

EXTERNAL VACANCIES

DATE 24 MAY TO 07 JUNE 2024

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability. Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the EPWP National Policy, Guidelines and EPWP Policy of the Municipality preference will be given to as per EPWP guided demographics. Priority will also be to applicants residing in the origin of the respective projects. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.



PLEASE BEWARE OF THE SCAM WHERE INDIVIDUALS ARE REQUESTING MONEY IN EXCHANGE OF EMPLOYMENT WITHIN THE MUNICIPALITY AND PLEASE DO NOT MAKE ANY FORM OF PAYMENT IN RESPECT OF EMPLOYMENT OFFER.

COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: General Horticulture Maintenance Driver Beneficiary (Ref Number: MLM/EPWP/MATAT/GHM/24/27)

Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	1
Stipend	R4 320 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to an African male
Minimum Requirements	Grade 11 • Certified ID copy. • Code C1 driving licence • Proof of residence by Ward Councillor • Matatiele Local Municipality EPWP interest form filled fully • Be a citizen of Matatiele. • Physical and mentally fit.
Key Responsibilities	• Driving loading tractor • Undertakes general driving labouring tasks associated with load and collection of waste in general and dispose to the landfill site or as directed by the Supervisor • Work well in different teams of waste management in general • Ensure cleanliness of the areas after loading • Ensure proper management of the tractor at all times • Reporting on all incidents associated with your work or when required.

COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: Agriculture, Nature, Environmental health and Tourism Professionals Beneficiaries (Ref Number: MLM/EPWP/MATAT/ANTP/24/27)

Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	4
Stipend	R4 950 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to youth.
Minimum Requirements	Grade 12 • Diploma in Community Extension, Agriculture in animal production, Nature Conservation, Horticulture or Landscaping, Environmental health studies, Heritage and Museum studies • Proof of residence by Ward Councillor • Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. •
Key Responsibilities	• Supervise general labouring tasks associated with cleaning, clearing and maintenance of nature and agricultural activities

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	<ul style="list-style-type: none"> • Help develop, enforce and evaluate regulations related to public health. • Studying the environment, how it affects humans, and taking the necessary steps to help prevent disease and other health • Assist in research on issues such as livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programs • Help develop plans for improving the sustainability of environments and protecting endangered species • Managing forest resources to maximise their long-term commercial, recreational and environmental benefits for the community • Help redefining the role of museum in heritage • Listing of heritage inventory • Assist in conducting research for integrated heritage management • Attends to the safekeeping and management of tools by ensuring proper storage of tools of work from the team and checking the site for any defects or damages • Reporting on all incidents associated with your work or when required.
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COMMUNITY SERVICES DEPARTMENT	
Unit: Public Amenities & EPWP	
Position: Public Facilities Maintenance Beneficiaries (Ref Number: MLM/EPWP/MATAT/PFM/24/27)	
Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	120
Stipend	R2 700 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to 60% females and 50% youth.
Minimum Requirements	Grade 8 • Certified ID copy. • Proof of residence signed by Ward Councillor • Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	<ul style="list-style-type: none"> • Undertakes general labouring tasks associated with cleaning and routine maintenance of municipal facilities • Cleans sites and attends to the housekeeping and safekeeping of tools by cleaning up and checking the site for any defects or damages • Ensure cleanliness indoors and outdoors. • Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) • Reporting on all incidents associated with your work or when required.

COMMUNITY SERVICES DEPARTMENT	
Unit: Public Amenities & EPWP	
Position: Greening and town beautification Beneficiaries (Ref Number: MLM/EPWP/MATAT/GTB/24/27)	
Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	8
Stipend	R3 450 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to 60% females and 50% youth.
Minimum Requirements	• Grade 12 • Certified ID copy. • Proof of residence signed by Ward Councillor • Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	<ul style="list-style-type: none"> • Undertakes general labouring tasks associated with environmental beautification & landscaping of the town, tree pruning, cleaning, clearing grass and maintaining lawn efficiently in the open spaces, entrances and main streets grass maintenance and maintaining of vegetation on curbing. Cleans sites after each task by ensuring raking and packing loads for collection. • Attends to the housekeeping and safekeeping of tools, cleaning up and checking the site for any defects or damages • Reporting on all incidents associated with your work or when required.

COMMUNITY SERVICES DEPARTMENT	
Unit: Public Amenities & EPWP	
Position: Sportsfields Maintenance & Gardeners Beneficiaries (Ref Number: MLM/EPWP/MATAT/SPM&G/24/27)	
Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	15
Stipend	R3 050 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards

EPWP Demographics	Preference will be given to 60% females and 50% youth.
Minimum Requirements	• Certified ID copy. • Proof of residence signed by Ward Councillor •Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	•Undertakes general labouring tasks associated with grass cutting, tree pruning, cleaning, clearing grass and maintaining lawn efficiently in municipal office, sportsfields, community halls and call out to municipal facilities in general. Cleans sites after each task by ensuring raking and packing loads for collection. • Attends to the housekeeping and safekeeping of tools, cleaning up and checking the site for any defects or damages• •Reporting on all incidents associated with your work or when required.

COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: General Horticulture Maintenance Beneficiaries (Ref Number: MLM/EPWP/MATAT/GHM /24/27)

Employment Term	3 FIXED SEASONAL CONTRACT (9 MONTHS PER SEASON)
Number of Positions	120
Stipend	R3 795 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to 60% females and 50% youth.
Minimum Requirements	Grade 9• Certified ID copy. • Proof of residence signed by Ward Councillor •Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	•Undertakes general labouring tasks associated with grass cutting, tree pruning, cleaning, clearing grass and maintaining lawn efficiently in residential areas, open spaces, CBD and cemeteries. Cleans sites after each task by ensuring raking and packing loads for collection. • Attends to the housekeeping and safekeeping of tools , cleaning up and checking the site for any defects or damages• •Reporting on all incidents associated with your work or when required.

COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: Road and Street Marking Beneficiaries(Ref Number: MLM/EPWP/MATAT/R&SM/24/27)

Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	12
Stipend	R3 450 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to youth.
Minimum Requirements	•Grade 12 or any eNatis proven training attended• Certified ID copy. • Proof of residence signed by Ward Councillor •Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	• Undertakes general labouring tasks associated with administering street lights and street signs s • Cleans sites after tasks and attends to the housekeeping and safekeeping of tools. • Reporting on all incidents associated with your work or when required • Perform any other duty assigned by competent authority.

COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: Training and Practical work: Plumbers & Eletrical artisan Beneficiaries (Ref Number: MLM/EPWP/MATAT/P&EA/2024/2027)

Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	9
Stipend	R3 450 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to youth.
Minimum Requirements	• Grade 12 /Matric,• Certified ID copy. • Proof of residence signed by Ward Councillor •Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.

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Electrical Services: 079 522 9770 Prepaid Sales: 079 523 322 Finance Office: 039 737 3565 Disaster and Fire: 039-2560610/079 523 2223

Police(SAPS): 039-7379904/9905 Water: 082-520 1476 Ambulance: 10177 Traffic: 079 522 9774

Key Responsibilities	<ul style="list-style-type: none"> • Assist with activities associated with plumbing works of all municipal buildings in wards 1,19,20 and 26 • Record all public needs for maintenance and aging of all plumbing relates assets including frequency of incidences and emerging theft of plumbing materials • Installing, maintaining, and repairing electrical control, wiring, and lighting systems. • Learn to read technical diagrams and blueprints. • Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) • Perform any other duty assigned by competent authority.
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COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: Stormwater and Porthole Maintenance Beneficiaries (Ref Number: MLM/EPWP/MATAT/S&PM/24/27)

Employment Term	35 MONTHS FIXED CONTRACT
Number of Positions	16
Stipend	R3 050 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to 60% females and 50% youth.
Minimum Requirements	Grade 7 • Certified ID copy. • Proof of residence signed by Ward Councillor • Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	<ul style="list-style-type: none"> • Undertakes general labouring tasks associated with cleaning, clearing and maintaining portholes, trenches and drains • Cleans sites after tasks and attends to the housekeeping and safekeeping of tools. • Reporting on all incidents associated with your work or when required

COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: Street Patrols Beneficiaries (Ref Number: MLM/EPWP/MATAT/ST/24/27)

Employment Term	35 MONTHS FIXED CONTRACT
Target areas	10
Stipend	R3 450 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to youth.
Minimum Requirements	• Grade 12 /Matric, • Certified ID copy. • Proof of residence signed by Ward Councillor • Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	<ul style="list-style-type: none"> • Assist with activities associated with the bylaws enforcement • Record all public nuisances and emerging street law violators. • Conduct Safety inspections and equipment in terms of the Health and Safety Act. • Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) • Perform any other duty assigned by competent authority.

COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: Rangers Beneficiaries (Ref Number: MLM/EPWP/MATAT/PFM/24/27)

Employment Term	35 MONTHS FIXED CONTRACT
Target areas	10
Stipend	R3 450 PER MONTH
Advertisement Platforms	Local Newspaper, Municipal Website and Municipal Notice Boards
EPWP Demographics	Preference will be given to youth.
Minimum Requirements	• Grade 12 /Matric, • Certified ID copy. • Proof of residence signed by Ward Councillor • Matatiele Local Municipality EPWP interest form • Be a citizen of Matatiele. • Be in general good health.
Key Responsibilities	<ul style="list-style-type: none"> • Law Enforcement – including participation in regular patrols (foot, vehicle & horses), applying, administering and enforcing regulations within the boundaries of the Reserve. Control of visitor's behaviour and recording, interpretation and dissemination of information. Assist with natural resource management – including the implementation of invasive alien plants, animals, footpaths & soil erosion and rehabilitation management systems. • Assist with management of Cultural Historical Nodes • Visitor and Tourism management including the management of visitor facilities

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Police(SAPS): 039-7379904/9905 Water: 082-520 1476 Ambulance: 10177 Traffic: 079 522 9774

- Assist with **Fire Management** - including wild fires, prescribed burns and fire proofing of urban and rural
- Assist with the **maintenance** of tools, equipment, vehicles and infrastructure
- **General administration** – including timesheets, logbooks and reports
- Assistance with Monitoring and Recording of resource management data
- Perform any other duty assigned by competent authority.

CLOSING DATE :07 JUNE 2024 @ 16H00

Enquiries should be addressed to the Manager: Public Amenities & EPWP, Ms. A. Ganya either by email @ AGanya@matatiele.gov.za or telephone (039) 737 8179

IMPORTANT NOTE TO APPLICANTS:

- Failure to submit documents listed above will result in disqualification of applicants;
- Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;
- Proof of canvassing will lead to the disqualification of applicants;
- No faxed, emailed and late applications will be considered;
- Correspondence will be limited with selected applicants;
- The Municipality reserves the right not to appoint in respect of the advertised posts; and
- All appointments are made according to the Council conditions of service.

Please apply by filling in the EPWP Interest Form obtainable from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code B Driving Licence (where applicable) to:

FOR ATTENTION: THE GENERAL MANAGER: CORPORATE SERVICES DEPARTMENT

*The General Manager: Community Services
Matatiele Local Municipality
P.O. Box 35
Matatiele
4730*

OR

*The General Manager: Community Services
Matatiele Local Municipality
102 Main Street
Matatiele
4730*

The municipality urges all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Public Amenities & EPWP Unit.

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