

# MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUILDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350  
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350

## WE ARE HIRING (VACANCIES)



### EXTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	Community & Social Services
Job Post Name	<b>X2 General Assistant</b>
Duration	Permanent
Task Grade 03	R 132 228,00 p/a
Reference Number	MSU/COMM/01/01/26
Location	Lothair <b>Preference will be given to residents of Lothair, and proof of residence must be attached.</b>

#### QUALIFICATIONS

- Grade 10 or equivalent.

#### KEY COMPETENCIES

- Strong communication, teamwork, and interpersonal skills.
- Attention to detail and ability to enforce safety and operational procedures.
- Ability to maintain accurate records and reports of daily operations.
- Problem-solving and decision-making skills in a busy operational environment.

#### DUTIES

- Perform general labour tasks within the municipal operations in Sheepmoor.
- Assist with cleaning of municipal facilities, including buildings, public spaces, and work areas.
- Carry out maintenance support duties, including grounds maintenance, refuse removal, and minor repairs.
- Load and offload materials, tools, and equipment as required.
- Assist supervisors and technical staff with day-to-day operational tasks.



**PLEASE NOTE**

- DUE TO LARGE NUMBER OF APPLICATIONS, WE ENVISAGE TO RECEIVE, APPLICATIONS WILL NOT BE ACKNOWLEDGED.
- SHOULD YOU NOT BE CONTACTED WITHIN THREE MONTHS AFTER THE CLOSING DATE, CONSIDER YOUR APPLICATION UNSUCCESSFUL. THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON
- VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING **REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION**

Application forms and full details of the advertised position are available on the **Msukaligwa Local Municipality website** ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)), the **official Facebook page**, or may be collected from the **Human Resources Office**. Applicants are required to submit a **completed application form**, a **detailed Curriculum Vitae**, and **certified copies** of their **Identity Document, Driver's Licence, and full qualifications**. Please note that **certification of documents must not be older than six (6) months**.

**Applications must be posted or couriered** to: Msukaligwa Local Municipality, P.O. Box 48, Ermelo, 2350, or **hand-delivered** to the Corporate Services Department (Human Resources Section), Corner Kerk and Taute Streets, Ermelo, for the attention of the **Director: Corporate Services**. For any further enquiries regarding the advertised position, please contact **Ms. L.P. Mnisi – Manager: Human Resources** at (017) 801 3584.

**“IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL” THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.**

**CLOSING DATE: 29 April 2026 at 12h00pm**