



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: Traffic Officer X1

Task Grade Level: 10

Annual Basic Salary: R 236 068.56 per annum (Plus Applicable Benefits)

Minimum requirements

Grade 12 Certificate, Traffic Diploma, Registration as a Traffic Officer, A valid Code B Driver's license, 2 years relevant experience, clear criminal record.

Tasks and Responsibilities include:

Ensure adherence to traffic law enforcement and flow; administering of road accidents, road safety unit; enforcement of municipal by-laws. Promote public safety; Administer notices and summons to ensure law enforcement; perform point duty; issuing of summons and notices; execute warrants of arrest; compile reports; assist the Municipality in curbing of corruption.

DEPARTMENT: CORPORATE SERVICES

Position: Admin Officer X1

Task Grade: 11

Annual Basic Salary: R 314 464.36

Minimum Requirements:

Grade 12, B Degree/National Diploma in Administration/office administration/public management; Two (2) years relevant experience, Time management; Planning, Communications; Reporting and good Inter-personal skills; Excellent Computer Skills

Tasks and Responsibilities

Perform general office admin support functions and services; Mail, Receipt, Sorting, Distribution and Dispatch; Coordination of meetings, workshops, events, travel and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Provide administrative support to units and divisions within the Municipality; Receive, convey and address queries; Compile reports and ensure safekeeping of correspondences; Coordinate administrative activities within the Municipality; Perform any other duty as may be delegated from time to time by the Municipal Manager.

DEPARTMENT: BUDGET AND TREASURY

Position: Secretary

Task Grade 08

Annual Basic Salary: R209 667.36 per annum

Minimum Requirements:

Grade 12; National Diploma/N6 Certificate in Financial management/ Accounting/ Internal Audit/Supply chain management and or office Administration. Effective communication skills, interpersonal skills, planning, time management, organizing and Computer literacy.

Tasks and Responsibilities:

Provide general secretarial and administrative support to the Chief Financial Officer; coordinate activities in the office of CFO; managing the diary of CFO, responsible for minutes taking, record keeping and report writing. Provide support to all divisions in the Budget and Treasury department

Position: Internship Financial Management x 1
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; 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: Tuesday 28 June 2022 at 16h00.