

R533 Graskop Road.
Opp. Mapulaneng DLTC
Bushbuckridge
Co-ordinates: 31°3'59.796" E 24°50'24.3304" S
Tel: 013 004 0291/92/95



BUSHBUCKRIDGE
LOCAL MUNICIPALITY

Private bag x 9308
Bushbuckridge
1280
Email: info@bushbuckridge.gov.za
Website: www.bushbuckridge.gov.za

LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post	: Revenue Co-Ordinator x2
Directorate	: Finance
Remuneration	: R 354 337.50.54
Centre	: Head Office

REQUIREMENTS

- Grade 12 Certificate
- BCom degree in Accounting
- 3 years working experience in local government /private sector
- Excellent analytical and problem-solving abilities
- A valid driver's license

RESPONSIBILITIES

- Review meter reading charts
- Ensure that daily receipts are captured on the system
- Review daily cash up and reconciliations
- Ensure that customer statements are delivered in time
- Prepare monthly revenue collection reports and submit to accountant
- Attend to all audit queries
- Ensure that readings are captured on the system as per the billing cycle
- Liase with the billing and revenue accountant for all matters
- Multi-tasking skills
- Excellent analytical and problem-solving skills
- Attend all customer queries



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Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address.

Any falsification information be it in a form of postal or residential address, qualification, references or any other information given by the applicant will lead to dismissed upon discovery by the employer.

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR

Hand delivery to office no 55(Registry)
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Bushbuckridge

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LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Position : OFFICER: WASTE PLANNING & INFORMATION SYSTEM (1 POST)
Directorate : EDPE
Remuneration : R464 545.32
Centre : HEAD OFFICE

REQUIREMENTS

- > Grade 12
- > Bachelor's Degree in Environmental Management/Sciences
- > Minimum of 4 years of practical experience in waste management and implementation of the waste management hierarchy in a municipal environment
- > Strong knowledge and understanding of the National Waste Management Act No. 59 of 2008 and other relevant legislations
- > Good communication skills.
- > A valid driver's licence.
- > Competency with Microsoft Office.

RESPONSIBILITIES

- > Encourage household and business recycling.
- > Raise awareness of waste best practices and the waste management hierarchy.
- > Initiate new local recycling schemes and manage waste recycling cooperatives.
- > Manage the municipal buy-back center.
- > Strategically plan for the management and development of the recycling facilities.
- > Collect local waste recycling data and compile statistics reports.
- > Advise and assist local community groups in carrying out their recycling.
- > Manage and promote waste recycling initiatives through advertising and publicity campaigns.
- > Assist the municipality to comply with current recycling legislation and other waste management policies.
- > Advise local businesses on waste disposal and recycling initiatives.
- > Compile relevant reports.



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The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Position : EPWP OFFICER (1 POST)
Directorate : EDPE
Remuneration : R464 545.32
Centre : HEAD OFFICE

REQUIREMENTS

- Grade 12
- Bachelor's Degree in Environmental Management/Sciences
- Minimum of 4 years of practical experience in waste management and implementation of the waste management hierarchy in a municipal environment
- Strong knowledge and understanding of the National Waste Management Act No. 59 of 2008 and other relevant legislations
- Good communication skills.
- A valid driver's licence.
- Competency with Microsoft Office.

RESPONSIBILITIES

- Encourage household and business recycling.
- Raise awareness of waste best practices and the waste management hierarchy.
- Initiate new local recycling schemes and manage waste recycling cooperatives.
- Manage the municipal buy-back center.
- Strategically plan for the management and development of the recycling facilities.
- Collect local waste recycling data and compile statistics reports.
- Advise and assist local community groups in carrying out their recycling.
- Manage and promote waste recycling initiatives through advertising and publicity campaigns.
- Assist the municipality to comply with current recycling legislation and other waste management policies.
- Advise local businesses on waste disposal and recycling initiatives.
- Compile relevant reports.

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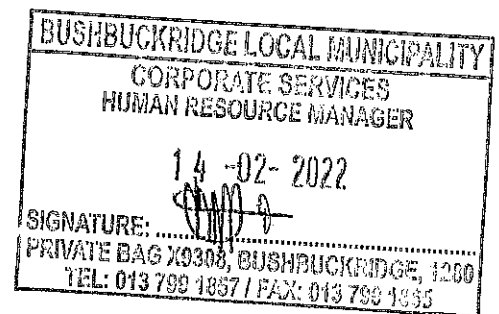
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The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post	: Waste Co-Ordinator x2
Directorate	: EDPE
Remuneration	: R 354 337.54
Centre	: Head Office

REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Environment Management or Science
- 3 years working experience in local government/private sector
- Computer literacy (Excel, Word & Power Point)
- Excellent analytical and problem-solving abilities
- A valid driver's license

