



Molemole Municipality

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: TECHNICAL SERVICES

Position: Manager: Electrical and Mechanical

Task Grade Level: 16

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

Minimum Requirements:

B degree/BTech in Electrical Engineering (Heavy Current) or equivalent. Professional ECSA registration will be an added advantage, otherwise candidate should be eligible to register as a Professional with ECSA within 3 years. At least 3-4 years' experience at Middle or Supervisory management level preferably in a municipal environment, which includes knowledge of planning, design, construction and maintenance of electrical networks and systems. Computer literacy with knowledge of the operation AutoCAD programme. Driver's licence. Competent in General Machinery Regulations - GN R1521 of 5 August 1998 - issued in terms of Machinery and Occupational Safety Act, 1983 (Act 6 of 1983).

Duties and responsibilities:

Be responsible for the strategic management of the Electrical and Mechanical Department, which includes overseeing staff, resources and any other problems which ensure that the provision of electricity services and fleet management and associated services are efficient and effective. Oversee planning, design, construction and maintenance of electrical networks and systems. Be responsible for High-Voltage switching up to 22kV. Plan and control the budget.

DEPARTMENT: CORPORATE SERVICES

Position: Manager: Administration

Task Grade Level: 16

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

Minimum Requirements:

Degree/B-Tech Degree or National Diploma in Administration Studies/Public Administration/ Management. Minimum 3 to 4 years' experience in Municipal Environment. Effective Communication skills, Good Inter-personal skills, Planning, Organising and Time management skills, Excellent Computer skills. Valid driver's licence.

Duties and responsibilities:

Corporate Records Management (Electronic Content Management), Telecommunications (Fixed and Mobile), Corporate Switchboard, Executive Secretarial Support to members of the Portfolio Committee, Management and maintenance of Community halls, depots, office buildings, Customer Care Services, Managing and administering all Council Printing Works, Controlling variable data, colour, duplicating and high volume printing, Managing courier services for

delivery of Council agenda's and other Councillors documents

DEPARTMENT: BUDGET AND TREASURY

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; 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:

- Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.**
- Faxed, E-mailed and Z83 applications will be not accepted and will be disqualified.**
- Applications received after the closing date and time will not be considered.**
- Fraudulent qualifications or documentation will immediately disqualify an applicant.**
- Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicants.**
- 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: WEDNESDAY 20 February 2019 at 16:00.