



MTUBATUBA MUNICIPALITY

Mtubatuba Municipality, the hub of UMkhanyakude District, situated adjacent to the Great St. Lucia Wetlands Park and World Heritage Site, invites suitably qualified, committed and highly motivated men and women to apply for the following strategic positions:-

**Post: General Assistant – Library
Permanent Position
Task Grade 03 of Category 1 Municipality**

Key Requirements:

- Grade 7
- Be able to read and understand the cleaning chemicals for proper use and safety
- Be physically fit; and
- Innovative

Job purpose

- Undertake activities associated with maintaining cleanliness of designated areas and serve beverages to personnel and guests on request. Ensure that acceptable standard

Duties

- Vacuuming carpeted floors, dusting and tidying desk top, chairs and shelves;
- Cleaning walls, windows and mopping floors and wiping ceramic surfaces, replacing toilet rolls and reporting defecting items to the immediate superior for attention
- Attend to the preparation and serving of beverages to internal personnel and guests

Applications together with a comprehensive CV and certified copies of relevant qualifications must be addressed to: **The Human Resource Section, Mtubatuba Municipality, P.O. Box 52, Mtubatuba, 3935** or be hand-delivered to our **Municipal Registry Office at Lot 105, iNkosi Mtubatuba Road, Mtubatuba** on/or before **15H00 of 24/03/2017**. Enquiries may be directed to the Human Resource Section on **035 – 5500069** during office hours.

Mtubatuba Municipality subscribes to affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The municipality reserves the right not to make appointments. Should you not hear from us within 3 months after the closing date, please consider your application as unsuccessful.

Closing Date 24/03/2017

**Municipal Manager
Mr. A.J. Mngomezulu**