



Your ref:  
Contact:

Our file ref:  
In response to DMS No.:  
Date:

To: ALL USERS  
Vacancies: 26 JULY 2024 – 08 AUGUST 2024  
DCM: CORPORATE SERVICES

City of uMhlathuze is one of the most modern and fast-growing municipalities in South Africa and offers the ideal combination of a rewarding career and pleasant working conditions. Interested and qualified applicants are invited to apply for the following Temporary and Permanent positions: Applications must reach the addresses indicated not later than 08 AUGUST 2024 @ 16h00. Candidates must state clearly the position to which appointment is sought. Applicants are requested to furnish telephone number/s at which they may be contacted.

## DEPARTMENT: COMMUNITY SERVICES

## NB: FIXED TERM CONTRACTS (8 MONTHS)

### TEMPORARY CASHIERS POSTS X 18 POSTS (SPORTS AND RECREATION, SWIMMING POOLS)

SAP POST NUMBER	20002908 -20002925
BASIC SALARY	R 613 per day worked
ADVERTISED	Internal and Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"><li>• Grade 12 or equivalent;</li><li>• Computer Literacy: MS Office;</li><li>• 2-5 years' relevant experience.</li></ul>
COMPETENCY REQUIREMENTS	<ul style="list-style-type: none"><li>• Makes self-understood to others, pointing out specific issues or considerations to be taken into account;</li><li>• Ensures all details of a task are accomplished;</li><li>• Gives options for client / stakeholders actions from a range of actions available;</li><li>• Follows through on option selected by client / stakeholder within confines of laid down procedure;</li></ul>

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	<ul style="list-style-type: none"> <li>Plans tasks on a daily basis according to assessment of schedule of activities;</li> <li>Executes tasks in order of priority and urgency;</li> <li>Intermediary knowledge of MS Office;</li> <li>Adapts communication contents to the audience and uses terminology appropriate to the audience;</li> <li>Professional in interaction with general public and stakeholders;</li> <li>Understands the client's issues and seeks information about their current and future requirements;</li> <li>Shows emotional resilience and handles difficult situations effectively;</li> <li>Candidates must have some knowledge of working on a cash register.</li> </ul>
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> <li>Performs tasks/ activities associated with receiving and receipting payments.</li> <li>Providing information and explanation on charges;</li> <li>Reconciling of daily total collections against receipts; and</li> <li>preparing schedules for verification prior to forwarding cash and cheques for depositing.</li> <li>All candidates must have previous cashing experience;</li> <li>Candidates must be able to work weekends and public holidays.</li> </ul>
<b>TEMPORARY SWIMMING POOLS CASUAL LIFEGUARDS X 10 POSTS (SPORTS AND RECREATION, SWIMMING POOLS)</b>	
SAP POST NUMBER	20002926 - 20002934
BASIC SALARY	R 717.00 per day worked
ADVERTISED	Internal and Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>Grade 12 or any relevant qualification;</li> <li>High level of First Aid competency, essential lifesaving certificate,</li> <li>Valid Lifeguard Award or equivalent with current annual retest.</li> </ul>
COMPETENCIES REQUIRED	<ul style="list-style-type: none"> <li>Takes personal responsibility for providing excellent service quality;</li> <li>Able to distinguish and separate relevant and important information;</li> <li>Takes in information quickly and accurately;</li> <li>Uses logic and reason to persuade and influence others;</li> <li>Shows emotional resilience and handles difficult situations effectively;</li> <li>Communicates effectively with colleagues and clients;</li> <li>Able to identify risks involved in alternative courses of action;</li> <li>Attends to problems situations as required;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Responds to emergency calls / signals promptly and effectively;</li> <li>• Recognises unusual activity and intervenes appropriately;</li> <li>• Understands policies and regulations governing lifeguarding;</li> <li>• Assesses emergency situations and calls for support as necessary; and</li> <li>• Maintains control over individuals transgressing any by-laws;</li> <li>• Strong attention to detail.</li> </ul>
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Candidate must pass Council's skill and fitness test;</li> <li>• Candidate must work weekends and public holidays with No overtime;</li> <li>• Candidates must have good knowledge of swimming pool filtration and water chemistry;</li> <li>• Candidates must have the ability to supervise public and staff.</li> <li>• Perform safety procedures, rescuing and first aid duties</li> <li>• Contacts ambulance services / paramedics in the event of serious injuries and near drowning in order to utilise resources available to the best advantage of the public</li> <li>• Operates the public address system</li> <li>• Undertakes educational programs with various groups of children</li> <li>• Monitor the sanitation of pools by taking samples of pool water to analysing to set standards</li> <li>• Do pool maintenance to ensure sanitation standards are met.</li> </ul>

**CLOSING DATE: 08 AUGUST 2024 @ 16H00**

All applicants must forward a comprehensive CV (Preferably in English) to the: Deputy City Manager:, please drop off applications at: Richards Bay Civic Centre Reception desk, Nseleni Rates Hall, Esikhaleni Rates Hall, Empangeni Civic Centre, Vulindlela Rates Hall, Ngwelezane Rates Hall/ Library.

PLEASE NOTE: IF YOU RECEIVE NO NOTIFICATION REGARDING THIS ADVERTISEMENT WITHIN ONE MONTH OF THE CLOSING DATE, it should be accepted THAT YOUR APPLICATION WAS UNSUCCESSFUL. The City of uMhlatuze is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Municipality in terms of race, gender and Disability



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The appointment is made according to the Council's conditions of service. Canvassing for this position will lead to disqualification of applications. City of uMhlatuze strictly abides by ethical practices and does not accept money for submission of applications. We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at uMhlatuze Municipality's Human Resources –

NB: It is important to note that if a total cost to company has been reflected under a position it does not imply that this will be the full package the successful incumbent will receive. The total package shown includes the maximum Council's contribution to Pension, Group Life and Medical aid as well as other allowances that will only be applicable if the incumbent complies with approved policies.

NB: By applying for any of these positions, you consent in terms of Protection of Personal Information Act (POPI Act) to personal information being obtained and processed through inter alia, reference check and trace reports.

This Job is **NOT FOR SALE**

uMhlatuze Municipality does not charge any monies, fees or contributions for submitting an application, securing an interview or as payment for any employment whatsoever.

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