



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: COMMUNITY SERVICES

POSITION: Examiner – Learners and Driving License (Re-advert)

Task Grade Level: 10

Annual Basic Salary: R256 801.56 per annum

Minimum Requirements:

Grade 12, Examiner of Driving License Diploma Grade A or B. Code EC Driving License. Registered as an Examiner for Driving License. No criminal records. 2 years' experience in traffic and licensing environment. Traffic Officer Diploma will be an added advantage. Must be innovative, flexible and proactive. Ability to work without constant supervision. Computer literacy. Good communication skills both verbal and written. Knowledge of relevant legislations.

Responsibilities

Perform all activities associated with the examination, testing and issuing of learner and driving licenses through the application of laid down assessment and inspection procedures. Attend to administrative reporting and recordkeeping requirements. Guide personnel with the execution of specific activities to ensure drivers and vehicles conform with the requirements of the Road Traffic Act and regulations contributing to the safety of all users.

Position: 1x General Assistant

Task Grade Level: 6

Annual Basic Salary: R 140,070.80 per annum

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.

DEPARTMENT: CORPORATE SERVICES

Position: Manager: Administration (Re-advert)

Task Grade Level: 16

Annual Basic Salary: R554 291.88 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 5 years working experience, with at least 3 years at supervisory level in administration environment. Effective Communication skills, Good Inter-personal skills, Planning, Organizing and Time management skills, Excellent Computer skills. Valid Driver's license.

Duties and responsibilities:

Fleet Maintenance and Transport Management Services, Records Management and Registry Services, Maintenance of municipal facilities, Organize and allocation of Office space and office Furniture, Managing Cleaning Services at all Municipal Premises, Management of Municipal Security Services at all service points, Customer Relation Management, Coordination of activities related to switchboard, printing services.

POSITION: Secretary Corporate Services (Re-advert)

Task Grade Level: 08

Annual Basic Salary: R202 577.17 per annum

Minimum Requirements

Grade 12; National Diploma/N6 Certificate in Human Resource management, Secretarial/ office Administration. Effective communication skills, interpersonal skills, planning, time management, organizing and typing skills. Computer literacy is a pre-requisite.

Responsibilities

Provide general secretarial and administrative support to the senior manager; coordinate activities in the office of senior manager; managing the diary of senior manager, responsible for minutes taking, record keeping and report writing. Provide support to all divisions in the corporate service department

DEPARTMENT: TECHNICAL SERVICES

POSITION: Electrical Assistant (Re-advert)

Task Grade Level: 06

Annual Basic Salary: R 148 825.32 per annum

Minimum Requirements

Grade 10. Semi-skilled. Valid Code C1 driver's license. Knowledge of tools and equipment's used by Electrician. Minimum of one to two years relevant experience in electrical field.

Task and responsibilities

Assisting the Electrician with electrical work. Maintain and control of electrical tools and kit. Install electrical equipment and apparatus on 0 potential. Perform standby duties when required. Wiring of distribution panel under supervision of an Electrician. Rig ladder and scaffolding safely. Perform standby duties as per requirements.

DEPARTMENT: BUDGET AND TREASURY

POSITION: REPORTING OFFICER

Task Grade Level: 10

Annual Basic Salary: R 256 801.56

Minimum Requirements:

Grade 12 and National Diploma in Accounting: Minimum of 2 to 3 years' experience in the preparation and auditing of financial statements. Must have understanding of GRAP statements. Must have case ware experience and strong knowledge of reconciliations. Must have a knowledge of MFMA, MSCOA and Municipal Reporting Regulation. Have Communication skills, Good Interpersonal skills, Report writing skills, Presentation skills, Problem solving skills, Negotiation skills, and Supervisory skills. Computer literacy: MS Word and MS excel and Valid Driver's license.

Duties and responsibilities:

Conduct GL clean-ups to ensure all transactions are correctly allocated and timeously updated. Provide accounting support to other sections .Collection and collation of information I preparation of the electronic and physical accounting file for audit purposes. Coordinate the drafting and preparation of the Annual Municipal budget. Align the municipal budget with the requirements of MSCOA regulations. Ensure correct transacting in line with MSCOA requirements .Assists in compilation of MFMA in-year reports. Assist in preparation of Annual Financial Statements. Review all the monthly reconciliations in the budget and treasury department.

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: MUNICIPAL MANAGER'S OFFICE

POSITION: Internal Auditors x2

Task Grade Level: 12

Annual Basic Salary: R357 916.08 per annum (plus applicable benefits)

Minimum Requirements: Grade 12 plus National Diploma in Internal Auditing or relevant equivalent qualification. Must have at least 2 years relevant experience in the auditing field. Must have valid code 10 driver's licence. The candidate must have good interpersonal relations and communication skills. Report writing skills, effective problem-solving skills and ability to work under pressure. Good understanding of IIA standards and MFMA.

Key Performance Area:

Plan and implement the audit projects in line with the approved risk based internal audit plan. Report the results of the audit with the relevant Managers. Submit draft audit reports for review to the Chief Audit Executive and monitor the implementation of Internal and external audit action plans. Assist in the coordination of the Audit Committee and Auditor General activities. Perform any other duties as may be delegated by Chief Audit Executive.

Position: Internship Municipal Manager's office (Re-advert)

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade12, B Degree or National Diploma in public administration/management or relevant equivalent qualification, good interpersonal, communication and computer skills.

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 23 August 2021 at 16h00.