



EXTERNAL ADVERT



Career Opportunities, sustainable partnership combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act.

The Department is committed to provide equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.

Post : Registry Clerk (Contract linked to the MEC's term of office)
Salary Level : 5
Salary : R 173 703 p/a
Centres & Ref : Mbombela - Head Office (Ref: RCC/MEC)

Requirements: Grade 12 certificate or equivalent.

Knowledge, Skills and Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Computer skills. Good verbal and written communication. Planning and organisation. Interpersonal relations. Flexibility and teamwork.

Key performance areas: Provide registry counter services in the office of the MEC. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.

Post : Driver/Messenger (Contract linked to the MEC's term of office)
Salary Level : 5
Salary : R 173 703 p/a
Centres & Ref : Mbombela - Head Office (Ref: DMC/MEC)

Requirements: Grade 10 or 12 certificate. Valid code B drivers licence.

Knowledge, Skills and Competencies: Knowledge of the city(ies) / areas in which functions will be performed. Knowledge and procedures to perform messenger functions and routine office support functions like registry functions and the making photocopies. Knowledge of the procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle and the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

Key performance areas: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents) for the Office of the MEC. Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support / messenger service in the Office of the MEC. Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

Post : Food Aide Services (Contract linked to the MEC's term of office)
Salary Level : 2
Salary : R 102 534 p/a
Centres & Ref : Mbombela - Head Office (Ref: FAS/MEC)

Requirements: NQF Level 1 or 2 (Abet level 2 certificate or equivalent)

Knowledge, Skills and Competencies: Knowledge to provide services relating to food preparation.

Key performance areas: Clean kitchen utensils, equipment and provide catering support services within the official residence of the MEC. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures. Maintain quality control measures of all food provided. Removal of garbage disposal. Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks). Setup and convey crockery, cutlery and equipment to dining areas. Serve food and beverages. Responsible for food supplies and report waste and losses.

Completed new Z83 application forms with relevant reference numbers should be addressed to: The Head of Department, Department of Public Works, Roads and Transport, Private Bag x 11310, Mbombela, 1200. NO HAND DELIVERY.

The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representivity in terms of race, gender and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.

Applications must be submitted on a new form Z83 (obtainable from any public service department), which must be completed in full with page two duly signed, and must be accompanied by a comprehensive CV, certified copies of qualifications and ID. Applicants in possession of a foreign qualification must attach an evaluation certificate from SAQA (South African Qualifications Authority) to their applications. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in application being disqualified.

The department reserves the right to fill or not to fill any advertised posts.

ENQUIRIES CAN BE FORWARDED TO:

MS PN MOKHOTLA ON 013 766 6780

MR PM MALAZA ON 013 766 6624

CLOSING DATE: FRIDAY, 02 APRIL 2021 AT 14H00.