



INTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate Community Services, Department Roads Services, to be filled permanently as soon as possible.

(Only employees currently employed at the Overberg District Municipality may apply)

**GENERAL ASSISTANT - MAINTENANCE TEAM
(1 X SWELLENDAM) (2 X BREDASDORP)
GENERAL ASSISTANT – CONCRETE TEAM
(1 X CALEDON)
GENERAL ASSISTANT – BLADING TEAM
(1 X CALEDON)**

Requirements: Basic literacy and 0 -1 years' experience required.

Other requirements: Follow and perform basic routine instructions, functions and maintenance. Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties: Perform tasks/ activities related to general worker duties regarding construction and maintenance on roads which includes the following: Executing tar and gravel patch works; installing and cleaning of smaller drainage structures; controlling of traffic during road works; erect and repair road signs; cleaning of side drains and road reserves.

The competency level for this position is a level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional/Professional Competencies	Public Service Orientation Competencies	Personal Competencies
<ul style="list-style-type: none">• Managing Work• Workplace safety• Task accountability• Quality Orientation• Oral Communication	<ul style="list-style-type: none">• Interpersonal Relationships• Service delivery Orientation• Communication	<ul style="list-style-type: none">• Action Orientation• Resilience• Accountability and Ethical Conduct• Learning Orientation• Impact and Influence• Team Orientation

Job related enquiries: Mr M Van Eeden at (028 425 1157)

Salary: T-3= R 124 080 – R 146 472 per annum plus the normal fringe benefits of a Local Authority.

Please Note: Shortlisted candidates will be subjected to medical testing as per the Occupational Health & Safety Act (OHASA).

Closing date: 24 October 2024

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned by hand to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to aagust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note: Due to no Post Office in Bredasdorp, it is preferred that applications be delivered by hand or emailed.

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.