



City on the move

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

## **1. UTILITY SERVICES**

### **1.1 ELEC TRADE WORKER (SPEC GR)//ELECTRICIAN //SNR**

**QUALIFICATIONS:** \* Qualified Electrician, completed apprenticeship \*

**EXPERIENCE:** \* Appropriate three (3) years experience and a sound knowledge of high voltage switches and motors and meters \*

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

- To test and do fault finding of electrical motors, panels and cables to comply with legal and safety prescriptions and to identify any problems that might occur.
- To repair, install, service and do preventative maintenance to electrical motors, electrical panels, electronic controllers and cables.
- Maintain electrical safety equipment and complete safety registers to ensure a safe and healthy environment for employees.
- Supervise and issue daily instruction to Artisan Assistant to ensure proper work performance.
- Perform after hours standby services to ensure that service delivery continue after hours.
- Perform any other related duties as instructed by Supervisor \*

**ADDITIONAL REQUIREMENTS:**

- Valid code EB driving license
- Bilingualism

**SALARY GRADE:** 009//008/1

## **2. CORPORATE SERVICES**

### **2.1 CLERK GR II (Temporary for 6 months)**

**QUALIFICATIONS:** \* Grade 12 and Computer literate \*

**EXPERIENCE:** \* Minimum of at least two (2) years experience of clerical/administrative field \*

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

- To perform functions in the Closing of Files Sub-Section and Leave Capturing Section whilst employees are on maternity leave for a period of 6 months such as:
  - Making sure that documentation on files are complete when closing files at termination of services.
  - Making follow up enquiries on outstanding documentation requested from Directorates regarding the closing of files.
  - Assisting employees in claiming UIF Benefits from the Department of Labour.
  - Keeping a monthly record of attendance register received from Directorates.
  - Capturing leave forms accurately and within the prescribed time frame.
  - Attending to written and verbal leave / personal enquiries

**ADDITIONAL REQUIREMENTS:**

- Good Communication skills
- Good Human Relations
- Sense of confidentiality
- Attention to detail
- Accuracy

**SALARY GRADE:** 013/011

The closing date in respect of all positions will be **4 December 2009**. 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**

**BLOEMFONTEIN**

**9300**

Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)

**We thank all applicants for their interest**