



## BIG 5 HLABISA LOCAL MUNICIPALITY (KZ 276)

P.O Box 387  
Hlabisa  
3937

Lot 808, off Masson Street  
Hlabisa  
3937

Tel: +(27)035 838 8500 – Hlabisa

Tel: +(27)035 838 7200 – Hluhluwe

E-mail: [mm@big5hlabisa.gov.za](mailto:mm@big5hlabisa.gov.za)

### POSITION: 2X GENERAL ASSISTANTS – INTERNAL AND EXTERNAL ADVERTISEMENT. PERMANENT POSITION.

The Big 5 Hlabisa Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program that is non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

**Salary: Task grade 3 of category 1 Municipality re-advertisement**

#### MINIMUM REQUIREMENTS

- Grade 12 or equivalent
- Applicants must reside in the jurisdiction of Big 5 Hlabisa Local Municipality.
- Applicants must be fit and able to perform all associated tasks.
- Ability to work in all conditions during the normal working hours;
- 6 months 1-year previous year experience in a similar environment.

#### KEY PERFORMANCE AREAS

The successful candidates shall be responsible for all general assistant functions including but not limited to the **following**:

- Cleaning of the Municipality offices and buildings.
- Cleaning of Municipal yards and rest rooms on usual basis.
- Perform all reasonable and lawful duties assigned to you by your supervisor.

- Relieving or performing the tasks of other fellow employees during lunch breaks or and leaves when requested.
- Preparing tea/coffee for the meetings and portfolio committees held within the Municipality
- Reporting and cleaning blocking drains and report shortage of working materials.

**NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants.**

Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID, consent form and application form obtainable on our Municipal website ([www.big5hlabisa.gov.za](http://www.big5hlabisa.gov.za)) and be sent to: The Municipal Manager; Big 5 Hlabisa Local Municipality; PO Box 387: Hlabisa 3937; or Hand delivery to Lot 808, Off Masson Street; Hlabisa 3937 or 163 Zebra Street Hluhluwe 3960 on or before the closing date which is strictly not later than **16:00 of the 11 June 2024.**

**Enquiries: Human Resource Clerk Ms. NC Zulu Tel: 035-838 8500**

**NB: FAXED, EMAILED AND APPLICATIONS WITHOUT THE REQUIRED DOCUMENTS WILL NOT BE CONSIDERED.**

**APPROVED BY:**

  
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**DR V.J MTHEMBU**  
**MUNICIPAL MANAGER**

22 MAY 2024  
**DATE**