



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: MUNICIPAL MANAGER'S OFFICE

Position: Driver/Chauffeur

Task Grade Level: 10

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

Annual Basic Salary: R265 789.68 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.

Tasks 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,

DEPARTMENT: TECHNICAL SERVICES

Position: Data Capture Project Management Unit x 1

Task grade: Level: 08

Total Annual Package: R209 667.36

Minimum Requirements:

Grade 12, National Diploma in Geographic Information System/Computer Aided Design Qualifications/Civil Engineering or relevant equivalent qualification. Code 10 Driver's licence, effective communication skills, Good managerial and interpersonal relationship skills, computer skills.

Task and Responsibilities:

To ensure the effective and efficient recording of Technical Services associated with the preparation, issuing, updating and processing of data using database procedures for planning and maintenance purposes. Ensuring that the Geographic Information System provides comprehensive and complete information supporting analysis.

DEPARTMENT: CORPORATE SERVICES

Position: Internship Human Resource Management x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, B Degree/ National Diploma in Human Resource Management or relevant equivalent qualification, good interpersonal, communication and computer Skills.

Position: Internship Administration x 2

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, B Degree/National Diploma in Administration/Public Administration, Office Management or relevant equivalent qualification, good communication, interpersonal and computer literacy skills.

DEPARTMENT: BUDGET AND TREASURY

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.

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 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 15 March 2022 at 16h00.