



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. :

Technical Services Department

Position: Manager Technical Services 5 Year Fixed Term Performance Contract (Re-advertisement)

Remuneration: A negotiable competitive all-inclusive remuneration package

Minimum Requirements:

A tertiary qualification in Civil Engineering or equivalent, post-graduate qualification in the field will serve as an added advantage, minimum five years experience in technical management preferably within a Local Government environment, knowledge of Local Government legislations, policies and procedures, legibility in terms of Local Government Competence Framework for Senior / Section 57 Managers, excellent communication & leadership skills, excellent Computer Skills including MS Word, Excel, PowerPoint, Internet & Email and a valid Code B driver's license.

Task and Responsibilities Includes:

Manage, direct and control key deliverables and outcomes associated with the department; Develop short and long term strategic plans for the department, Management of departmental budget/systems/personnel/other resources and services rendered by the department; Manage the Electricity, Water and Sanitation, Roads and Storm Water, Refuse Removal and Project Management divisions; Perform integrated infrastructure planning for the department; Manage funds and grants allocated for infrastructure development and maintenance; Oversee technical services operations; Advice management and council on Infrastructure related matters and Monitor the implementation of infrastructure development and maintenance thereof.

Divisional Head: Electrical & Mechanical (Re-advertisement)

Salary Scale: R 245 299.39 per annum (Plus Applicable Benefits)

Minimum Requirements:

Bachelors Degree or Diploma in Electrical Engineering or equivalent; Trade Test on Heavy current or Eskom permit to work on installations; Code EB driver's license; 3 years relevant experience; Excellent Computer Skills; Communication and Interpersonal Skills

Task and Responsibilities Includes:

Manage the Electricity Division within the National Electricity Regulator's standards; Planning and Development of electricity infrastructure; Control operations and maintenance of the

Electricity; function; Facilitate consumer electricity awareness programmes; Specify and acquire support resources for the function; Development of long and short term electricity reticulation plans; Manage personnel in the unit; Design electricity transmission and distribution systems; Manage proper administration of the unit; Liaise with appropriate stakeholders; Compile reports and records.

Position: Project Management Unit Manager (3 Year Fixed Term Contract) (Re-advertisement)

Salary: A Negotiable All inclusive Package

Minimum Requirements:

Bachelors Degree in Civil Engineering or equivalent; Registration as an engineer and/or engineering technologist; Minimum 3 years experience with at least 2 years managerial experience; Excellent Computer Skills; A valid Code B driver's license.

Task and Responsibilities Includes:

Direct and control key deliverables and outcomes associated with Project Management Unit; Manage finance, administration, systems, personnel and other resources associated with the Unit; Coordinate MIG funded and other municipal projects; Develop and implement project management processes; Provide functional and operational information on projects; Identify gaps and mitigate risk associated with projects; Develop and manage contracts for municipal projects; Advice council on matters pertaining to the unit; Liaise with various stakeholders and interest groups on the execution of projects; Ensure legislative compliance.

Position: Administrative Officer Technical Services / Clerk of Works

Salary: R 156 315.90 per annum (Plus Applicable Benefits)

Minimum Requirements:

Bachelors Degree or Diploma in Administration; A valid code B driver's license; 2 years relevant experience; Computer Literacy

Task and Responsibilities Includes:

Facilitate administration matters of the services department; Provide support to personnel in the department; Assign & supervise duties to personnel in the department; Coordinate the requisition; receipt and disbursement of equipment and machinery; Coordinate maintenance of operating equipment and machinery; Coordinate general maintenance of municipal

infrastructure; Administer financial & supply chain management processes for the department; Generate reports on key performance areas of the unit; To control and supervise office attendance; Compile and submit exception reports to Human Resources.

Position: Data Capture Project Management Unit 3 Year Fixed Contract

Salary: An All inclusive Annual Remuneration Package of R 154 596.00

Minimum Requirements:

National Secretariat Diploma or equivalent; 2 years relevant experience; Code B driver's license; Time management, planning, communications, reporting and interpersonal skills.

