

THABA CHWEU LOCAL MUNICIPALITY



LEARNERSHIP PROGRAMME

Thaba Chweu Local Municipality is offering an opportunity to dedicated and enthusiastic graduates residing within the jurisdiction of the municipality between the age of 18-35 years with the desire to learn and enter a learning programme for a duration of twenty-four (24) months.

NAME OF LEARNERSHIP	DESCRIPTION	REQUIREMENTS	WORKSTATION	NUMBER OF POSITIONS	STIPEND
LIBRARY MANAGEMENT	Ensure acquisition of library materials, equipment, and supplies; facilitates access to information and resources within a library, Circulation of library books i.e issuing and receiving books. Receive and assist library users. Shelving and shelf reading. Care and maintenance of library material.	Diploma/Degree in Library Science/Information Management or equivalent relevant qualification.	Graskop Library Sabie Library Lydenburg Library Mashishing Library	04	R6000.00
RECORDS MANAGEMENT AND ADMINISTRATIVE OFFICE MANAGEMENT	Provide administrative works; provide daily routine on records management, ensuring compliance with regulations, and maintaining data security. Work closely with various departments and stakeholders to oversee the lifecycle of records from creation to disposal, ensuring an organized and efficient system.	Diploma/Degree in Information/Records Management/Public Management /Administration or equivalent relevant qualification.	Headquarters Lydenburg Office	02	R6000.00
CUSTOMER CARE MANAGEMENT	Providing customer service, answering questions, and providing information to customers	Diploma/Degree in Public Relations/ Business Administration or equivalent relevant qualification.	Lydenburg Office Graskop Unit Sabie Unit	04	R6000.00
COMMUNICATION AND MARKETING	Foster strong relationships with local media and key stakeholders, promote positive news coverage.	Diploma/Degree in Public Relations/Communications/ Journalism/Digital Marketing/ Social Media/Public Relations or equivalent relevant qualification	Headquarters Lydenburg Office	01	R6000.00
BUILDING MAINTENANCE	Identifying structural defects. Conduct assessment for comprehensive BOQ for the rendering of services. Liaise with the relevant sub-divisions for a specific function.	N6 Certificate/Diploma/Degree in Facilities Management (Major in plumbing/electrical) or equivalent relevant qualification.	Headquarters Lydenburg Office	02	R6000.00
CHEMICAL ENGINEERING AND WATER MANAGEMENT	Optimization of treatment plants and water treatment chemicals and implement other water treatment solutions.	Diploma/B-Tech in Chemical Engineering/Environmental Engineering /Bachelor of Science in Environment and Water science.	Headquarters Lydenburg office	02	R6000.00

The application should be addressed to:

The Municipal Manager, **Mr RS Makwakwa, Thaba Chweu Municipality, P.O Box 61, Lydenburg, 1120** or hand deliver applications at the **Civic Centre, cnr of Viljoen and Sentraal Street, Lydenburg, 1120 at Records Division**. Faxed or e-mailed applications will not be considered.

Enquiries should be directed to the Human Resource Manager, Mr FP Maisane at 013 235 7300.

Application forms can be obtained from the following addresses: Civic Centre, Lydenburg-Cnr Viljoen and Sentraal Street, Mashishing Township-Thusong Centre, Graskop Municipal Offices-Cnr Louis Trichard and Main Street, 8th Avenue Street, Sabie Municipal Offices, Northern Areas-Leroro Library and downloadable at www.tclm.gov.za.

N.B: Applications without the prescribed TCLM application form will be disqualified. Preference will be given to the applicants residing in Thaba Chweu jurisdiction and youth.

Successful applicants will be required to:

- Sign an employment contract and, where applicable, a performance agreement.
- Undergo screening and vetting.

Thaba Chweu Municipality is committed to the achievement and maintenance of diversity and employment equity especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply. Preference will be given to the candidates who have qualifications as required by the position. If you do not hear from us three (3) months after the closing date, kindly accept that your application was unsuccessful.

CLOSING DATE: 14th MARCH 2025 @12H00.

**Mr. RS MAKWAKWA
MUNICIPAL MANAGER**

NOTICE NO:23/2024-2025