



The Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its establishment. The 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. :

Municipal Manager's Office		
<p>Position: Divisional Head Performance Management Salary: R 245 299.39 per annum (Plus Applicable Benefits) Minimum Requirements: Relevant Bachelor Degree or National Diploma in Human Resources or Equivalent; 3 years relevant experience; A valid code B driver's license; Excellent Computer Skills. Task and Responsibilities Includes: Directs & control key performance targets of personnel within the Unit; Implement procedures, Systems and controls to regulate Performance Management; Coordinate Performance Management functions ; Monitor compliance with procedures, legislations, regulations and standards applicable to Local Government Performance Management; Draft, coordinate and manage performance Contract; Provide institution wide advice performance management; Coordinate performance management policy development and implementation; Provide advice and support to departments and units on Performance Management; Performance management Monitor, reviews and assessments; Generate reports on key performance areas of the unit; Perform a liaison function with relevant stakeholders and clients; Derive plans and systems for the system</p>		
Corporate Services Department		
<p>Position: Administrative Officer (Re-advertisement) Salary: R 156 315.90 per annum (Plus Applicable Benefits) Minimum Requirements: Diploma/Degree in Administration or equivalent; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license; Communication & Interpersonal Skills. Task and Responsibilities Includes: Facilitate the administrative matters of the municipality; Provide support to departments on administration matters; Coordinate and oversee customer relations; Coordinate the reception, cleaning, refreshments, security and switchboard units; Facilitate office allocations, relocations and office furniture and equipment acquisition and allocation; Specify and procure stationery, office equipment, and office furniture and office utensils for the municipality; Fulfill fleet management duties; Facilitate maintenance of buildings and office equipment; Generate reports for the function; Maintain records of the function.</p>		
Community Services Department:		
ERRATUM: Applicants are hereby notified that the advert that appeared previously for this post contained errors that are corrected in this Erratum.		
<p>Position: Chief Licensing Officer (Re-advertisement) Salary: R 202 907.57 per annum (Plus Applicable Benefits) Minimum Requirements: Grade 12 certificate; Diploma Transport Management or Equivalent; Diploma Examiner of Motor Vehicle Testing Grade D; Diploma Examiner of Drivers and Learners license Grade D; Conflict management skills; 3 years Supervisory experience; A valid Driver's License (Code EC1); A clear criminal record Task and Responsibilities Includes: Direct and Control Key performance indicators and outcomes of personnel within the Licensing Office; Implement procedures; Systems and controls to regulate licensing functions; Disseminate information on outcomes; current developments; constrains and materials; Perform and assign licensing tasks to personnel in the unit; Coordinate specific administrative and reporting requirements; Develop; monitor; evaluate and Implement financial controls; Provide support to the licensing personnel; Generate reports on key performance areas of the unit; Perform a liaison function with relevant stakeholders and clients;</p> <p>Position: Chief Traffic Officer (Re-advertisement) Salary: R 202 907.57 per annum (Plus Applicable Benefits) Minimum Requirements: Grade 12 Certificate; Traffic Diploma; Diploma in Transport Management or equivalent; A valid driver's license (Code EC1); 3 years experience in a Law Enforcement; Computer Literacy and Financial Management Skills; A clear criminal record. Task and Responsibilities Includes: Plan and facilitate Law enforcement operations; Assist Divisional head with any law enforcement matters; Administering road accidents, road safety unit, law enforcement and municipal by-laws; Manages & coordinate speed checking; Manages & coordinate roadblocks and special operations; Manages & coordinate</p>	<p>traffic patrol duties; Attend to court cases; Execute of warrants of arrests; Manages and coordinate activities relating to issuing of driving licenses.</p> <p>Position: Management Representative Licensing & Motor Vehicle (Re-advertisement) Salary: R 167 841.50 per annum (Plus Applicable Benefits) Minimum Requirements: Grade 12 Certificate; Diploma Examiner of Drivers Licenses (Grade B); Diploma Examiner of Learners license (Grade B); Diploma Examiner of Motor Vehicle Testing (Grade B); A valid Code EC drivers License; Registered as Grade B Examiner; 3 years relevant experience; A clear criminal record. Task and Responsibilities Includes: Ensure adherence to National Road Traffic Act (K53 Manual); Audit and approve issuing of licenses; Allocate and supervise duties of personnel in the division; Ensure adherence to duty list; Oversee all administrative functions for the unit; Ensure compliance roadworthy tests; Keep records and compile reports on duties performed; Manage testing equipment.</p> <p>Position: Superintendent of Traffic (Re-advertisement) Salary: R 167 841.50 per annum (Plus Applicable Benefits) Minimum Requirements: Grade 12 Certificate; Traffic Diploma; A valid Code EC driver's license; 3 Year Supervisory Experience; A clear criminal record Task and Responsibilities Includes: Ensure adherence to traffic law enforcement and flow; Supervise duties of personnel in the division and ensure adherence to duty list; Administer office resources and logistics; Check summons issued by personnel and processes them through the applicable court; Administer issuing of notices and summons to ensure law enforcement; Manages and Performs point duty and traffic control; Conduct</p>	<p>Roadworthy Tests; Keep records and compile reports on duties performed; Ensure that testing equipment are kept in good order; Attend to enquiries and queries on law enforcement.</p> <p>Position: Examiner of Driving Licenses (x 2) (Re-advertisement) Salary Scale: R 138 837.23 per annum (Plus Applicable Benefits) Minimum Requirements: Grade 12 Certificate; Diploma Examiner of Drivers; Diploma Examiner of Learners license; A valid Code EC driver's license & PRDP; 2 years relevant experience; A clear criminal record Task and Responsibilities Includes: Test applicants for learners and drivers Licenses; Coordinate tests; Administer learners and drivers licenses; Conduct eye tests; Conduct K53 practical driving tests; Authorize conversion, renewals and PRDP drivers Licenses; Compile reports</p> <p>Position: Traffic Officers (x 3) (Re-advertisement) Salary Scale: R 109 520.00 per annum (Plus Benefits) Minimum Requirements: Grade 12 Certificate; Traffic Diploma; A valid Code EC1 driver's license; 2 years relevant experience; A clear criminal record Task and Responsibilities Includes: Ensure adherence to traffic law enforcement and flow; Administering road accidents, road safety unit, law enforcement and municipal by-laws Promotes public safety; Administer notices and summons to ensure law enforcement; Perform point duty and control traffic during activities and events; Compile reports; Assist the Municipality in curbing corruption</p>

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

A written application letter specifying a position you wish to apply for and a recent comprehensive CV and certified copies of qualifications and ID documents. Applications must be addressed for the attention of the Acting Municipal Manager, Mr S.I Tjebane by post to PO Box 44; Dendron; 0715 or be delivered in person at Molemole Municipality Mogwadi Office; 303 Church Street; Dendron or Morebeng Offices; 25 Cnr. Roets & Viviers Street; Soekmekaar; 0810. Take note that applications sent through facsimile or email applications as well as applications without originally certified copies of qualifications and identity documents will not be considered. Enquiries on the above should be directed to the Human Resources Division (Mr. P.S Peta) at Tel: 015 501 0243/4. Molemole Local Municipality reserves the right to make appointments. If you do not receive any response from the municipality within three months from date of this advertisement, please accept that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only. CLOSING DATE FOR DIVISIONAL HEAD PERFORMANCE MANAGEMENT UNIT: Friday 16 July 2010. NB: Take note that the closing date for all previously advertised position to close on the 18th June 2010 is hereby extended to 25th June 2010