Task and Responsibilities Includes:

Perform administrative duties for the unit; Perform typing duties for the unit; Capture project information; Safe keeping of all projects related documents; Maintain of records; Source of office requirements for the unit; Perform project support duties; Compilation of reports; Submit documents; Coordinate correspondences and requests for the unit; Facilitation of enquiries and queries

Secretary Manager Technical Services

Salary Scale: R 99 612.17 per annum (Plus Applicable Benefits)

Minimum Requirements:

National Secretariat Diploma or equivalent; 2 years relevant experience; Code B driver's license; 2 years relevant experience; Time management, planning, communications, reporting and interpersonal skills.

Task and Responsibilities Includes:

Perform general secretariat services; Mail receipt, sorting, distribution and dispatch; Coordination of meetings, workshops, events, travelling and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the manager's diary and the departmental diary; Provide support to units and divisions within the Technical Service Department; Receive, convey and address queries; Perform typing duties for the manager and department; Compile reports and ensure safekeeping of correspondences; Coordinate refreshments for the manager and department; Perform general administrative duties; Perform any other duty as may be delegated from time to time

Municipal Manager's Office

Position: Divisional Head Internal Audit and Risk Management (Re-advertisement)

Salary: R 245 299.39 per annum (Plus Applicable Benefits)

Minimum Requirements:

Relevant Bachelor Degree or National Diploma in Auditing 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 internal audit functions; Drive and input on the development of audit plans; Monitor compliance with procedures, legislations, regulations and standards; Provide and facilitate information required for consideration by the audit & oversight committee; Provide institution wide advice on risk management; Identify, analyze and develop risk management plans; Conduct general audit for the municipality; Enforce implementation of fraud prevention plans; Monitor, reviews and test control systems and policies; Generate reports on key performance areas of the unit; Perform a liaison function with relevant stakeholders and clients

Position: Personal Assistant to the Mayor (Re-advertisement)

Salary: R 202 907.57 per annum (Plus Applicable Benefits)

Minimum Requirements:

Relevant Tertiary Qualification; Knowledge of Local Government Legislation; Knowledge of Protocol & Political

office support; Excellent Computer Skills; A valid Code EB driver's license.

Task and Responsibilities Includes:

Coordinate activities in the office of Mayor; Coordinate and manage Mayors diary; Coordinate all mayors' support & special programmes; Coordinate mayoral activities through the office of the Municipal Manager; Administratively facilitate and implement initiatives assigned to the office of the mayor; Advice the mayor and the municipality on matters of interest to the council and the mayor.

Position: Special Programmes Officer (Re-advertisement)

Salary: R 156 315.90 per annum (Plus Applicable Benefits)

Minimum Requirements:

Relevant social sciences tertiary qualification; Code B driver's license; 2 years relevant experience; Basic Computer Skills; Communication and Interpersonal Skills

Task and Responsibilities Includes:

Maintain & establish beneficial relationships with units in municipal, provincial & national government; Develop and implement policies and strategies for youth, gender, children, elderly, disabled & terminally ill person; Facilitate the integration of support programmes for focus groups in municipal plans and budgets; Advice the municipality on issues pertaining to special needs for the group; Coordinate Events of the focus group; Promote and do advocacy for issues of the various focus groups; Represent the municipality on special programmes

matters; Perform Administrative duties associated with the position; Assist in coordination of public participation initiatives; Serve as support staff for the offices of the Mayor, Speaker & Municipal Manager.

Position: Secretary Municipal Manager (Re-advertisement)

Salary: R 99 612.17 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12; National Secretariat Diploma or equivalent; 2 years relevant experience; Code B driver's license; 2 years relevant experience
Time management, planning, communications, reporting and interpersonal skills

Task and Responsibilities Includes:

Perform general secretariat services; Mail receipt, sorting, distribution and dispatch; Coordination of meetings, workshops, events, travelling and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the manager's diary and the departmental diary; Provide support to units and divisions within the Municipal Manager's Office; Receive, convey and address queries; Perform typing duties for the manager and department; Compile reports and ensure safekeeping of correspondences; Coordinate refreshments for the manager and department; Perform general administrative duties; Perform any other duty as may be delegated from time to time.

