

## **DANNHAUSER MUNICIPALITY (KZN 254)**

Dannhauser Local Municipality (KZN 254) is a Local Municipality situated in Northern KZN incorporating Hattingspruit and Durnacol with its seat at Dannhauser, invites suitably qualified candidates to apply for the following position:

**DEPARTMENT : COMMUNITY SERVICES**

**SECTION : LIBRARY SERVICES**

**VACANCY : GENERAL ASSISTANT**

### **ESSENTIAL REQUIREMENTS**

- Basic Literacy (reading, writing, and calculating)
- 3 months cleaning experience
- To be able to clean, read labels, instructions, and reports

### **ACADEMIC AND OTHER PREFERRED REQUIREMENTS**

- Maturity, analytic ability, and integrity
- Willingness to work long hours
- No criminal record
- Prove good health in line with the requirements of the job

### **DUTIES AND RESPONSIBILITIES**

The successful candidate will be required to perform, inter alia the following duties:

- Cleaning of the offices daily including dusting, vacuum and polishing.
- Cleaning toilets
- Cleaning ablution facilities
- Washing utensils/ teacups
- Applying detergents to remove dirt and rising, wiping and setting items into cupboards.
- Prepare tea for staff in the department and visitors.
- Filling of water, watering plants replenishing of perishables when needed.

## **REMUNERATION**

Salary – Task 3 Notch1 of a Grade 2 Local Municipality (R 112 634.04 per annum) of a Grade 2 Local Municipality as per 2022/2023 financial year, plus normal fringe benefits including pension, medical aid, group life and 13<sup>th</sup> cheque.

Please note that **NO** applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a detailed curriculum vitae accompanied by covering letter and certified copies of all qualifications marked “**GENERAL ASSISTANT**” shall be sent to the Municipal Manager, 8 Church Street, Dannhauser, 3080, or handed in at

**8 Church Street,  
Dannhauser  
3080**

Any enquiries relating to this advertisement may be directed to the Acting Municipal Manager, Mrs. D Mohapi, at 8 Church Street, Dannhauser, Office no. **08** Main Building of Head Office, who can also be contacted on 034 621 2666 during office hours commencing from 07H30 – 16H00, with a lunch interval between 13H00 – 13H30, Monday to Friday.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Dannhauser Municipality.

**CLOSING DATE** : **22 JULY 2022**

**MOHAPI DM  
ACTING MUNICIPAL MANAGER**

**NOTICE NO. 27/06/2022**