

April 2022 - EXTERNAL/INTERNAL VACANCIES ADVERT

POLOKWANE MUNICIPALITY, SITUATED IN THE CAPRICORN DISTRICT OF THE LIMPOPO PROVINCE HEREBY INVITES APPLICATIONS FROM SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO BE CONSIDERED FOR THE FOLLOWING POSITIONS THAT EXIST AT ITS MUNICIPAL OFFICES IN POLOKWANE.

DIRECTORATE : OFFICE OF THE EM & MUNICIPAL MANAGER'S OFFICE

Business Unit : Legislative Support
Position : VIP Protection-Speaker of Council
Salary : R702 700(Total Package)
Duration : Linked to Term of Office
Reference : EXT/21/22/18

Requirement: A relevant tertiary qualification (NQF level 4) in security management or equivalent. 4 years of experience in the tactical environment of Law Enforcement and VIP protection. Must have a valid Code EB driver's license. Advanced driving courses with an accredited institute. Firearms competency certification. Minimum of four years experience in the tactical environment of Law Enforcement, and or VIP Protection. Willingness to travel regularly and work long hours.

Duties: To liaise with the local police, Traffic, Defence Force, Heads of Security, and Organizers during the planning phase of the operational plan to ensure the involvement of all role players. Compile comprehensive advanced planning to render efficient operational protection. Provide VIP transportation from point A to point B to ensure the safe arrival of such VIPs to their destination. Protection of VIP whether personal, in transit, or static to ensure his/her safety. Ensure that official vehicles are reliable by making sure that they are clean, roadworthy, and in good condition to preserve the dignity of the VIP. Evaluate VIP Programme and identify possible high-risk situations to request backup protection where possible. Gather and evaluate information about areas within the boundaries of the Speaker's destination to ensure the provision of effective protection services. Conduct VIP access control and identification of explosives to safeguard the Speaker and the area/venue. Reconnaissance of routes and locations to be used for safe VIP security activities when international visitors and dignitaries are participating.

Business Unit : Legislative Support
Position : Driver to the Speaker of Council
Salary : R527 025(Total Package)
Duration : Linked to Term of Office
Reference : EXT/21/22/19

Requirements: Grade 12 with code EB Driver's Licence. Advanced driving course with the accredited institute. Defensive driving is crucial. Must be mentally fit, punctual and reliable. 2 years' relevant experience.

Duties: Driving the Speaker of the council on official trips and maintaining defensive driving. Perform minor maintenance tasks to the assigned vehicle. Provide regular monitoring of the Speaker's vehicle. Ensure compliance with Road Traffic Safety measures

Business Unit : Executive Support
Position : Driver to the Executive Mayor
Salary : R527 025(Total Package)
Duration : Linked to Term of Office
Reference : EXT/21/22/20

Requirements: Grade 12 with code EB Driver's Licence. Advanced driving course with the accredited institute. Defensive driving is crucial. Must be mentally fit, punctual and reliable. 2 years' relevant experience.

Duties: Driving the Executive Mayor on official trips and maintaining defensive driving. Perform minor maintenance tasks to the assigned vehicle. Provide regular monitoring of the executive Mayor's vehicle. Ensure compliance with Road Traffic

Safety measures.

Business Unit : Executive Support
Position : Personal Assistant to the Executive Mayor
Salary : R826 983(Total Package)
Duration : Linked to Term of Office
Reference : EXT/21/22/21

Requirements: Degree in Political Science or Social Science. 3 years of experience in the executive environment. Fully computer literate. The ability to work under pressure and abnormal hours. A valid driver's license. Willingness to attend to any ad hoc duties that may arise.

Duties: Managing the diary of the Executive Mayor. Control access to the Executive Mayor and prioritize appointments. Briefing the Executive Mayor daily on relevant matters. Prepare required documents for all meetings, conferences, and workshops. Arranging special events which are hosted by the Executive Mayor. Providing logistical support (accommodation and travel arrangements) for the Executive Mayor, VIP protector, and Driver. Ensure proper record-keeping of documents and confidentiality thereof. Consolidate relevant reports to Mayoral Committee or Council. Attending to any ad hoc duties that may arise. Managing the Executive Mayor's personal affairs. Drafting of submissions, memorandums, briefing notes, and other documentation as required. Liaise with district municipality and local municipalities, and institutions. Liaise with various media groups about Executive Mayor's press and radio interviews. Responding to and providing information to clients according to directives. Liaison with sponsors.

DIRECTORATE: COMMUNITY SERVICES

Business Unit : Waste Management
Position : Senior Cleansing Superintendent
Salary : R439 296-R489 980(basic salary per annum excluding benefits)
Post Level : 05
Reference : EXT/21/22/22

Requirement: Grade 12, Diploma/Degree in Environmental Management majoring in Waste Management. Four (4) years of experience at the management level in the Waste Management field. Six-day/shift work system, moving around monitoring all activities performed by Supervisors, operators, drivers, and labourers. Code 10 driver's license with PDP.

Duties: Planning and coordination of daily operations in waste management. Safekeeping of waste management facilities and equipment. Supervision and allocation of functions to subordinates. Compilation and demarcation of refuse removal routes. Training of subordinates in waste management matters.

Business Unit : Waste Management
Position : Operators X6
Salary : R226 008-R256 392(basic salary per annum excluding

benefits)
Post Level : 10
Reference : EXT/21/22/23

Requirement: Grade 12 with 2 years of relevant experience in waste management. Valid code 11 to 14 driver's license with PDP. Computer literate. Six-day worker

Duties: Operate the truck to collect waste in different areas. pre-trip inspection and report any anomalies. Supervise loading team. Ensure that the area is adequately clean. report incidents and accidents to superiors and police. Daily reporting on collection management activities to supervisor. Attend to queries/complaints regarding refuse removal.

Polokwane Municipality offers challenging opportunities, competitive packages, and fringe benefits (Pension, Medical Aid, Housing Allowance, etc).

Polokwane Municipality Recruitment policy as well as the Personnel Code as approved by the council will guide the process.

Preference will be given to candidates from designated groups in line with the provisions of the Employment Equity Act, and the council's employment equity plan or targets and goals. For this reason, we require that **Race, Gender, and Disability status be specified. NOTE: Suitable candidates will be subjected to a personnel suitability check (Criminal record, Citizenship, credit record, qualifications verification, and employment verifications). Where applicable candidates will be subjected to a skills/knowledge test.**

Closing Date: 13 May 2022
Time: 12H30

Detailed CVs with a signed covering letter quoting the relevant position applied for, a certified copy of ID, and certified copies of qualifications and academic records should be **posted to Box 111 Polokwane 0700, OR 9th-floor office no 902 or ground floor at the Civic Centre Cnr Landros Mare Street & Bodenstein Street, Polokwane 0699.**

If you are applying for more than 1 position, please submit separate applications for each. Faxed, e-mailed and late applications will not be considered. Should you not hear from us within three months of the closing date, please consider your application as unsuccessful. We thank all applicants for the interest shown.

Toll-Free Fraud Hotline: 0800 20 50 53 or e-mail: cdm@tip-offs.com

ENQUIRIES: Human Resource Manager, Mr. Manyama JL, Tel No. 015 290 2116

POLOKWANE MUNICIPALITY IS AN EQUAL OPPORTUNITY AFFIRMATIVE EMPLOYER AND RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT.

Mr. NR SELEPE
ACTING MUNICIPAL MANAGER

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