

SIYANCUMA MUNICIPALITY



INTERNAL / EXTERNAL ADVERTISEMENT

NOTICE: 02/2026

Siyancoma Municipality, an equal opportunity, affirmative action employer with its headquarters in Douglas, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

Vacancy: GENERAL WORKERS X 12 (12 Months Municipal Contract) (Ref 2026/02/01)

Basic Salary: R 5 200 pm

Sound knowledge of general maintenance and installation techniques. Good problem finding and judgmental skills. Ability to read ground plans for the layout of underground pipes / lines. Good communication skills. Ability to work independently. Attention to detail.

QUALIFICATIONS AND EXPERIENCE:

- ABET Level 3/4

REQUIREMENTS AND SKILL:

- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime.
- Required to be on stand-by duty
- Must be prepared to enter confined areas such as manholes, inlets, pipes and culverts.
- Conflict resolution skills
- Attention to detail
- Ability to function effectively under pressure
- Work independently and willingness and availability to work after hours
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)

FUNCTIONS AND RESPONSIBILITY

REPAIRS AND INSTALLATIONS

Cleans worksites, stores equipment and tools and loads materials prior to departure from work site by:

- Removing and washing off debris from tools and equipment.
- Placing and stacking tools/ equipment in the vehicle, observing sequences and procedures supporting safe transit.
- Physically loading materials and other products and/ or holding and guiding plant/ equipment during the hoisting and placement.
- Removing debris/ rubble, etc and cleaning worksites.
- Laying and compacting materials (e.g. crusher-run, asphalt, etc.) using hand held tools (e.g. hand-stamper, spade etc.).
- Clearing blocked sewer and storm water systems, and attending to the general preparation of road works, storm water, painting, carpentry and brick laying.
- Supporting the Supervisor with the marking and mounting of signage on supporting structures.
- Cleaning and removing blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc.) using hand held tools (e.g. cleaning rods, spade, etc.)
- Must be physical fit.

Vacancy: CREDIT CONTROL ASSISTANTS X 3 (12 Months Municipal Contract) (Ref 2026/02/02)

Basic Salary: R 7 500 pm

QUALIFICATIONS AND EXPERIENCE:

- Grade 12

Scope of work

- Disconnection of Electricity and Water Service
- Arrangement for Outstanding Debt
- Reconnection of Services
- Accounting Enquiries
- Customare Care
- Administration
- Filling

FUNCTIONS AND RESPONSIBILITY

Client Communication

- Handle queries from partners, associates, and clients regarding billing or payments.
- Provide timely information to resolve disputes and maintain good client relationships
- Provide clerical and administrative support, handle payments and documentation.

Reporting & Analysis

- Support in preparing reports on outstanding debts.
- Monitor debtor accounts to identify risks and escalate issues when necessary.

Debt Collection Support

- Assist in chasing overdue payments within agreed timescales.
- Send reminder letters, monthly statements, and follow up with clients.
- Responds to enquiries, maintains records, transfers files for deductions, and resolves issues related to credit control.
- Maintains electronic data and files, reports on record-keeping systems, and ensures records are updated and accessible.
- Monitors customer accounts, sends reminder notifications, interacts with departments for disconnections, and prepares documents for legal proceedings on overdue accounts.

PLEASE NOTE THAT RESIDENTS OF SIYANCUMA MUNICIPAL AREA WILL RECEIVE PREFERENCE FOR THE ABOVE MENTIONED POSTS

NB: For full details of the advertisements, applicants are requested to visit the municipal website: www.siyancuma.gov.za

Interested persons are requested to forward application form together with a comprehensive CV (applications without the application form will not be considered) and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Human Resources Practitioner, Mr ML Morobeng at 053 298 1810.

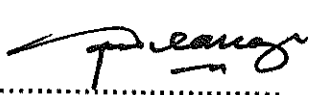
Closing Date: 24 February 2026

Time: 16:30

Physical address:

Municipal Manager
Siyancuma Municipality
P.O Box 27
Douglas
8730

Siyancuma Municipality
13 Charl Cilliers Street
Civic Centre
Registry Office
Douglas



Municipal Manager

