

INTERNAL VACANCIES ADVERTISEMENT

NB: ONLY PERSONS CURRENTLY EMPLOYED BY MUSINA LOCAL MUNICIPALITY ARE REQUIRED TO APPLY FOR THE INTERNALLY ADVERTISED VACANCIES

Musina Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its staff establishment. The Municipality is an equal opportunity and affirmative Action Employer. Persons designated in terms of applicable legislation as Historically Disadvantaged South Africans, as well as people with disabilities, are encouraged to apply. All appointments will be made in terms of the applicable legislation, regulations, collective agreements and policies.				
Position	Remunerations and Benefits	Minimum Requirements	Skills and Competencies	Key Performance
Artisan Carpentry Post Reference: Tech-BM87	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/approved pension/retirement / provident fund. b) Any Statutory employer contributions.	a) Grade 11/N2 b) Trade Test certificate (Carpentry). c) Valid Code B Driver's License d) Clear Criminal Record e) 1-2 years of relevant experience f) A valid identity document	• Supervisory skills • Good interpersonal and communication skills • Ability to work independently • Good technical writing and calculating skills • Basic Planning Skills • Honest and reliable • Use your own initiative and be proactive • Proficient in the use of Basic Hand Tools • Must be able to lift heavy objects (5 – 50 kg)	Perform routine and breakdown maintenance on doors, windows, insect screens, and built-in cupboards. Attend to relevant defects and work requests; Perform preventive maintenance; Respond to reported faults promptly; Research the causes of recurring repairs and implement solutions; Perform general site plumbing maintenance. Determine what spares and equipment are necessary for all relevant scheduled and unscheduled maintenance—complete documentation for administration and safety Purposes. May lead and instruct helpers as required. Drive service truck as required; load and unload materials and supplies—other duties as assigned.
Artisan: Electrical (5) Post Reference: Tech-EL13	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions Fund.	a) Grade 11/N2 b) Trade Test Certificate (Electrician). c) Valid Code B Driver's Licence d) 1-2 years of relevant experience e) Clear criminal record f) A valid identity document g) Comfortable working at heights	• Supervisory skills • Good interpersonal and communication skills • Ability to work independently • Good technical writing and calculating skills • Basic Planning Skills • Honest and reliable • Use your own initiative and be proactive • Proficient in the use of Basic Hand Tools • Must be able to lift heavy objects (5 – 50 kg)	To install, repair, and maintain electrical equipment. Maintain existing wiring and connections to meet standards and ensure they are not at risk of being damaged. Diagnose equipment malfunctions and make repairs and adjustments using the necessary test equipment, instruments, and tools of the trade. Repair or replace defective material and equipment by referring to operating manuals. Repair electrical distribution panels and motor control. Connect the power supply and test using testing instruments.
Artisan: Diesel Mechanic Post Reference: Tech-FM93	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions Fund.	a) Grade 11/N2 b) Trade Test certificate (Diesel Mechanic). c) Valid Code B Driver's License d) Clear Criminal Record e) 1-2 years of relevant experience f) A valid identity document	• Supervisory skills • Good interpersonal and communication skills • Ability to work independently • Good technical writing and calculating skills • Basic Planning Skills • Honest and reliable • Use your own initiative and be proactive • Proficient in the use of Basic Hand Tools • Must be able to lift heavy objects (5 – 50 kg)	Provide maintenance of plant, vehicle, and mechanical equipment. Discuss problems with car drivers, vehicle or plant operators to discover faults. Examine vehicles/plant and equipment to determine the extent of damage or malfunctions. Test drive vehicles and test components and systems, using equipment such as infrared engine analysers, compression gauges, and computerised diagnostic devices. Repair, reline, replace, and adjust brakes. Review work orders and discuss work with supervisors. Attend to hydraulic and mechanical breakdowns. Refer complicated breakdowns to the supervisor for outsourcing repairs. Check faults on vehicles and machinery. Strip off broken parts of vehicles and machinery and replace them with new parts.

