

# **JOE GQABI DISTRICT MUNICIPALITY**

## **NOTICE NO: 8/2025**

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

**APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:**

### **PROCESS CONTROLLER X4 (MALETSWAI AND STERKSPRUIT)**

#### **Task Grade 6 of a Category 4 Local Authority)**

### **REMUNERATION**

An annual salary of **R 164 058.48** per annum is on offer.

### **FRINGE BENEFITS**

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

### **REQUIREMENTS**

- Grade 12
- NQF L2 National Certificate Water and Waste Water Process Operations.
- A minimum of one (1) year relevant experience.

### **CORE RESPONSIBILITIES**

- Checking visually to establish functionality levels of systems and components and/or communicating, and clarifying instructions and requirements with the immediate superior.
- Recording numerical readings from metering devices, indicating flow, levels, and/or outputs.
- Checking visually to establish functionality levels of systems and components and/or communicating, and clarifying instructions and requirements with the immediate superior.

- Complying with instructions attending to the operation of machinery, plant and ancillary equipment, starting, adjusting, and stopping pumping activity or closing/opening valves and/or controls under supervision.
- Testing and/or collecting samples of the various stages of the treatment process and tanker bays, inserting collection containers and labelling content indicating time and collection points, and submitting for analyses under supervision.
- Following operational procedures for the correct processing and safe disposal of end products, by-products, such as treated water, second class water, re-use water, filtrates, centrates, scum, washings, grit, screenings, composts, etc., and process chemicals.
- Inserting routine information (date, time, numerical display information) on documentation/ forms and submitting for verification and processing.
- Checking the state of the plant generally and reporting to the Supervisor for auctioning any matters.
- Trimming and mowing the lawn/ shrubs and/ or removing overgrown vegetation using hand-held tools and petrol-driven mowers and trimmers.
- Clearing and unblocking inlets, outlets, valves, filters, and connections, removing debris using hand-held tools (shovel, fork, etc) and pressurized water systems to remove/ flush blockages.
- Attending to the safekeeping of hand tools and/ or apparatus used in the process, applying laid down instructions and guidelines to avoid theft or loss.
- Any other duties as reasonably delegated by management and as outlined in the job description linked to this position

Kindly submit a detailed CV together with a prescribed application form and copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on [recruitment@jgdm.gov.za](mailto:recruitment@jgdm.gov.za). **No faxed or late applications will be accepted.** Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

***Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The "Senior Management application form and Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.***

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

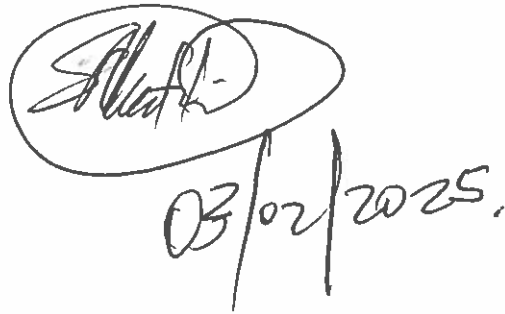
**ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS**

Mr. M.P Nonjola  
Municipal Manager  
Cnr. Cole and Graham Street  
Private Bag X102  
Barkly East  
9786

**ENQUIRIES: THEMBISA TOTO**

Tel No: (045) 979 3039  
File No: 4/6/3/8  
9786

**CLOSING DATE: 28 FEBRUARY 2025**



A handwritten signature, possibly 'Themba Toto', is enclosed in a hand-drawn oval. Below the signature, the date '03/02/2025' is written in a cursive, handwritten style.