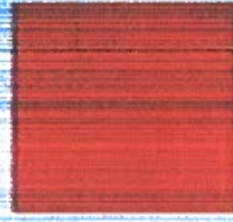




MOHOKARE
LOCAL MUNICIPALITY



Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

INTERNAL ADVERT

COMMONAGE SUPERVISOR – ZASTRON

REMUNERATION: R225 732.00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate. A relevant or equivalent NQF 2 qualification in the field will be an added advantage. Must have at least code B driver's license (5 Years driving experience) and fully Bilingual. Must have working supervisory experience in the field. Must be physically fit due to the nature of work.

ROLES AND RESPONSIBILITIES:

The Candidate will report directly to the Unit Manager within the respective unit. The incumbent responsibilities will entail amongst others:

- Scheduling of commonage services in accordance with a pre-approved commonage plan.
- Organizing work in line with available vehicles, equipment, material and work force.
- Completing administrative forms, time sheets, and statement as required.
- Monitoring time and attendance of workers and taking attendance register and monthly timetables to Unit Manager.
- Ensuring that work reports are submitted weekly and Monthly.
- Act as first line Supervisor for the maintenance team and transporting workers, Motivate workers, attending problem and processing leave applications and attending to disciplinary actions.
- Inspecting oil and fuel levels and adding oil or fuel when necessary.



MOHOKARE
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CLOSING DATE: 10th September 2021 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. **ONLY MUNICIPAL APPLICATION FORMS** (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager
Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.


Mr. Selby Selepe
Municipal Manager