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Artisan Plumber Post Reference: Tech-BM88	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions Fund.	a) Grade 11/N2 b) Trade Test certificate (Plumber). c) Valid Code B Driver's License d) Clear Criminal Record e) 1-2 years of relevant experience f) A valid identity document	- Supervisory skills - Good interpersonal and communication skills - Ability to work independently - Good technical writing and calculating skills - Basic Planning Skills - Honest and reliable - Use your own initiative and be proactive - Proficient in the use of Basic Hand Tools Must be able to lift heavy objects (5 – 50 kg)	Perform routine and breakdown maintenance on pipelines and reservoir control valves; Attend to relevant defects and work requests; Perform preventative maintenance; Respond to reported faults immediately/promptly; Research reasons for repeated repairs and find solutions; Perform general site plumbing maintenance. Determine what spares and equipment are necessary for all relevant scheduled and unscheduled maintenance. Complete documentation for administration and safety Purposes. May lead and instruct helpers as required. Drive service truck as required; load and unload materials and supplies, other duties as assigned.
Data Capturer (Project Management Unit – PMU) (2) Post Reference: Tech-PMU6	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. Any Statutory employer contributions.	a) Grade 12 b) Computer literacy c) 2 - 5 years of relevant experience d) Valid Code B Driver's license e) Clear criminal record f) A valid identity document	- Computer literacy - Good interpersonal and communication skills - Ability to work independently - Good technical writing and calculating skills - Basic Planning Skills - Honest and reliable - Use your own initiative and be proactive	Provide data-capturing services to the PMU section. Capture all relevant PMU information (e.g., MIG-MIS forms, NDPG-MIS, EPWP forms, and IMIS Project Management Data). Maintain the national monitoring database. Liaise with COGTA regarding captured information and follow up on the assessment of technical reports and the registration of projects for record purposes. Provide data, information technology, and quality control. Manipulate data to prepare all necessary reports for municipalities and the relevant provincial and national departments. Capture all site visits for each project on the management information system. Record and electronically file payment certificates, invoices, and technical reports. Notify the relevant project managers and the PMU manager about unregistered or unapproved projects. Register approved MIG projects on the Management Information Systems. Capture all expenditures as per each grant.
Licensing Officer (2) Post Reference: ComS-DLTC12	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions Fund.	a) Grade 12 b) Computer literacy: MS Office c) 2 - 5 years of relevant experience d) Clear Criminal Record e) A valid identity document	- Computer literacy - Accuracy - Bilingualism - Interpersonal skills - Attention to detail - Good interpersonal and communication skills	To perform specific administrative tasks, executing the eye and learner licensing testing sequences, collecting and receiving payments for specific applications, and making available information and/ or guidance on procedural requirements to the public to ensure customer requirements are promptly and professionally attended to following laid down departmental guidelines and procedures. Perform administration in the Licensing section. Perform the administrative duties required to sustain the function of the Motor Vehicle Licensing Registering Authority. Perform e-NATIS administration and inquiries to ensure customer service delivery. Completion of all transactions with the



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				prescribed administrative specifications and regulations as prescribed in the Road Traffic Act, 93/1996.
HRM Officer Post Reference: Corp-HRM59	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions Fund.	a) National Diploma in Human Resource Management / Human Resource Development / Training and Development or Relevant Equivalent Qualification. b) 2 - 5 years of relevant experience required. c) Computer literacy: MS Office. d) Valid Code B Driver's license e) Clear criminal record f) A valid identity document	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organisational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment.	Provide support in the provision of efficient and effective Human Resource Management (HRM) interventions per policy, procedure, and statutory requirements. Administer recruitment and employee benefits in the provision of a general Human Resource support service. Coordinate training and employee development programs. Maintaining employee records and ensuring data accuracy.
Team Leader (Revenue) Post Reference: BTO-Rev17	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions Fund.	a) National Diploma in accounting or Relevant Equivalent Qualification. b) 2 - 5 years of relevant experience required. c) Computer literacy: MS Office. d) Valid Code B Driver's license e) Clear criminal record f) A valid identity document	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment.	Daily opening, balancing, and closing of cashiers. Filing documentation for enquiry and audit purposes. Access relevant information from the systems to facilitate query resolution on matters. Validate that the correction on the account is captured in the system accurately. Enters data for both payments and general account information.
Logistics Officer Post Reference: BTO-Ass51	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions Fund.	a) National Diploma SCM / Logistics / Procurement or Relevant Equivalent Qualification. b) 2 - 5 years of relevant experience required. c) Computer literacy: MS Office. d) Valid Code B Driver's license e) Clear criminal record f) A valid identity document	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. • Understanding of the local government environment.	Check goods received against orders placed with suppliers. Ensure the right quantity and quality are received at the ordered cost (specifications). Compile a list of requirements with attached stock numbers for submission to SCM. Balance variances between physical stock and stock in the system.



