



# SOL PLAATJE MUNICIPALITY

LOCAL MUNICIPALITY / PLAASLIKE MUNISIPALITEIT  
MASEPALA WA SELEGAE / UMASEPALA WENQILA

|                                 |                             |
|---------------------------------|-----------------------------|
| <b>DIRECTORATE:</b>             | INFRASTRUCTURE AND SERVICES |
| <b>DEPARTMENT:</b>              | Housing                     |
| <b>AVAILABLE POSITIONS:</b>     | 3 Vacancies                 |
| <b>SALARY SCALE:</b>            | R179 437 – R232 913         |
| <b>SALARY GRADING:</b>          | T6                          |
| <b>TERM:</b>                    | Permanent                   |
| <b>REFERENCE NUMBER:</b>        | 2024/002                    |
| <b>CLOSING DATE &amp; TIME:</b> | 7 March 2024 @ 16:00        |

## Senior Handyman

### REQUIREMENTS:

- Grade 10 • Valid Code EB drivers licence (provide clear copy) • Working in all weather conditions
- 1 – 2 years' experience within similar environment • Stand-by duties required.

### COMPETENCIES:

- Managing work • Work place safety • Task accountability • Quality orientation • Bilingualism
- Communication skills • Supervisory skills • Interpersonal skills • Carpentry / plumbing skills.

### KEY PERFORMANCE AREAS / CORE FUNCTIONS:

- Responsible for the planning and prioritising of daily tasks, delegating responsibilities to subordinates, supervising manual labour, inspecting and correcting work, providing leadership and motivation, handling grievances and disciplinary actions and contributing to budget planning and control
- Prioritising plumbing tasks, replacing broken parts, testing work with open water supply, closing holes after completion, ensuring on-site availability of necessary materials, painting the Municipal Flats, identifying required quantities of materials and equipment, filling holes with poly filler, conducting general maintenance work such as repairing windows and doors and maintaining a clean working site
- Liaising with superiors to receive instructions and feedback, interacting with colleagues for task completion and communicating with subordinates to provide instructions and address challenges
- Writing of reports (e.g., progress reports), managing the ordering and receipt of materials for repair and maintenance work, attending informal meetings with supervisors and colleagues and maintaining vehicle-related records such as log books and defect books
- Perform daily vehicle inspections, report faults to the supervisor, and maintain a comprehensive logbook
- Assist with basic vehicle maintenance, coordinate servicing, repairs and cleaning
- Ensure safe storage of vehicles and equipment.

### HOW TO APPLY

**ENQUIRIES: MRS C GOUWS, (053) 830 6705 / [work@solplaatje.org.za](mailto:work@solplaatje.org.za)**

Your application must be completed on an official Sol Plaatje Local Municipality application form and will not be considered if not submitted. Application forms are available on the municipal website ([www.solplaatje.org.za](http://www.solplaatje.org.za)).

If you meet the requirements, forward the duly completed SPLM application form, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable, to Mrs C Gouws, Sol Plaatje Local Municipality, c/o Bultfontein & Lyndhurst Avenues, New Civic Building, HR, 3rd Floor or send it electronically to [work@solplaatje.org.za](mailto:work@solplaatje.org.za) These requirements must be met and failure to do so will result in the applicant's immediate disqualification. Include a clear reference number and the post you are applying for in your application.

Please Note:

- No CV's and certified copies of qualifications will be returned on the applicant's request. **Late applications will not be accepted. Please ensure the completion of your application by the specified closing date and time. No supplementary documents will be accepted after the closing date.**
- Preference will be given to local candidates, i.e. applicants residing within the municipal, district or provincial boundaries.
- Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.
- Sol Plaatje Local Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- Sol Plaatje Local Municipality is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the company's employment equity policy and plan.
- Canvassing with Councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.
- The appointed employee will be appointed on a probationary period of six (6) months.
- Where necessary, shortlisted candidates will be subjected to a screening and vetting process.
- The incumbent will be appointed at the minimum notch of the salary scale.