Budget & Treasury Department

Position: Divisional Head Supply Chain Management (Re-advertisement)

Salary: R 245 299.39 per annum (Plus Applicable Benefits)

Minimum Requirements:

Bachelors Degree or National Diploma in Financial / Logistics Management or equivalent; Code EB driver's license; 3 years relevant experience; Excellent Computer Skills; Communication and Interpersonal Skills.

Task and Responsibilities Includes:

Co-ordinate the implementation of functional procedures, systems and controls associated with the key performance area; Implement the provision of SCM policy & regulations; Co-ordinate and controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Execute applications with respect to establishing the requirements against available resources; Executes applications associated with acquisitioning and appointment process; Maintain relationships with service providers/ vendors and contractors; Attends to specific administrative recording and reporting requirements; Ensure adherence to MFMA provisions.

Position: Divisional Head Expenditure (Re-advertisement)

Salary: R 245 299.39 per annum (Plus Applicable Benefits)

Minimum Requirements:

B Comm Degree / National Diploma in Financial Management or equivalent; Minimum 3 years relevant experience; Knowledge of Local Government Legislation; A valid Code B driver's license; Excellent Computer Skills.

Task and Responsibilities Includes:

Co-ordinate and controls sequences associated with the verification and provision of information related to Expenditure transactions; Provide support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements; Prepare statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations; Liaise with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts; Control the key performance areas and critical outputs of personnel within the Branch, Providing guidelines/ guidance to personnel on the application of procedures; Implement remedial measures/ corrective action to align performance and output against agreed standards; Co-ordinate the recording and processing procedures of Expenditure transactions; Analyze and verify transactional recordings, expenditure reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms; Calculate using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information;

Activate electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts; Perform specific sequences associated with maintaining electronically based information/ data and files/ records; Ensure compliance with MFMA, applicable legislation and regulations.

Position: Accountant Expenditure (Re-advertisement)
Salary: R 156 315.90 per annum (Plus Applicable Benefits)

Minimum Requirements:

B Comm Degree or equivalent; Minimum 3 years relevant experience; Knowledge of Local Government Legislation; A valid Code B driver's license; Excellent Computer Skills.

Task and Responsibilities Includes:

Conduct control sequences associated with inputting, verification and provision of information related to Expenditure transactions; Consolidation of Expenditure transactional information to facilitate the production of Financial Statements; Conduct recording and processing procedures of Expenditure transactions; Calculate using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information; Activate electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts; Perform specific sequences associated with maintaining manual and electronic based information/ data and files/ records; Ensure compliance with MFMA, applicable legislation and regulations.

Corporate Services Department

Position: HR Officer (Re-advertisement)
Salary: R 156 315.90 per annum (Plus Applicable Benefits)
Minimum Requirements:

Diploma/Degree in Human Resources Management or equivalent; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license

Task and Responsibilities Includes:

Undertake recruitment, selection & induction of newly appointed employees; Administration of employee benefits; Administration of employee leave; Compile Employment Equity Reports; Provide generic Human Resources support to Departments; Administrate Personnel Provisioning and utilization service; Maintain record / statistics Human Resources Development Service; Ensure availability of adequate stock of stationery & operating utensils; Coordinate Human Resources events and activities; Maintain personnel records; Develop mitigating plans and strategies for human resources functions; Attend to human resources enquiries and queries.

Position: Occupational Health & Safety / Employee Wellness Officer

Salary: R 156 315.90 per annum (Plus Applicable Benefits)
Minimum Requirements:

Diploma/Degree in Human Resources Management or Safety Management or Wellness Management or equivalent; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license.

