

**(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)**

**DIRECTORATE: TECHNICAL AND INFRASTRUCTURE**

**UNIT: ROADS AND STORMWATER**

**POSITION: SENIOR TECHNICAL ASSISTANT**

**Salary**

- R489 972.00 – R540 984.00 per annum (Level 6)

**Qualifications**

- Grade 12
- National Diploma in Civil Engineering

**Experience**

- 3 - 5 years' experience in Civil Engineering

**Requirements**

- Valid Code B Driver's License
- Computer Literate
- Must be registered with ECSA or be able to registered within a reasonable time frames.

**Key Performance Areas**

- Controls staff attendance by checking time sheets and staff on sites in order to ensure correct entries in the attendance register to achieve an accurate record of staff attendance
- Provides guidance to staff by providing information on tasks to ensure knowledge of work
- Ensures safe working conditions by enforcing Occupational Health and Safety Act to ensure safety and health of staff
- Prevents a re-occurrence of all work related accidents by reporting and conducting an investigation to ascertain reasons for the accident and proposed preventative measures
- Arranges for the hire of additional plant and vehicles where required by liaising with Superintendent to ensure that productivity is acceptable
- Ensures that labourers, plant and material are charged to correct activity by checking relevant time sheets on a daily basis in order to ensure accurate costing
- Liaises with other section whose services are affected by maintenance works and consultation with the relevant Superintendent to ensure arrangements for relocation of these services are done.

**CLOSING DATE: 17 September 2025**

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

**Also note that:**

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE  
PO BOX 99  
KLERKSDORP  
2570**

**MS. L SEAMETSO  
MUNICIPAL MANAGER**

**NOTICE NO. 38/2025**