**THE SOL PLAATJE LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.**

**POST ID: IS48-43**

**2844211001ORAPIZZWM**



**QUALIFICATIONS (Please elaborate on CV)**

**Highest secondary qualification obtained**

|                |  |  |               |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|----------------|--|--|---------------|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name of School |  |  |               |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Highest Grade  |  |  | Year Obtained |  |  |  |  | Province |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City / Town    |  |  |               |  |  |  |  |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Highest tertiary qualification obtained**

|                       |  |  |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------|--|--|---------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name of Institution   |  |  |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Qualification |  |  |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NQF Level             |  |  | Year Obtained |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Institution   |  |  |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Qualification |  |  |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NQF Level             |  |  | Year Obtained |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Institution   |  |  |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name of Qualification |  |  |               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| NQF Level             |  |  | Year Obtained |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent (i.e. current employer)**

|                    |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------|-------|------|----|-------|------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Employer           |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Post Held          |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| From               | Month | Year | To | Month | Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reason for Leaving |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employer           |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Post Held          |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| From               | Month | Year | To | Month | Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reason for Leaving |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employer           |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Post Held          |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| From               | Month | Year | To | Month | Year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reason for Leaving |       |      |    |       |      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**DISCIPLINARY RECORD**

|   |     |    |
|---|-----|----|
| Have you been dismissed for misconduct during the past ten (10) years?  | Yes | No |
| If yes, name of Municipality / Employer   |     |    |
| Type of misconduct / transgression  |     |    |
| Date of resignation / disciplinary case finalised / dismissal   |     |    |
| Award / sanction  |     |    |
| Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings? | Yes | No |

**CRIMINAL RECORD**

Have you been convicted of any criminal offence in a court of law during the past ten (10) years? Yes  No

If yes, type of criminal act

Date criminal case finalised

Outcome / Judgement. Please attach proof.

**REFERENCES (Please elaborate on CV)**

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

Name of Referee

Relationship

Telephone number – office hours (    )    Mobile Phone Number

Email Address

**DECLARATION**

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

Signature Date

**FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY**

Appointed as From

Salary Scale Notch

Remarks Post ID

Directorate Appointments Committee

Vote number Reference No 20\_\_\_\_ / \_\_\_\_\_

Application processed (Recruitment) Date

Comments

Comments

Approval – Executive Director Date

Approval – Municipal Manager Date

Approval – Human Resource Manager Date

**COMPANY DETAILS "Company"** To be completed by Company Agent

Company Name: Sol Plaatje Municipality Email: cgouws@solplaatje.org.za  
 Agent Name: Christine Gouws Mobile No: 053 830 6705

**CANDIDATE PERSONAL INFORMATION** To be completed by the Candidate

Surname: \_\_\_\_\_  
 Full Names: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 ID Number / Identifier: 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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 Description of Identifier: \_\_\_\_\_  
 E.g. South African ID Number, Zimbabwean Passport Number, etc.

**BACKGROUND SCREENING CHECKS** To be completed by the Company Agent

|   |  |
|---|--|
| <input type="checkbox"/> Credit Check<br><input type="checkbox"/> Qualification<br><input type="checkbox"/> Employment References<br><input type="checkbox"/> Criminal Checks<br><input type="checkbox"/> Fraud Check | <input type="checkbox"/> Sanctions<br><input type="checkbox"/> Identity Verifications<br><input type="checkbox"/> Insurance Regulations<br><input type="checkbox"/> Drivers license & Vehicles<br><input type="checkbox"/> Social Media Screening Checks |
|---|--|

**DEFINITIONS**

- "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- "Company" refers to MIE Client;
- "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- "FSCA" refers to the Financial Sector Conduct Authority;
- "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

**ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION**

- I acknowledge
- that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
  - that verification requests form part of the background screening process and that:
    - requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
      - For employment in a position of trust and honesty and entails the handling of cash or finances;
      - Fraud prevention or detection.
    - data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
    - that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
  - that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
  - that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
  - may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
  - may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification Information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
  - may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE. and
  - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
  - I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
  - A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
  - "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

|                  |                  |                      |
|------------------|------------------|----------------------|
|                  | <b>CANDIDATE</b> | <b>COMPANY AGENT</b> |
| <b>SIGNATURE</b> |                  |                      |
| <b>DATE</b>      |                  |                      |

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.