Task and Responsibilities Includes:

General Safety & Health and Employee Wellness guidance and consultation; Provide specialist knowledge and advice to all levels of management to identify and resolve a wide range of Health and Safety and Wellness management; Evaluate and asses solutions for new projects, unusual conditions and corrective measures to control risk and ensure legislative adherence; Evaluate the effectiveness of the Health & Safety and Wellness Management programmes; Compile Health and Safety reports and statistics according to organisational and legislative requirements

Compile Wellness Management reports and statistics; Conduct required internal audits and inspections according to organisational procedures and legislative requirements; Assist with the co ordination of internal and external auditors during the auditing process; Investigate incidents to identify root causes and recommend preventative action and / or measures; Maintain the Health & Safety and Wellness Risk Management system;

Advise and monitor compliance with Health and Safety Risk Management factors and legislation; Develop, facilitate and present Wellness and Health & Safety training material; Conduct accident/incident investigations and carry out inspections in accordance with the Occupational Health and Safety Act and regulations; Promote Health & Safety awareness; Coordinate municipal Health and Safety and Wellness Management policies

Provide support to departments on Health & Safety and Wellness matters.

Position: Ward Committee Coordinator (Re-advertisement)
Salary: R 156 315.90 per annum (Plus Benefits)

Minimum Requirements:

Relevant tertiary qualification; 2 years relevant experience; Basic Computer Skills; Communication and Interpersonal Skills

Task and Responsibilities Includes:

Coordinate day to day activities of the office of the speaker; Coordinate and give support to ward committees and their activities; Provide general administration support to councilors, ward committees and community structures; Perform a liaison function with various community interest groups; Coordinate Logistics for ward activities and events; Assist in coordination of public participation initiatives; Develop & review internal systems associated with key functions of the unit; Administer financial & supply chain management processes for the department; Coordinate front desk activities.

Position: Information Technology Officer

Salary: R 156 315.90 per annum (Plus Applicable Benefits)
Minimum Requirements:

Diploma/Degree in Information Technology or equivalent; Knowledge of Local Government and Municipal Information Technology and Communications systems; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license; Communication and Interpersonal Skills.

Task and Responsibilities Includes:

Plan and implement information technology and communications services; Provide technical support on ITC systems; Update software and maintain and upgrade computer hardware; Maintain information back-ups; Policy development and implementation; Maintain, control, monitor, fruitful and productive use of municipal ITC systems; Specify and procure ITC infrastructure; Provide ITC security

Position: Administrative Officer (Re-advertisement)

Salary: R 156 315.90 per annum (Plus Applicable Benefits)
Minimum Requirements:

Diploma/Degree in Human Resources or Occupational Health or equivalent; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license; Communication and 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.

Position: Secretary Manager Corporate Services (Re-advertisement)

Salary: R 99 612.17 per annum (Plus Applicable Benefits)

Minimum Requirements:

National Secretariat Diploma or equivalent; 2 years relevant experience; Code B driver's license; 2 years relevant experience; Time management, planning, communications, reporting and interpersonal skills

Task and Responsibilities Includes:

Perform general secretariat services; Mail receipt, sorting, distribution and dispatch; Coordination of meetings, workshops, events, travelling and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the manager's diary and the departmental diary; Provide support to units and divisions within the Corporate Service department; Receive, convey and address queries; Perform typing duties for the manager and department; Compile reports and ensure safekeeping of correspondences; Coordinate refreshments for the manager and department; Perform general administrative duties

Position: Receptionist

Salary: R 66 557.64 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12; Certificate in customer care or equivalent; Basic Computer Skills; Communication and Interpersonal Skills.

Task and Responsibilities Includes:

Receive and direct customers and visitors; Issue proof of residence to residents; Record and channel queries and enquiries; Perform typing duties; Serve as backup staff for the switchboard; Distribution of documents.

