



uPHONGOLO LOCAL MUNICIPALITY

uPHONGOLO Local Municipality invites suitably qualified and experienced candidates to fill the following vacancy:

SUPERVISOR: PARKS AND AMENITIES

Salary Scale: Task Grade 11 of a Grade 2 Local Authority (R266 521,2 – R345 957,24 p.a) excluding benefits.

Requirements: *Matric plus Certificate in Public Administration and or equivalent Must have a valid driver's license. Must have 2-3 years Supervisory Skills. The incumbent must have good communications skills, teamwork, and conflict management.

Duties: *Co-ordinates and controls the operations of Parks and Cemeteries and Crematoria services to the communities of the uPhongolo Municipality, inclusive of: Attending parks and cemeteries issues within the Municipality, analyzing, costing and prioritizing them. *Facilitate the beautification of the town and perform horticultural services to bring about greening of the town. *Develop programs to maintain the parks, gardens & cemeteries. *Control and maintain Sports and Recreation facilities and Amenities. *Supervise the staff under the sub section of Parks, Gardens & Cemeteries. *Conduct awareness that relates to the beautification, cleaning and maintenance of the town. *Writing reports for consideration by the Infrastructure Portfolio Committee of the Council. *Assisting the HOD with the preparation of the annual budget for parks and cemeteries. *Monitoring, inspecting, supervising and reporting on progress of the parks, cemeteries and crematoria projects planned and implemented within the municipal area. *Ensuring that the Head of Department is informed of all activities of the operations and maintenance within the Municipality, formally and on a need to know basis. *Attending to all project related queries received from Councillors and officials. *Authorises sub-ordinates' application for leave by signing leave forms for approval by HOD. *Attending to all safety and legal requirements in terms of the Acts as applicable to the Municipality. *Visiting work sites daily and checking work executed against standard designs and specifications.

For further particulars and application form can be obtained from Human Resources Section: Corporate Services Department, Telephone: (034) 413 1223 or website: www.uphongolo.gov.za/official_site

Applications and CV's including certified copies of all qualifications must be directed to: The Municipal Manager-uPhongolo Municipality, PO Box 191, Pongola, 3170 or hand delivered at Human Resources Section, uPhongolo Municipality, 61 Martin Street, Pongola, 3170.

CLOSING DATE: 27 AUGUST 2020

NO FAXED, EMAILED, Z83 OR LATE APPLICATIONS BE CONSIDERED.

NOTE: Canvassing to Councilors or any members of the appointment Committee is not



**LOCAL RESIDENTS OF UPHONGOLO MUNICIPALITY ARE ENCOURAGED
TO APPLY**



**WM Nxumalo
Municipal Manager**