



EXTERNAL

STAFF VACANCIES

X1 GENERAL WORKER - WC0530997: MBG 23

DEPARTMENT: INFRASTRUCTURE DIVISION: MURRAYSBURG SECTION: REFUSE REMOVAL

JOB PURPOSE:

To undertake activities associated with maintaining the cleanliness of streets/ open public spaces, sweeping, gathering and loading litter, collection of waste from residential and business premises in accordance with laid down instructions supporting acceptable standards of service delivery.

DUTIES: General Labor Activities, Refuse Removal, Street Cleaning, Public Amenities, Store Room, Tool and Equipment Care/ Storage, Informal Reporting, Occupational Health and Safety

REQUIREMENTS:

Basic literacy.

KNOWLEDGE AND SCOPE OF WORK:

Performs basic, routine functions. Follows basic instructions. Performs basic, routine maintenance; and • □ Manual functions e.g. digging, sweeping, lifting, packing, cleaning, operating levers.

EXPERIENCE: 0 - 1 years' experience required.

COMPETENCY FRAMEWORK (NMSR) PAGE 522 TO 530:

FUNCTIONAL/PROFESSIONAL:

Managing Work: Performs routine work; Takes basic instruction; Performs digging, sweeping, lifting, packing, cleaning, operating levers; and performs basic implements.

Work Place Safety: Keeps tools safe; and Stores tools.

Task Accountability: Understand signs; Fill in a timesheet; and follow a work-roster.

Quality Orientation: Use tools safely; and Stores tools safely.

Oral Communication: Communicates basic instructions to peers; and receive and understand instructions correctly.

PUBLIC SERVICE ORIENTATION COMPETENCIES:

Service Delivery Orientation: Shows a commitment to excellence and quality; is friendly and responsive to community members/public; Engages effectively with the general public and clients (operators and drivers); and understands and articulates client needs (operators and drivers).

Interpersonal Relationships: Gets on with others; Communicates effectively; Co-operates with others; Appears optimistic and positive; Acknowledges contributions of others; Acknowledge merits in others arguments (operators and drivers); and Negotiates skilfully in tough situations (operators and drivers).

Communication: Able to understand basic verbal instructions from supervisors and colleagues; Checks own understanding of tasks and expectations to avoid making mistakes; Understands basic technical jargon. Can translate technical information into terms that are understood; Responds to questions with accurate and complete answers;

Communicates effectively both verbal and written (operators and drivers); Is able to compile routine correspondence / documents and keeps relevant record (operators and drivers); and uses appropriate style and format to communicate to internal and external clients (operators and drivers).

PERSONAL COMPETENCIES:

Action Orientation: Shows enthusiasm to take on tasks; Enjoys working hard Shows initiative; Displays a drive to do things better; Inspires others / team through own actions and attitude to perform; and Pushes self and motivates others for results (operators and drivers).

Resilience: Accepts criticism about performance in stride, while maintaining work standards;

Handles difficult situations effectively; and continues to attempt to improve, despite setbacks or other constraints.

Accountability and Ethical Conduct: Conducts self in accordance with organisational values;

Demonstrates honesty, keeps commitments and behaves in a consistent manner; Takes responsibility for own actions; and treats all colleagues with equal respect.

Learning Orientation: Shows willingness to learn new things and acquire knowledge; Seeks ongoing support for own limitations (e.g., from supervisor or colleague); Learns from experience – does not repeat mistakes; and understands own strengths and weaknesses and takes action to close knowledge / skills gap (operators and drivers)

Impact and Influence: Deserving of respect from peers and supervisors; Makes positive impact and comes across as confident and competent; Tactfully confronts and corrects others when necessary; Fosters team work and collaboration (operators and drivers); and Has credibility with staff (operators and drivers).

Team Orientation: Co-operates and works well with others; Shows consideration towards others; Seen to be reliable and dependable; Shows initiative and confidence in dealing with others; and participates actively as a member of a team.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Required to be on standby and to work outside normal working hours during emergencies and planned overtime.

PHYSICAL REQUIREMENTS OF THE POST

The incumbent must be physically fit and able bodied and required to work in all weather conditions.

SALARY: T3: R9 558.48 PM R114 701.80 TO R129 141.39 PER ANNUM PLUS BENEFITS

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certifies

copies will be accepted. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful.

For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: FRIDAY 11 AUGUST 2023 at 16:15

Job Related Enquiries: Mr. AC Makendlana – 023-4148100/ 8181

General HR Enquiries: Adriaan Duimpies – 023-4147549

Imelda Dourie – 023-4148190

Angilo Jacobs – 023-4147550

Applications, clearly marked, accompanied by a comprehensive CV, details of contactable referees and certified qualifications & identity document for the abovementioned vacancy must be sent to/handed in at:

**THE OFFICE OF THE MUNICIPALITY MURRAYSBURG, 23 BEAUFORT STREET,
MURRAYSBURG 6995**

Or email application to erecruit@beaufortwestmun.co.za

DE Welgemoed
ACTING MUNICIPAL MANAGER

Notice Period 21.07.2023 – 11.08.2023