Position: Human Resources Clerk (Re-advertisement)

Salary: R 47 652.00 per annum (Plus Applicable Benefits)
Minimum Requirements:

Grade 12; Certificate in Human Resources Management and / or Certificate in Payroll administration or equivalent; Minimum 1 year relevant experience; Basic Computer Skills; A valid Code B driver's license

Task and Responsibilities Includes:

Develop and maintain employee records electronically; Input payroll information; Refer matters pertaining to payroll deductions to salaries; Coordinate reports; Forward payroll instructions to payroll; Update notices of changes in benefits; Update personnel files; Provide support to functions within the section; Capture and retrieve employee records on the payroll system; Coordinate pension backed housing loans applications; Medical aid, pension, home allowance & travelling allowance of employees & councilors; Provide general clerical support to the Human Resources Division

Local Economic Development & Planning Department

Position: Divisional Head Local Economic Development

Salary: R 245 299.39 per annum (Plus Applicable Benefits)

Minimum Requirements:

Degree or Diploma in Development Studies or Economic Development or equivalent; 3 years relevant experience; Excellent Computer Skills; Communication and Interpersonal Skills

Task and Responsibilities Includes:

Assist and enhance the general local economic development of the municipality and see to the capacity and operation of its SMME's; Ensure agricultural development and the general trading and investment of the sector; Plan, develop and implement tourism policies with the involvement of the stakeholders; Developing and maintaining working networks with multiple stakeholders in the land and Agrarian Reform Sector; Provide relevant, research based input and support to the Agri-Based LED team with respect to building multi stakeholder partnerships, in particular CPPPs for the purpose of LED; Give financial advice to farmers and other stakeholders; Assist in the management of the agricultural economy project; Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance area; Co-ordinates and

controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Execute applications with respect to establishing the requirements against available resources; Plan and initiate appropriate projects to address the needs of clients.

Position: GIS Officer

Salary: R 156 315.90 per annum (Plus Applicable Benefits)

Minimum Requirements:

Relevant Degree/Diploma or equivalent; Formal training and appropriate qualifications on GIS and database system; Three years appropriate experience in the operation; Knowledge of local government legislation and its operation; Code EB driver's license; Excellent Computer Skills: Ms Word, Ms Excel, Ms Power Point; Communication and Interpersonal Skills

Task and Responsibilities Includes:

Input and updating of all project data, current related services and 'as built' information; Conduct relevant, research based input and support to GIS. Advice to the municipality on GIS matters; Develop maps and write financial/ technical reports; Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance area; Execute applications

with respect to establishing the requirements against available resources; Plan and initiate appropriate projects to address the needs of clients.

Position: Building Inspector

Salary: R 156 315.90 per annum (Plus Applicable Benefits)

Minimum Requirements:

Diploma/Degree in Civil or Constructions; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license; Knowledge of building regulations and legislation; Trade tested artisan Certificate in civil / construction Industry

Task and Responsibilities Includes:

Carry out inspection on site in respect of buildings and other works to ascertain suitability; Inspection of sites to establish compliance with approved plans, designs drawings, specifications and statutory regulations; Issuing of notices including compliance notices; Monitor compliance to rural housing development standard and specifications; Drive municipal buildings policy and bylaw development and implementation; Approval of building plans; Maintain records; Perform administrative work associated with the function; Compile reports.

Community Services Department

Position: Chief Licensing Officer (Re-advertisement)
Salary: R 202 907.57 per annum (Plus Applicable Benefits)
Minimum Requirements:

Grade 12 Certificate; Diploma in Transport Management or equivalent; A valid driver's license (Code B); 3 years experience in a Licensing; Computer Literacy and Financial Management Skills; 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;

Position: Chief Traffic Officer (Re-advertisement)

Salary: R 202 907.57 per annum (Plus Applicable Benefits)
Minimum Requirements:

Grade 12 certificate; Traffic Diploma; Diploma Examiner of Motor Vehicle Testing; Diploma Examiner of Drivers and Learners license; Conflict management skills; 3 years Supervisory experience; A valid Driver's License (Code EC1); 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 traffic patrol duties; Attend to court cases; Execute of warrants of arrests; Manages and coordinate activities relating to issuing of driving licenses.