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Procurement Officer Post Reference: BTO-SCM38	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions Fund.	a) National Diploma SCM / Logistics / Procurement or a Relevant Equivalent Qualification. b) 2 - 5 years of relevant experience required. c) Computer literacy: MS Office. d) Valid Code B Driver's license e) Clear criminal record f) A valid identity document. g) Municipal Finance Management Programme (MFMP) / National Diploma Public Finance Management & Administration (PFMA) will be an added advantage.	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. Understanding of the local government environment.	Prepare and update the tender register. Prepare document packs for Bid Meetings. Cultivating strong, long-term partnerships with suppliers to ensure reliability and favourable treatment. Monitoring purchasing habits, tracking spending, and identifying cost-saving opportunities to stay within the allocated budget. Maintain and update a credible database of Service Providers.
Traffic Officer (4) Post Reference: ComS-TLE9	Post Level: 8 Basic Salary Notches: R382 436.03 - R430 811.41 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund b) Any Statutory employer contributions Fund.	a) Grade 12 b) Diploma in Basic Traffic Officer Course c) Code B Driver's licence d) 2 - 5 years' relevant experience within a law enforcement environment. e) A valid identity document f) Clear criminal record g) Physical fitness.	• Excellent Communication and report-writing Skills • Proficiency in Microsoft Office, including MS Word, Outlook, Excel, and PowerPoint programs • Problem-solving and interpersonal skills. • Excellent organizational and administrative skills. • Ability to work under pressure. Understanding of the local government environment.	Supports strategies that aim to build a municipality that reflects the community it serves. Respond to incident calls to attend to road incidents, including traffic bottlenecks, breakdowns, and accidents Carry out community policing in accordance with regulations and bylaws. Enforce the National Road Traffic Act 93 of 1996, the AARTO Act, and Municipal By-laws. Operate speed cameras, laser guns, and do speed traps. Check vehicles, conduct applicable tests, issue section 56 and 134 notices, summonses, and effect arrests. Attend to road accidents, preserve the scene, control traffic, take statements, and compile accident reports. Control traffic at busy intersections, schools, events, and during power outages. Perform escorts. Perform road safety education. Monitor public transport ranks and vehicles Prepare dockets and statements and attend court as a witness. Complete occurrence books, accident registers, and daily activity reports. Execute the functions of a peace officer.
Traffic Wardens (3)	Post Level: 9 Basic Salary Notches: R299 963.68 – R375 024.23 per annum	a) Grade 12 b) Code B Driver's license c) Physical fitness.	• Excellent Communication and report-writing Skills. • Basic Computer literacy	Participate in routine checks, receive instructions from the immediate superior on the setup sequence, and undertake the placement/removal of markers and signage. Operate point