RESPONSIBILITIES

- Co-ordinate all refuse removal and disposal activities in the allocated scheme
- Develop and implement illegal dumping alleviation plans
- Co-ordinate illegal dump clean ups, street cleaning and litter picking
- Supervise refuse collectors, street cleaners and waste fleet driver
- Monitor EPWP and other waste staff members
- Manage and promote waste recycling initiatives through advertising and publicity campaigns
- Assist the municipality to comply with waste legislations
- Co-ordinate waste disposal activities
- Compile waste related reports

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The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post	: Admin Co-Ordinator x3
Directorate	: Corporate Services
Remuneration	: R 354 337.50.54
Centre	: Head Office

REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public Management / Administration
- 3 years working experience in local government
- Excellent analytical and problem-solving abilities
- A valid driver's license

RESPONSIBILITIES

- Ensure that leave forms are captured on the system
- Ensure Pension forms for employees are delivered in time at Head office
- Prepare monthly reports and submit to Head office
- Attend to all audit queries
- Assist employees with UIF Forms
- Liaise with the HR Practitioner at Head Office
- Attend to all employees' queries
- Administering health and benefit plans for employees
- Attending to employee queries and requests regarding HR matters
- Maintaining employee records in an online system



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The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Position : Management Rep (1 Post)
Directorate : Community services
Remuneration : R464 545.32
Centre : Mapulaneng DLTC

REQUIREMENTS

- Grade 12 Certificate
- Grade "A" Motor vehicle Diploma /examiner of driving licenses Diploma
- Computer literacy
- Valid code EC driving license
- 4 years' experience in supervisory role in related environment
- Knowledge and understanding of Enatis as a tool of trade
- Knowledge and understanding of NRTA 93/1996 AND ITS REGULATIONS
- Valid PDP
- Understanding of SANS in terms of SABS standard division

RESPONSIBILITIES

- Monitor the testing of vehicles road worthiness
- To ensure compliance with the requirements of the Road Traffic Regulations at all times.
- Ensures that the VTS complies with the code of practice SANS 10047: 2009 'Testing of motor vehicles for roadworthiness'.
- Monitor the testing of leaners and driving licenses applicants
- Keep records of all tests conducted and respond to audit
- Ensure compliance to the NRTA.
- Ensure that daily statistical reports are submitted to the Management Rep.
- Compile and update the examiner's test registers daily.
- Compile and submit monthly statistics and the levy payable to the department.
- Ensure that the vehicles testing equipment is calibrated timeously
- Ensure the safe keeping of all motor vehicle testing equipment after use

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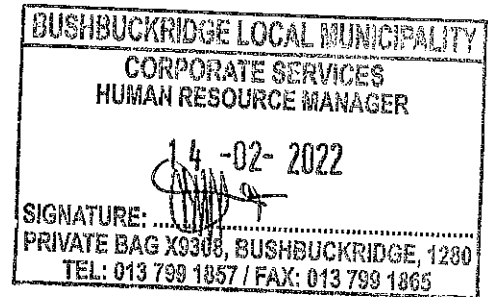
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The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

POST : SENIOR FIRE FIGHTER AND RESCUE (3 POSTS)
DIRECTORATE : COMMUNITYSERVICES
REMUNERATION : R309 465.06 per annum
CENTRE : HEAD OFFICE

REQUIREMENTS

- Grade12 (Matric).
- Fire Fighter II or Higher Certificate in Fire Technology or equivalent.
- Minimum of 3 years' experience as permanent member of a recognized Fire & Rescue Service.
- Valid unendorsed C1 (Code 10) driver's license.
- Basic Ambulance Assistant with HPCSA registration.
- Hazmat Operations Certificate.
- Must be physically and mentally fit and healthy due to the nature of the fire fighter duties.
- Good Communication Skills (written and oral) in English and one Good Interpersonal and Conflict Management Skills.
- Must be disciplined and punctual in reporting for shifts/duty.

RESPONSIBILITIES:

- Responsible for the protection of lives, property and environment.
- Responsible for treatment of sick and injured.
- Responsible to attend to all Fire, Rescue, Medical, Hazmat and or Special Service calls.
- Ability to perform all duties and tasks delegated in a safe, efficient, and effective manner within a team context.
- Responsible for the Communication Centre and Control Room duties.
- Assist the Platoon Commander/Station Officer in shift works, tasks, and duties.
- Responsible for assisting in Disaster management and Fire Prevention training, education and any related inspections or risk and hazard identification.
- Must be able to assume command on a shift and at emergency incidents in the absence of a platoon commander/station officer Must participate in Fire Drills and attend regular and assigned training sessions to maintain and upgrade firefighting skills

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