



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: MUNICIPAL MANAGER'S OFFICE

Position: Administration Officer – Municipal Manager's office

Task Grade Level: 11

Annual Basic Salary: R 233 227.80 per annum (Plus Applicable Benefits)

Minimum Requirements:

National Diploma in Administration or equivalent qualification; Two (2) years relevant experience.

Knowledge; Skills and Personal Attributes:

Time management; Planning, Communications; Reporting and good Inter-personal skills; Excellent Computer Skills.

Tasks and Responsibilities Include:

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; Manage the Municipal 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 Municipal Manager and the Department; Compile reports and ensure safekeeping of correspondences; Coordinate refreshments for the Municipal Manager and Department; Perform general administrative duties; Perform any other duty as may be delegated from time to time by the Municipal Manager.

Position: Special Programmes /IGR Coordinator

Task Grade: 11

Annual Basic Salary: R 233 227.80 per annum (Plus Applicable Benefits)

Minimum requirements:

Degree: Social Worker/Psychology or relevant equivalent qualifications. Valid driver's license; Minimum of two years relevant experience; Good communication skills, Computer literacy.

Tasks and Responsibilities:

Empower the municipality with Gender Focal point areas such as Youth, HIV and AIDS, the elderly, and Disability and information management and Special Projects; Ensure the implementation and mainstreaming of Youth Programmes; Develop Disability programs within the municipality; Develop Programs in line with the Child Care Act no. 74 of 1983; Create awareness on special focus programs to communities; Support National, International and Provincial programs; Establish and coordinate special focus forums; Conduct site visits and provide advice; Provide support to community groups.

Position: Sports and Events Officer (Re-Advertisement)

Task Grade Level: 12

Salary: R275 344.44 (Plus Applicable Benefits)

Minimum requirements:

Any relevant three (3) year Post-Matric qualification; Valid Driver's license; Minimum of two (2) years' experience in Community development affairs and proven participation in major sporting activities will serve as an added advantage.

Knowledge; Skills and Personal Attributes:

Good interpersonal skills; Good Communication skills; and Computer Skills.

Tasks and Responsibilities:

Provide support to the local municipality sports council, Facilitate and drive mass participation programmes, Facilitate schools sports programmes in the Municipal jurisdiction, Facilitate the promotion of indigenous games and golden oldies in the municipality, Liaise with federations at District and Provincial levels. Develop and promote arts and culture, Promote and support cultural projects and programmes; Liaise and coordinate with the provincial departments of district municipality when any events are planned in the Municipality in order to ensure effective logistical arrangements; Coordinate the promotion of community based sports, arts and culture and heritage structures within the Municipality.

Position: Secretary- Morebeng Satellite Office

Task Grade level: 08

Annual Basic Salary: R155 842.32 per annum (plus applicable benefits)

Minimum requirements: Diploma in secretarial studies or Office Administration or equivalent qualification, relevant experience in secretarial duties, effective communication skills, good Inter-personal skills, planning, organizing and time management skills, Typing and excellent computer skills.

Tasks and Responsibilities:

Perform general secretarial duties; Manual and Electronic e-mail receipt, sorting and distribution within department; Coordinate meetings, workshops, events, travelling and accommodation for the department; Minutes taking and record keeping for the department; Management of direct Supervisors diary.; Ensure good record management and filing for the Branch.

DEPARTMENT: BUDGET AND TREASURY

Position: Budget and Reporting Clerk

Task Grade Level: 07

Annual Basic Salary: R 138 418.08 per annum (Plus Applicable Benefits)

Minimum requirements

Grade 12, B.Com Degree or National Diploma in Accounting/ Financial Management/ Cost & Management Accounting or equivalent. Certificate in Municipal Finance Management will serve as an added advantage; 1 year relevant experience; Knowledge of relevant legislation applicable to Municipal Budget & Reporting. Excellent computer skills. Effective Communication, good inter-personal relationship skills, negotiation, facilitation and conflict management skills.

Tasks and Responsibilities include:

Conduct control sequences associated with budgeting and reporting. Coordinate development of budget and periodic reports; Tracking of budget performance; Provide information and support to the production of Financial Statements. Provide support to business units on budget management. Perform specific sequences associated with maintaining manual and electronic based information/ data and files/ records. Ensure compliance with MFMA, applicable legislation and regulations. Ensure compliance with applicable legislation and regulations.

DEPARTMENT: TECHNICAL SERVICES

Position: Manager – Project Management Unit

Duration: Three (3) years or Thirty six (36) months Fixed Non-renewable Contract

Annual Inclusive Remuneration Package: R726 727.32 per annum.

Minimum Requirements:

Bachelor Degree in Civil Engineering or National Diploma in Civil Engineering or Equivalent qualification; Registration as an Engineer and/or Technologist will be an added advantage; Extensive knowledge in Project Management, Minimum of 4 years' experience with at least 2 years' experience in Project Management related field; Valid Driver's license.

Knowledge; Skills and Personal Attributes:

Excellent Computer skills; Good communication skills

Task and Responsibilities include:

Direct and control key deliverables and outcomes associated with project management units; Manage finance, administration, system, personnel and other resources associated with project management 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 risks associated with projects; Develop and manage contracts for Municipal projects; Advice council on matters pertaining to the units; Liaise with various stakeholders and interest groups on the execution of projects; Ensure legislative compliance.

Position: General Assistant – Water and Sanitation

Task Grade Level: 6

Annual Basic Salary: R 114 491.04 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 10 Certificate

Knowledge; Skills and Personal Attributes:

Good communication skills; Ability to read and write

Task and Responsibilities include:

Undertakes general labourer tasks during water and sewer maintenance and repairs, Assist the plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), perform maintenance tasks on sewer systems, pump stations and workshop areas, stores equipment and tools, Cleans worksites, and loads materials prior to departure from work site, Cleaning of building and grounds and perform any other general duties the immediate superior may assign to the incumbent.

Position: General Assistant – Roads and Storm water

Task Grade Level: 6

Annual Basic Salary: R 114 491.04 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 10 Certificate

Knowledge; Skills and Personal Attributes:

Good communication skills; Ability to read and write

Task and Responsibilities include:

Undertakes general labourer tasks during roads and storm water maintenance and repairs, Assist the grader operators in conducting traffic during roads maintenance and repairs of storm water drainages, stores equipment and tools, Cleans worksites, and loads materials prior to departure from work site, Cleaning of building and grounds and perform any other general duties the immediate superior may assign to the incumbent.

COMMUNITY SERVICES

Position: General Assistant – Waste Management X 2

Task Grade Level: R 114 491.04 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 10 Certificate

Knowledge; Skills and Personal Attributes:

Good communication skills; Ability to read and write

Task and Responsibilities include:

Perform labourer activities associated with providing support during refuse removal tasks, removes domestic, commercial, industrial and garden waste, Operates compactor mechanism and handles bulk refuse containers, Clean illegal dumping, wash the refuse truck daily, Clean up spillages, Guide drivers when reversing, Relieves staff on other trucks during mechanical breakdowns, Controls traffic when necessary during loading procedure, Assists with refuse related work when trucks are being serviced and perform any other general duties the immediate superior may assign to the incumbent..

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 0243/44.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: Tuesday, 31 January 2017 at 16h00.