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Post Reference: ComS-TLE35	<u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions.	d) No experience required. e) Clear criminal record f) Valid identity document	• Problem-solving • interpersonal skills.	duties at hazardous intersections such as school and pedestrian crossings. Conduct routine patrols on foot in the Central Business District. Enforce municipal bylaws Promote road safety Inspect trading compliance.
Cashier (2) Post Reference: BTO-Rev19	Post Level: 9 Basic Salary Notches: R299 963.68 – R375 024.23 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions.	a) Grade 12. b) 0-2 years' relevant experience required. c) Computer literacy: MS Office. d) Clear criminal record e) A valid identity document f) Honesty and integrity (no adverse credit record)	• Computer literacy • Accuracy • Bilingualism • Interpersonal skills • Attention to detail	Receive cash and cheque payments from the public at cashier points or via mail. Capture direct payments received. Handle telephonic and walk-in enquiries on statements. Maintain records of cash receipts, conduct daily reconciliations, and prepare for banking. Reconcile and process payment transactions in accordance with acceptable accounting practices—safekeeping of float. Prepare a bank deposit. Allocate payments to the correct debtor account. Keep receipts, deposit slips, and daily notes for audit purposes. Generate reports. Maintain high confidentiality. Reports suspicious transactions or system errors.
Handyman: Plumber / Carpenter Post Reference: Tech-BM89	Post Level: 11 Basic Salary Notches: R255 985.26 - R284 103.91 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions.	a) Grade 10 b) Studying towards a trade certificate/apprenticeship in mechanical or a minimum of three years working in a mechanical workshop c) 0–1-year experience d) Valid Code B Driver's Licence e) Clear criminal record f) A valid identity document g) Comfortable working at heights	• Supervisory skills • Computer literacy • Good interpersonal and communication skills • Ability to work independently • Good technical writing and calculating skills • Basic Planning Skills • Honest and reliable • Use your own initiative and be proactive • Proficient in the use of Basic Hand Tools • Must be able to lift heavy objects (5 – 50 kg)	Performs tasks associated with the execution of repairs and renovations to interior/ exterior surfaces, fixtures, and fittings of buildings Perform duties following instructions and the OHS Act. Make all tools & materials available before commencing work. Clean areas on completion of work. Determine material requirements for maintenance work. Make inputs to the updating of job cards and follow up on outstanding work. Make inputs on the development of maintenance schedules Advise clients on the care and maintenance of facilities and equipment.
Pit assistant Post Reference: ComS-VTS10	Post Level: 11 Basic Salary Notches: R255 985.26 - R284 103.91 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund.	a) Grade 10 b) 0-1 years' experience required c) Clear Criminal Record d) A valid identity document e) Valid Code B Driver's	• Communication skills • Writing Skills • Computer literate	Work in the inspection pit. Check underneath vehicles for leaks, defects, rust, chassis numbers, and roadworthiness items. Drive vehicles onto brake rollers, side-slip tester, headlight aligner, and into the testing lanes as directed by the Examiner. Pass tools, check lights, hooters, wipers, and seatbelts while the examiner is in the vehicle. Keep the pit, workshop, and equipment clean. Report faulty equipment. Ensure PPE is worn. Follow OHS procedures. Use wheel chocks and ensure

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Heavy Plant Operator (2) Post Reference: Tech-RS53	b) Any Statutory employer contributions. Post Level: 11 Basic Salary Notches: R255 985.26 - R284 103.91 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/approved pension/retirement / provident fund. b) Any Statutory employer contributions.	a) Grade 10 b) Driver's Licence Code 14 (EC) c) Professional Drivers Permit (PrDP) d) Operators Certificate for Heavy machines / Plant e) Minimum 3 years' relevant experience f) A valid identity document g) Clear criminal record	• Communication skills • Writing Skills Grading • Grader techniques • Machine Control	safety during testing. Operating mechanical plant. Execute safe driving techniques. Plan travel routes. Adhere to traffic rules and regulations. Responsible for ensuring that the vehicle is always driven with the utmost care. Conduct a road-worthy inspection of vehicles before use. Identify and report vehicle defects. Report vehicle service requirements. Ensure that the official vehicle is regularly cleaned. Maintain vehicle logbook and submit inspection. Responsible for reporting any accidents, damages, or losses to the supervisor immediately.
Artisan Assistant (Fleet Maintenance) Post Reference: Tech-FM96	Post Level: 13 Basic Salary Notches: R208 660.75 – R231 792.74 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions.	a) Studying towards a trade certificate/apprenticeship in mechanical or a minimum of three years working in a mechanical workshop b) One year's experience. c) Clear Criminal record d) A valid Identity document e) Code B Driver's licence	• Good Communication Skills • Basic computer literacy • Proficient in the use of Basic Hand Tools • Must be able to lift heavy objects (5 – 50 kg) • Teamwork • Numeracy	Collect, clean, and maintain hand tools/power tools, machines, and equipment. Carrying working material to the site. Keep the workshop clean. Assist with repairs and fitting. Perform pipework and welding support. Grease machines change oil and check fluid levels. Assist with operating machines. Assist with servicing of vehicles and plant.
Artisan Assistant Electrical (5) Post Reference: Tech-EL22	Post Level: 13 Basic Salary Notches: R208 660.75 – R231 792.74 per annum <u>Applicable Benefits:</u> a) Municipal contributions to SALGBC recognized/ approved pension/retirement / provident fund. b) Any Statutory employer contributions.	a) Studying towards a trade certificate/apprenticeship in electrical services or a minimum of three years working in electrical maintenance services b) One (1) year experience c) Clear Criminal record d) A valid Identity document e) Code B Driver's licence f) Comfortable working at heights	• Good Communication Skills • Basic computer literacy • Proficient in the use of Basic Hand Tools • Must be able to lift heavy objects (5 – 50 kg)	Carry tools, cables, poles, and materials to the site. Assist with streetlights, Lamp replacement, photocell checks, and pole inspections. Cable fault finding assistance, overhead line support, house connections. Assist with wiring, DB board checks, and lighting repairs. Assist with pre-paid/conventional meter installations and disconnections. Respond to power outages and emergencies after hours on the standby roster. Maintain tools, test equipment, stock control, and keep vehicles clean Use safety harnesses for pole work Complete job cards, report materials used, and log faults.



