

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

OFFICE OF THE MUNICIPAL MANAGER

REF: 4/3/1 - MC36MMDP004

Division: IDP

Position: Administration Assistant IDP

Station: Modimolle

Post Level: 09

Salary: R 330 456.00 (Basic Salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits

Term of appointment: Permanent

REQUIREMENTS: Candidate must have Grade 12 plus Certificate in Secretarial / Administration / Public Relations. Must have Computer Literacy – MS Office Applications and a valid driver's license. **COMPETENCIES AND SKILLS:** Must have good interpersonal relation, strong office administration, communication skills, time management and basic financial administration. **KEY PERFORMANCE AREAS:**

- Perform the administrative requirements associated with the section
- Render the section's record keeping and information processing
- Monitors the consolidation, processing and presentation of functional information
- Be involved in the day-to-day office management of the section
- Co-ordinates the administrative dimension associated with the processing of section's related queries and complaints.
- Manage the general office environment (including the control of section's resources)
- Organise and arrange meetings, conferences workshops for the section (logistics support)
- Manage the diaries of staff in the section
- Responsible for making copies and distribution thereof
- Liaise with internal and external stakeholders with regard to meetings, workshops etc
- Render typing services to the section, data capturing and updating information on the system (IDP and PMS)

DEPARTMENT: SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

Division: Fire Fighting Services

Position: Junior Fire Fighters X 2

Post Level: 11

Salary: R 245 532.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

Station: Thabazimbi

REF: 4/3/1/PF-MC36CMFB010

REQUIREMENTS: Grade 12, Fire Fighter 1 and 2, Hazmat Awareness, Hazmat operations and First Aid Level 3 Certificate. Must have 1 year relevant experience in firefighting. Computer literate. Valid South African driver's license (code –C1). No fear of heights. Not Claus trophic. Good communication skills. **The incumbent will be expected to Work on shifts system; working six days a week; be on standby as and when required by the employer..** **KEY PERFORMANCE AREAS:**

- Perform operational duties of firefighting and rescue services under supervision
- Participate in fire prevention inspections and programs
- Responding to firefighting, rescue and other emergencies
- Execute orders at incidents in accordance with safety procedures
- Report hazardous situations during operational activities
- Assist with cleaning up at the accident/incident scene
- Testing, maintenance and cleaning all emergency vehicles and the workstation area on a daily basis.
- Manning the Control Room when required and perform basic administrative duties
- Assist with queries and inquiries from public and complete call slips.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

REF: 4/3/1 - MC36CMEM012

Division: Municipal Health Services

Position: Environmental Health Practitioner

Station: Lephalale

Post Level: 08

Salary: R 392 532.00 (Basic salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits

Term of appointment: Permanent

REQUIREMENTS: Grade 12, National Diploma in Environmental Health, must be registered with HPCSA as Environmental Practitioner plus 1 years' experience (Community Service). Must have a valid driver's license (code B). Koma graduates

will be an added advantage (proof in the form of an affidavit properly commissioned must be attached). **KNOWLEDGE:** Be able to apply basic concepts and knowledge to the municipal and environmental health functions. **SKILLS:** Ability to use the following skills: analysis; negotiation; project management; networking and presentation skills and conflict management. **KEY PERFORMANCE AREAS:**

- Control outbreak of communicable diseases.
- To implement municipal health principles.
- Execute municipal health procedures by investigating and monitoring compliance with statutory municipal and environmental health legislations and by-laws.
- Identify and control activities that present health threat to the communities within Waterberg.
- Create awareness of the importance of health.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

REF: 4/3/1 - MC36CMDM005

Division: Disaster Management

Position: Admin Assistant Disaster

Station: Modimolle Disaster Office

Post Level: 09

Salary: R 330 456.00 (Basic salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits

Term of appointment: Permanent

REQUIREMENTS: Candidate must have Grade 12. A Certificate in Secretarial / Administration / Public Relations will be an added advantage. A minimum of one year experience in Office Administration/ Public Relations. Must have Computer Literacy – MS Office Applications and a valid driver's license. **COMPETENCIES AND SKILLS:** Must have good interpersonal relation, strong office administration, communication skills, time management and basic financial administration. **KEY PERFORMANCE AREAS:**

- Assist with the administrative requirements associated with the section
- Assist with the consolidation, processing and presentation of functional information
- Be involved in the day-to-day office management of the section
- Co-ordinates the administrative dimension associated with the processing of section's related queries and complaints.
- Coordinates the general office environment (including the control of section's resources)
- Organise and arrange meetings, conferences workshops for the section (logistics support)
- Co-ordinates the diaries of staff in the section
- Responsible for making copies and distribution thereof
- Liaise with internal and external stakeholders with regard to meetings, workshops etc
- Handle internal and external correspondences
- Render typing services to the section, data capturing and updating information on the system
- Maintain proper filing system for the section.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background check and security vetting will be done for the recommended candidate. The successful candidate will sign Declaration of Interest Form, Performance Agreement Contract and submit an affidavit declaring that they do not hold political office in political party, whether in a permanent, temporary or acting capacity

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr J Matlou at 014 718 3339 during office hours.

Closing Date: 14 November 2025

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

P RAPUTSOA
MUNICIPAL MANAGER



WATERBERG DISTRICT
MUNICIPALITY