



**RAND WEST CITY**  
LOCAL MUNICIPALITY

## **RAND WEST CITY MUNICIPALITY JOB ADVERT**

*The Rand West City Local Municipality hereby invites applications from suitable qualified candidates for the following positions:*

<b>EXTERNAL ADVERT</b> <b>COMMUNITY SERVICES</b> <b>DIRECTORATE</b>	<b>INTERNAL ADVERT</b> <b>COMMUNITY SERVICES</b> <b>DIRECTORATE</b>	<b>INTERNAL ADVERT</b> <b>COMMUNITY SERVICES DIRECTORATE</b>
<p><b>POST: LIFEGUARDS (2 POSTS)</b>  <b>SALARY: R225.00 PER DAY</b>  <b>[TOTAL COST TO EMPLOYER]</b>  <b>TWO (2) YEAR CONTRACT</b></p> <p><b>Requirement:</b> Grade 12 plus valid Life Guard Award certificate issued by swimming SA. Valid First Aid and annual re test card for life guards. Learn to Swim Instructors certificate will be an added advantage. Peak level of physical fitness. Clean criminal record. 2 years' experience as a Lifeguard. Ability to communicate effectively. Able and willingness to work on weekends and Public holidays. <b>Responsibilities:</b> Performs lifeguard and first aid duties at any municipal swimming pool. Observe and rescue drowning person. Report problems and defect to the supervisor. Assist in the daily opening and closing of the premises. Prevent unlawful conduct, theft and/ or misuse of alcohol on the premises. Test and correct close the swimming pool water regulatory. Uphold the professional image of Swimming SA. Perform any relevant duties delegated by the supervisor/ management.</p> <p><b>NB: Applicants will be required to participate in a comprehensive swimming Assessment process.</b></p>	<p><b>POST: SWIMMING POOL CASHIER (1 POST)</b>  <b>R225.00 PER DAY [TOTAL COST TO EMPLOYER]</b>  <b>FOUR (4) MONTHS CONTRACT</b></p> <p><b>Requirement:</b> Grade 12 with Accounting or Mathematics. Post matric qualification in accounting will be an added advantage Computer literacy. Attention to details and good customer care skills . Ability to work under pressure and good communication skills. Willingness to work on weekends and Public holidays. <b>Responsibilities:</b> Process customer payment. Assist with issuing of receipts. Balance cash to receipts. Assist in the daily opening and closing of the premises. Assist in a daily cleaning of cash desk. Perform any other related work as requested by the supervisor/management</p>	<p><b>POST: HIV/AIDS ADMINISTRATOR (1 POST)</b>  <b>SALARY: R3 000.00 PER MONTH (TOTAL COST TO EMPLOYER)</b>  <b>THREE (3) YEAR</b></p> <p><b>Requirement:</b> Grade12. Computer Literate. Knowledge about HIV/AIDS and Tuberculosis. Office Administration experience. 2-3 years' experience HIV/AIDS door to door field work. Good communication skills (Written and Verbal). Good organizing, liaison, coordination and supervision skills. Conflict management skills. Good interpersonal relations. Knowledge about Batho Pele Principles. <b>Responsibilities:</b> The successful candidate will be responsible for: Collecting and verifying of daily, weekly, and monthly data sheets from Community Health Care Workers. Compiling monthly statistics. Support Community Health Workers. Issue media material and condoms to Community Health Care Workers. General office duties, taking of minutes, answering the telephone, filing. Assist the HIV/AIDS Coordinator with requests for Indigent Burials and compiling of documents, doing requisitions and liaise with funeral undertakers and ward councilors.</p>



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Enq: HR Section: 011 411 0182/ 0284/ 0454

A detailed application including a covering letter, CV and Certified Copies of ID and Qualifications to be placed to DESIGNATED BOX AT RECEPTION AREA by applicants themselves BETWEEN 7:30 to 16:00, Cnr Pollock and Sutherland Street OR post to P.O.Box 218, Randfontein 1760

Attention to the Executive Manager Corporate Support Services

***Failure to comply with above instructions and late applications will disqualify applicants. No Z83 applications will be accepted***

Closing Date: 30 November 2016

Date Advertised: 18 November 2016

Please note: Rand West City Local Municipality is an equal opportunity employer and subscribes to an employment policy which is non-racial, non-discriminatory, and non-sexist; and based on merit. Correspondence will be limited to short-listed candidates only. Should you not hear from us within one month of the closing date of this advert, please consider your application as unsuccessful. No late applications will be accepted. The municipality reserves the right not to make an appointment.

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TC NDLOVU

MUNICIPAL MANAGER

DATE: 22 NOVEMBER 2016





**RAND WEST CITY**  
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Rand West City Local Municipality invites suitably qualified and experienced candidates to apply for the following position.

**PROJECT COORDINATOR: INFRASTRUCTURE SKILLS DEVELOPMENT GRANT (ISDG) INTERNS  
(3 year fixed-term contract)**

**Salary: (R 260 000.00 - R 286 000.00 – R 314 600.00 total package per annum)**

**Purpose:**

To coordinate the ISDG programme and reporting

**Key Requirements:**

A Bachelor's degree in Civil Engineering, NQF 5 Labour Intensive Construction and or Project Management will be advantageous, Must have minimum of 5 years' exposure in the Infrastructure implementation environment, valid driver's license is essential, in depth understanding in Civil and Building Methods and guidelines, Computer Skills (Excel and Word essential).

**Key Performance Areas:**

Develop individual Intern programmes in accordance with relevant professional body's requirements. Ensure implementation of programmes. Expose Interns to engineering work, practical training courses, theoretical courses and advanced studies to enable professional with relevant bodies. Monitor expenditure and compliance against budget. Ensure retention of Interns for the duration of the programme. Manage placement of Interns with identified municipalities/ Professional service Providers. Monitor mentors utilized on the programme. Compile Reports.

**Enquiries: HR Section Tel: Mr. Nhlanhla Nkosi - 011 411 0182 / Ms. Nokwazi Bovungana -011 278 3035/ 3261 during office hours**

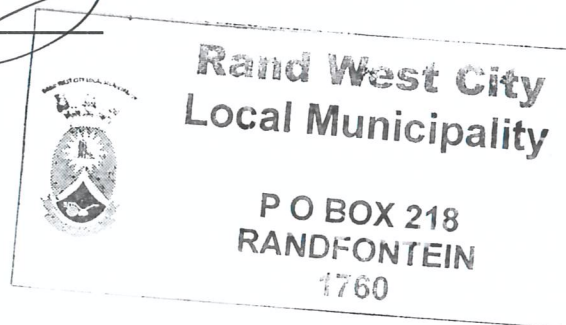
**Application letters specifying the post applied for accompanied by CV, certified copies of qualifications, ID and Drivers' License and addressed to The Executive Manager: Corporate Support Services, to be hand-delivered to the DESIGNATED BOX AT RECEPTION AREA BETWEEN 7:30 to 16:00 at Rand West City Local Municipality, Cnr Pollock and Sutherland**

Street, Randfontein OR posted to, Rand West City Local Municipality P.O. Box 218, Randfontein 1760 OR emailed to: [vacancies@randfontein.gov.za](mailto:vacancies@randfontein.gov.za).

**Closing Date: 14 December 2016**  
**Date Advertised: 27 November 2016**

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*PP*  
  
Mr. TC Ndlovu  
Municipal Manager



*24/11/2016*  
DATE