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IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

1. Applications must be made on the prescribed Musina Local Municipality Employment Form. A copy of the form can be obtained from the municipal website, i.e., www.musina.gov.za
2. Applications must be addressed to the Acting Municipal Manager: Musina Local Municipality, Private Bag X 611; Musina, 0900, or hand-delivered at office number 47 (Records Office) at 21 Irwin Street, Musina. 0900
3. Applications may also be submitted via email to **HR@musina.gov.za**. If applying by email, a separate application must be submitted for each position applied for. Each application must include the relevant supporting documents listed in paragraph 4 below and be submitted as a single, complete package.
4. Applications for the vacancies must be accompanied by:
 - (a) A fully completed relevant Musina Local Municipality Application For a Vacancy / Employment Application Form.
 - (b) Comprehensive Curriculum Vitae.
 - (c) Contactable references of previous employment. **(NB)**
 - (d) Certified Copies of (Stamped as a certified copy for a period not exceeding 6 Months):
 - i. Identity Document/Passport.
 - ii. Work permit where applicable (non-RSA Citizens)
 - iii. Valid driver's license where applicable.
 - iv. Qualifications / Certificates.
 - (e) Applicants must declare their criminal record status and all prescribed declarations.
 - (f) Applications without the above will not be considered. Musina Local Municipality reserves the right to make or not make appointments.
 - (g) If no response is received from the Musina Municipality within 90 days after the closing date, it must be regarded as your application was unsuccessful.
 - (h) Correspondence regarding the advertised positions will be limited to shortlisted and successful candidates only.
 - (i) Shortlisted candidates will be subjected to suitability checks, including but not limited to Security Background Checks, Citizenship/Nationality, Qualifications, Criminal Record, and Employment History.
 - (j) By signing and submitting the application form, you are giving consent for the Screening and verification of the submitted information and documentation.
 - (k) Applications received after the closing date and time will not be considered. Submission of fraudulent documentation and misrepresentation of the applicant's facts will immediately disqualify the applicant.
 - (l) Direct or indirect canvassing for preferential treatment will result in automatic disqualification of the applicant.
 - (m) Appointed candidates will be required to sign an Employment Contract, Performance Agreement, and Disclosure of Benefits and Interests. Inquiries on the above should be directed to the Human Resources Section at Tel: 015 534 6158/ 6148/ 6123

THE CLOSING DATE OF THE APPLICATIONS IS: THURSDAY 30/07/2026 at: 14:00

**PM MUDAU
ACTING MUNICIPAL MANAGER**

NOTICE NUMBER: 03/2026-2027