



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: CORPORATE SERVICES**

##### **Position: Administration Assistant (Branch Office) Re-advert**

**Task Grade Level: 08**

**Annual Basic Salary: R 219 941.16 per annum (Plus Applicable Benefits)**

##### **Minimum Requirements:**

Grade 12 and National Diploma or Bachelor's Degree in Administration Studies/Public Administration/ Office Management. Minimum of Minimum of 1 year relevant experience. Effective Communication skills, Good Inter-personal skills, Planning, Organizing and Time management skills, Excellent Computer skills.

##### **Roles and responsibilities:**

Answers and routes telephone calls to appropriate destination, records messages and provides information to public and other departments, Receives, opens and routes mail to include responding to correspondence regarding general information, Prepares, types, distributes, files and maintains various confidential reports, records, lists, documents, statistical data, minutes and all correspondence and attends various meetings to record minutes, Processes and maintains records for payroll and personnel files for division, Operates standard office equipment, Schedules appointments, meetings, interviews and travel arrangements, Assists in preparing any other special projects as requested by branch head, Performs other related work as required. Records management and Registry Services, Organize and allocation of Office space and office Furniture, and supervising Cleaning Services.

##### **POSITION: Human Resource Officer**

**Task Grade Level: 10**

**Annual Basic Salary: R 278 813.40 per annum (Plus Applicable Benefits)**

##### **Minimum Requirements**

Grade 12; National Diploma/Degree in Human Resource management/Industrial Psychology. Minimum of 2 years relevant experience, Knowledge of Labour legislation, Knowledge of all HR functions. Experience in a unionized environment will be an added advantage. Excellent administrative, communication, organizational and interpersonal skills • Computer literacy (MS Office Applications), Visionary thinker and decision-making capabilities, Attention to detail, Able to work under pressure, report writing skills, a high level of discipline, ethical conduct, responsibility, confidentiality, and accuracy are required.

##### **Roles and Responsibilities**

Facilitate and co-ordinate all HR functional processes; responsible for compiling and submission of Workplace Skills Plan; Ensure proper implementation of HR systems and processes i.e. recruitment and selection; Skills development; Organisational development; Employee relations; Leave and benefit administration; Ensure Payday system alignment with HR system. Provide Payday reports as and when required. Implement and approve Payday transactions; Supervise subordinate. Conduct employee suitability checks. Participate in the budget preparation of the municipality. Provide professional advice to line-function on the effective and efficient interpretation and implementation of HR related policies, systems, regulations, guidelines, resolutions and other prescripts; Attend to all human resource enquiries and queries.

##### **Position: Committee Officer – Section 79 Committees**

**Post Level: 10**

**Annual Basic Salary: R 278 813.40 per annum (Plus Applicable Benefits)**

##### **Minimum requirements:**

Grade 12, National Diploma or Degree in Public Management /Administration or equivalent qualification, Municipal Finance Management will be an added advantage. Minimum 2 years relevant experience, honesty and integrity; must have the ability to work under pressure whilst paying attention to detail.

##### **Roles and Responsibilities:**

Perform tasks/activities associated with coordinating the logistical and procedural requirements for Council, Section 79 Committee and other Committee meetings, provision of secretarial support to all committees through application of relevant procedures, accessing and making information to Council and its related Committees, and performing administrative responsibilities. Provide professional advice to Council and line-management on the effective and efficient interpretation and implementation of Council resolutions

#### **DEPARTMENT: COMMUNITY SERVICES**

##### **Position: Sports Officer**

**Post Level: 10**

**Annual Basic Salary: R 278 813.40 per annum (Plus Applicable Benefits)**

##### **Minimum requirements:**

Grade 12, National Diploma/Degree in Sports Management or equivalent qualification; Minimum of 2 year experience in coordinating events; Valid driving license; honesty and integrity; must have the ability to work under pressure whilst paying attention to detail.

**Roles and Responsibilities:**

Provide support and promote sports, arts and culture and heritage programmes in the municipality; Facilitate and drive mass participation in sports programmes; Ensure proper execution of the aim and objectives of the sport, arts & culture and heritage development policies; Coordinate the promotion of community based sport, arts & culture and heritage structures within the municipality; Liaise and coordinate with the provincial office/District office when any government events are planned within the municipality in order to ensure effective logistical arrangements; Assist in coordination of Municipal events and Imbizos

**DEPARTMENT: TECHNICAL SERVICES**

**Position: 3x General Assistant**

**Task Grade Level: 6**

**Annual Basic Salary: R 140,070.80 per annum (Plus Applicable Benefits)**

**Minimum requirements:**

Grade 10 / NQF Level 2; Relevant experience in cleaning and/or maintenance environment. ; Numerical Accuracy; Good listening and Communication skill; Attention to detail; knowledge of garden or office cleaning or building maintenance, Ability to follow instructions and work well independently as well as in teams.

**Roles and responsibilities:**

Undertakes general labourer tasks during water and sewer maintenance and repairs, Assist the plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), perform maintenance tasks on sewer systems, pump stations and workshop areas, cleans worksites, stores equipment and tools, Cleans worksites, stores equipment and tools and loads materials prior to departure from work site, Cleaning of building and grounds.

**DEPARTMENT: BUDGET AND TREASURY**

**Position: Supervisor Cashier**

**Task Grade: 10**

**Annual Basic Salary: R 278 813.40 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12, N6 Certificate/National Diploma/Degree in Financial management/ Accounting/Certificate in Municipal Finance Management Programme; minimum of 2 years relevant experience. Time management; Planning, Communications; Reporting and Interpersonal skills; Excellent Computer Skills.

**Roles and Responsibilities:**

Receives payment against services rendered; Balancing cash received against receipts issued to customers; Ensures that manual transactions are captured and balanced when computers are restored; Maintain documentation and records of transactions and procedures; Responsible for the selling and issuing of pre-paid electricity tokens; Perform cashier functions to other Incomes sections when required; Selling tender documents as advertised and compiling tender list for adjunction process; Perform other related duties as instructed by supervisor

**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

**Position: Driver/Chauffeur (Re-advert)**

**Task Grade Level: 10**

**Duration: Non Renewable Contract linked to the term of office of the Mayor**

**Annual Basic Salary: R 278 813.40 per annum (Plus Applicable Benefits)**

**Minimum requirements**

Matric (Grade 12), Valid Code B Driver's license; Five (5) years' driving experience, Advance driving certificate will serve as an advantage. Knowledge of Municipal jurisdictions; the required personal attributes are honesty and integrity; presentation skills; good verbal communication skills; Must have the ability to work under pressure whilst paying attention to detail.

**Roles and Responsibilities include:**

Provide driver/chauffer services and personal protection to the Mayor on all official duties of the Council, perform any other duties as assigned by the Principals,

**Position: Internship Legal Services**

Duration: 12 Months

Monthly Stipend of: R 3 000.00

**Minimum requirements:**

Grade 12, Degree or National Diploma in Paralegal studies/LLB or any equivalent qualifications. Good communication skills, Computer literacy and ability to interpret legislation.

**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; Soekmeaar.**

**Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: identity document, driver's license (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 be not 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 16 August 2022 at 16h00.**