



environmental affairs
Department:
Environmental Affairs
REPUBLIC OF SOUTH AFRICA



THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS IN CONJUNCTION WITH NXUBA MUNICIPALITY INVITE SUITABLE CANDIDATES TO APPLY FOR POSITIONS FOR THE **NXUBA GREENING AND BEAUTIFICATION PROJECT (COMMUNITY PROJECT FOR BEDFORD AND ADELAIDE)**

VACANCY

POSITION: SITE FOREMAN

REPORTING TO: PROJECT IMPLEMENTER (COORDINATOR)

PURPOSE OF THE JOB: HANDS ON MANAGEMENT OF LABOUR TEAMS IN BEDFORD AND ADELAIDE RESPECTIVELY

MAIN RESPONSIBILITIES:

- To ensure smooth running of ground operations pertaining to labour and material requirement; and
- Any other tasks as assigned by the Project Implementer or Coordinator.

MINIMUM REQUIREMENT:

- Matric;
- Minimum of 3-4 years construction experience at management level with contactable references;
- Valid drivers licence and own reliable transport a must as you will be expected to manage various sites; and
- Preferable persons residing in the respective towns.

Applicants may hand deliver applications to: Nxuba Municipality Local Economic Development Department – Attention Mr Ayanda Gqezengele please mark for ***Nxuba Greening & Beautification Project Site Foreman Position.***

Should there be any queries please contact Tel: Project Implementer 043-7221198

Applicants who do not receive response from us within 21 days from the closing date of this advert must consider themselves unsuccessful. No correspondence or late applications will be entertained after closing date.

CLOSING DATE: 16th August 2010



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VACANCY

POSITION: ADMIN CLERK

REPORTING TO: PROJECT IMPLEMENTER (COORDINATOR)

PURPOSE OF THE JOB: ADMINISTRATION AND MANAGEMENT OF PROJECT RELATED FINANCIAL CORRESPONDENCE

MAIN RESPONSIBILITIES:

- To ensure accurate and precise data capturing;
- Record keeping;
- Correspondence;
- General office duties; and
- Any other tasks as assigned by the Project Implementer or Coordinator

MINIMUM REQUIREMENT:

- Matric;
- Minimum of 3-4 years office admin experience with contactable references;
- Computer literate and Excel spreadsheet experience essential;
- Valid drivers licence and own reliable vehicle would be advantageous; and
- Preferable persons residing in the respective towns.

Applicants may hand deliver applications to: Nxuba Municipality Local Economic Development Department – Attention Mr Ayanda Gqezengele please mark for ***Nxuba Greening & Beautification Project Admin Clerk Position.***

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