Position: Management Representative Licensing & Motor Vehicle (Re-advertisement)

Salary: R 167 841.50 per annum (Plus Applicable Benefits)
Minimum Requirements:

Grade 12 Certificate; Traffic Diploma; Diploma Examiner of Drivers Licenses (Code A and EC); Diploma Examiner of Learners license (Code A and EC); Diploma Examiner of Motor Vehicle Testing (Code A and EC); A valid Code EC drivers License; Registered as Grade A Examiner; 3 years relevant experience; A clear criminal record.

Task and Responsibilities Includes:

Ensure adherence to traffic law enforcement and flow; Promotes public safety; Supervise duties of personnel in the division and ensure adherence to duty list; Ensure Compliance during road worthy test; Supervise Administer issuing of notices and summons to ensure law enforcement; Coordinate point duty and traffic control; Examine Vehicles for Roadworthiness; Keep records and compile reports on duties performed; Manage testing equipment.

Position: Superintendent of Traffic (Re-advertisement)

Salary: R 167 841.50 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 Certificate; Traffic Diploma; Diploma Examiner of Motor Vehicle Testing (Code A and EC); A valid Code EC drivers License; Registered as Grade A Examiner; 3 years relevant 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 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.

Position: Sports Officer (Re-advertisement)

Salary Scale: R 156 315.90 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 Certificate; Relevant tertiary qualification; A valid driver's license (Code B); 2 years relevant experience; Basic Computer Skills ; Communication, Negotiation & interpersonal skills.

Task and Responsibilities Includes:

To promote sports activities in the municipality; To administer & market municipal sporting facilities / amenities; Liaise with all sporting codes bodies, structures & stakeholders; Coordinate community participation in sporting activities & codes; Maintain records associated with all associated activities; Advise the municipality on sports matters; Provide support to sporting codes.

Position: Supervisor Enatis (Re-advertisement)

Salary Scale: R 156 315.90 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 Certificate; Enatis Certificate; Computer Literacy; 1 Year Clerical or office administration experience; A Valid Code B driving license; Interpersonal & communication skills

Task and Responsibilities Includes:

Performs routine office administration duties; Supervise personnel in the unit; Implement motor vehicle licensing and registration transactions; Manage licensing and registration records; Perform cashing up and banking duties; Prepare and participate in the audit of the function; Coordinate office support requirements; Compile report associated with activities of the function; Forward information to relevant authorities as required from time to time; Attending to enquiries and providing information relating to licensing and registration.

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; 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; Perform point duty and control traffic during activities and events; Compile reports

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 EC 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

Position: Cashier (Re-advertisement)

Salary Scale: R 68 161.43 per annum (Plus Benefits)

Minimum Requirements:

Grade 12 Certificate; Diploma/Certificate in financial Management or equivalent; 6 months relevant experience; Basic Computer Skills.

Task and Responsibilities Includes:

Perform tasks/ activities associated with the receipt of payments for services/ products from the public; Reconciliation of total collections against receipts; Prepare schedules for verification prior to forwarding cash and cheque for banking; Execute duties related to Cashing up and Banking; Attend to enquiries and queries for the specific service; Maintain documentation and records of transactions and procedures; Generate applicable reports related to the function.

Enatis Clerk (x 2)

Salary Scale: R 66 557.64 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 Certificate; Office Administration Certificate / Diploma; 1 Year Clerical or office administration experience; A Valid Code B driving license; Interpersonal & communication skills.

Task and Responsibilities Includes:

Performs routine office administration duties; Implement motor vehicle licensing and registration; Process learners and driving licenses applications; Maintain licensing and registration records; Compile report associated with activities of the function; Forward information to relevant authorities as required from time to time; Attend to enquiries and queries relating to licensing and registration

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 Municipal Manager 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 & Vivirers Street; Soekmeaar;0810.

Take note that applications send 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 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 APPLICATIONS: Friday 18 June 2010 at 12h00 mid day.