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## OFFICE OF THE CHIEF EXECUTIVE OFFICER

### FILLING OF A VACANCY: FOREMAN\_MIDDLEDRIFT BLOCKYARD FOREMAN

**Salary Range: R250 000 (Total Cost to Company)**

Raymond Mhlaba Development Agency (RMDA) is a municipal entity established by Raymond Mhlaba Local Municipality in line with the Local Government Municipal Systems Act 32 of 2000 (as amended). The Agency's Office is located in Alice, and it is responsible for the implementation of key Local Economic Development projects which includes but not limited to Infrastructure development, skills development and facilitation of sustainable economic growth and black economic empowerment activities. The RMDA runs the Middledrift Blockyard as one of its long-standing projects. Raymond Mhlaba Development Agency seeks to appoint a dynamic and enthusiastic person to fill a vacancy of a Foreman: Middledrift Blockyard.

**Closing Date: 13 August 2021**

#### **Job purpose and primary objectives**

- Managing a block and brick manufacturing

**Requirements:** The above position requires well developed administrative and project management skills.

- Grade 12 and a relevant qualification in Supervisory/Production Management skills
- 2 years practical experience in manufacturing environment of similar nature that includes measuring of quality control and quantity targets
- 12 months proven experience in supervision of staff including motivating and disciplinary procedures



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- Some level of experience with manufacturing machinery or an aptitude to learn about the machinery would be beneficial.

**Skills & attributes:**

- Self-starter with the ability to work efficiently and effectively with minimal supervision.
- Excellent time management skills
- Ability to plan and co-ordinate production whilst monitoring work flow on a daily/weekly/monthly basis.
- Constructive interpersonal skills with ability to delegate and follow-up.
- Good levels of computer literacy in Outlook; MS Office.
- Effective communication skills in isiXhosa and English.
- Knowledge of health and safety practices and OHSWA requirements.

NB: All application should be posted OR Hand delivered to the following address:

Post: Attention HR Department

RMDA offices

P.O.Box 438

Alice,5700

Delivered: Raymond Mhlaba Development Agency, ( next to Fruit and Veg)

317 Garden Street

Alice,5700