



MERAFONG CITY LOCAL MUNICIPALITY



Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position:

**COMMUNITY SERVICES
INTERNAL / EXTERNAL JOB POSTING**

DIRECTORATE: COMMUNITY SERVICES

POSITION : CARETAKER
SECTION : FACILITIES MANAGEMENT
REFERENCE : COM/CAR/1/11/24
VACANCY : X2 POST
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 8 OF
MERAFONG CITY LOCAL MUNICIPALITY (R 315 352.17 PER ANNUM,
EXCLUDING BENEFITS)**

REQUIREMENTS: Basic literacy/ Minimum Grade 10 • 0-2 years' experience preferably in facility maintenance. Valid drivers license.

RESPONSIBILITIES: Planning and control of specific tasks associated with the position. • Providing instructions to the immediate subordinates on a daily basis. • Monitoring and inspecting the facilities on a daily basis. • Monitoring and inspecting the facilities on a daily basis. • Conducting daily office administration. • Booking of accommodation and monitoring bookings. • Receiving and recording complaints and queries. • Providing specific activities associated with communications and providing support to line functions. • Reconciliation of income and expenses. • Need to work weekends, public holidays and after hours on a rotational basis.

COMPTENCIES: Core professional competencies • Managing Work • Planning and Organising • Functional Competencies • Facility Specific Skills • Workplace Safety • Public Service Orientation Competencies: Interpersonal Relationships • Communication • Service Delivery Orientation • Personal Competencies: Action Orientation • Resilience • Change Readiness • Learning Orientation • Problem Solving • Accountability and Ethical Conduct.