts during winter.

ADDITIONAL REQUIREMENTS:

- Good Communication skills
- Good Human Relations skill

- Attention to detail
- Bilingualism

SALARY GRADE: 018/017

The closing date in respect of all positions will be **28 January 2010**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

GM: Human Resource Management

P.O. Box 3704

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest