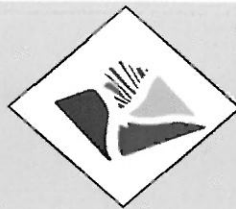


# VACANCY VAKATURE



**KANNALAND**  
MUNISIPALITEIT | MUNICIPALITY

**INTERNAL & EXTERNAL CIRCULATION**  
**(DIRECTORATE: COMMUNITY SERVICES)**  
**GENERAL WORKER VAN WYKSDORP**

**REFERENCE 46/2024**

**PERMANENT APPOINTMENT**

**Salary** : R 115 922.28 – R 121 562.88 per annum (T2)  
**Additional benefits** : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13<sup>th</sup> cheque

**REQUIREMENTS**

(Related proof / documentation must accompany application)

- 0 - 1 years' experience required.
- Basic literacy.
- Language proficiency in two of the official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa)

**REQUIRED COMPETENCE**

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies
<ul style="list-style-type: none"> <li>• Performs routine work;</li> <li>• Takes basic instruction;</li> <li>• Performs digging, sweeping, lifting, packing, cleaning, tea-making, operating levers; and</li> <li>• Performs basic implements</li> <li>• Keeps tools safe; and</li> <li>• Stores tools.</li> <li>• Understand signs;</li> <li>• Fill in a timesheet; and</li> <li>• Follow a work-roster.</li> <li>• Use tools safely; and</li> <li>• Stores tools safely.</li> <li>• Communicates basic instructions to peers; and</li> <li>• Receive and understand instructions correctly.</li> </ul>	<ul style="list-style-type: none"> <li>• Shows a satisfactory level of technical expertise to perform tasks and activities associated with general maintenance and repair work, operating small plant and hand held tools, (e.g. weed-eater, bush-whacker, all lawnmowers, light drills in accordance with laid down instructions.</li> <li>• Able to perform routine checks on small plant, (e.g. oil levels and tyre pressures; and</li> <li>• Attends to minor defects</li> <li>• Demonstrates discipline specific skills and knowledge in the area of expertise; and</li> <li>• Takes charge of own equipment and tools within an assigned work area</li> </ul>	<ul style="list-style-type: none"> <li>• Gets on with others;</li> <li>• Communicates effectively;</li> <li>• Co-operates with others;</li> <li>• Appears optimistic and positive;</li> <li>• Acknowledges contributions of others;</li> <li>• Acknowledge merits in others arguments</li> <li>• Negotiates skilfully in tough situations</li> </ul> <p><b>Communication</b> The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.</p> <ul style="list-style-type: none"> <li>• Able to understand basic verbal instructions from supervisors and colleagues;</li> <li>• Checks own understanding of tasks and expectations to avoid making mistakes;</li> </ul>	<ul style="list-style-type: none"> <li>• Shows enthusiasm to take on tasks;</li> <li>• Enjoys working hard</li> <li>• Shows initiative;</li> <li>• Displays a drive to do things better;</li> <li>• Inspires others / team through own actions and attitude to perform; and</li> <li>• Pushes self and motivates others for results (operators</li> <li>• Accepts criticism about performance in stride, while maintaining work standards;</li> <li>• Handles difficult situations effectively; and</li> <li>• Continues to attempt to improve, despite setbacks or other constraints</li> <li>• Conducts self in accordance with organisational values;</li> <li>• Demonstrates honesty, keeps commitments and behaves in a consistent manner;</li> <li>• Takes responsibility for own actions; and</li> <li>• Treats all colleagues with equal respect.</li> </ul>

## **KEY PERFORMANCE AREAS**

- Walking, picking up and loading refuse bags into the refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags and loading into refuse vehicles.
- Attends to the loading/ offloading of refuse bags into/ from refuse vehicles at disposal sites.
- Communicating with the immediate superior on performance and outcomes and/or executing specific instructions to address work in process.
- Commencing with sequences associated with the collection of waste/refuse at premises, open spaces and ravines and other facilities, walking, gathering, picking up and loading refuse bags/waste into the refuse vehicles.
- Attending to the disposal of waste/refuse at the disposal site, offloading refuse bags/waste from refuse vehicles at the dumping sites in accordance with laid down procedures.
- Watering lawns, flowerbeds, shrubs, plants and trees using garden hoses, sprayers, sprinklers or the irrigation system.
- Shuffling / removing weeds from garden beds and the dams of trees and shrubs using a spade or weeding-hook and rake.
- Loading abovementioned grass, weeds, plant materials, branches, other garden refuses and litter on a pick-up van, truck or tractor wagon using his/her hands, a wheelbarrow (to fetch it) and a fork and/or shovel and throw it away at the dumping site.
- Loading abovementioned weeds, plant materials, branches, other garden refuses and litter on a pick-up van, truck or tractor wagon using his/her hands, a fork and a spade and throw it away at the dumping site.
- Cleaning of offices, all halls
- Sweeping, washing, scrubbing, polishing floors
- Dusting and vacuuming
- Arranging tables and/or chairs for functions in hall such as dances, concerts, meetings, etc.
- Cleaning windows.
- Communicating with the immediate superior on performance and outcomes and/or executing specific instructions to address work in process.

**ENQUIRIES:** MR K ANTONIE (028) 551 8000

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and driver's licence. Applications must be submitted electronically preferably as one PDF document to [hrapplications@kannaland.gov.za](mailto:hrapplications@kannaland.gov.za). Application forms can be obtained from the Municipal website at [www.kannaland.gov.za](http://www.kannaland.gov.za) and must reach the Human Resources section on or before 31 May 2024 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

### **Disqualification:**

**Please note that the following will result in disqualification:**

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing with Councillors.**
- 3. Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

**CLOSING DATE: 31/05/2024**