

Molemole Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment. Molemole Local Municipality is an equal opportunity and Affirmative Action Employer. Persons designated in terms of applicable legislations as Historically Disadvantaged South Africans as well as people with disabilities are encouraged to apply.

## DEPARTMENT: FINANCE

**Position: Manager: Supply Chain Management**

**Task Grade Level: 16**

**Annual Basic Salary: R520 461.84 per annum (plus applicable benefits)**

**Minimum requirements:**

Grade 12, Degree in Supply Chain Management/Accounting /or Cost Management Accounting, 3-5 years' relevant experience in Supply Chain environment, Effective communication skills, Good Inter-personal skills, Planning, Organising and Time management skills, Excellent computer skills. Valid Driver's licence.

Municipal Finance Management Programme (MFMP) / Certificate Programme in Management Development (CPMD) will be an added advantage.

**Tasks and Responsibilities:**

To manage and control the Supply Chain Management processes, aligning procedures, systems and controls, executing applications to address the identification, acquisition or disposal of items, monitoring the stock control applications and maintaining records of outcomes, supporting and contributing to fair, equitable, transparent and cost-effective procurement practices that are consistent with policies and laid down requirements encapsulated in legislative frameworks.

**Position: Internship Financial Management x 2**

**Duration: 24 Months fixed-term contract**

**Annual Total Package: R100 000.00 (All inclusive)**

**Minimum requirements:**

Grade 12, B.Com degree or National Diploma in Accounting / Financial Management / Internal Audit/ Cost and Management Accounting or equivalent. Good communication skills, Computer literacy.

## DEPARTMENT: TECHNICAL SERVICES

**Position: Secretary- Technical Services**

**Task Grade: 08**

**Annual Basic Salary: R 179 024.16 per annum (plus applicable benefits)**

**Minimum requirements:**

Diploma in secretarial studies or Office Administration or equivalent qualification, 2 years' relevant experience in secretarial duties, Effective communication skills, Good Inter-personal skills, Planning, Organising and Time management skills, Typing and Excellent computer skills.

**Tasks and Responsibilities:**

Perform general secretarial duties; Manual and Electronic e-mail receipt, sorting and distribution within department; Coordinate meetings, workshops, events, travelling and accommodation for the department; Minutes taking and record-keeping for the department; Management of Senior Manager's diary and Departmental diary of events. Provide support to units and Divisions within the Technical department; Ensure good record management and filing for the department.

### IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

**Forward your applications to:**

The Municipal Manager; Molemole Local Municipality; Private Bag X 44; Dendron; 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Viviers Street; Soekmekaar. Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: Identity document, driver's licence (where applicable) and qualifications. Applications without the above will not be considered and will be disqualified. Molemole Local Municipality reserves the right to / not to make appointments. If no response is received from Molemole Municipality 90 days after the closing date, it must be regarded that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only.

- NB:**
1. Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.
  2. Faxed, E-Mailed and Z83 applications will not be accepted and will be disqualified.
  3. Applications received after the closing date and time will not be considered.
  4. Fraudulent qualifications or documentation will immediately disqualify an applicant.
  5. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicants.
  6. Candidates with foreign qualifications should attach SAQA evaluation reports with their applications.

Enquiries on the above should be directed to Mr. Bethuel Ramohlale at 015 501 2334/5.

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS:  
Monday 03 December 2018 at 16:00.**