



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: MUNICIPAL MANAGER'S OFFICE

Position: Manager: Executive Support MM's Office and Mayor's Office

Task Grade Level: 17

Annual Basic Salary: R560 787.60 (Plus Applicable Benefits)

Minimum Requirements:

Grade 12, Bachelor's degree or Equivalent qualification, 3 to 5 years' experience in Municipal environment, valid driver's licence.

Knowledge; Skills and Personal Attributes:

Time management; Planning, Good Communication skills; Reporting and good Inter-personal skills; Ability to meet deadlines and perform under pressure and work odd hours. Energetic and able to initiate action, knowledge of stakeholder and public relations, project management skills, good understanding of the municipal environment

Tasks and Responsibilities:

Plan, Lead, Organise and control the administrative functions of the council. Develop divisional vision and strategy. Advise the mayor regarding planning, implementation and ensure guidelines are adopted and complied with in all transactions, activities and sequences. Coordinate the development and maintenance of systems, policies, procedures and processes. To perform functions, exercise power and discharge duties on behalf of the Municipal Manager as delegated by the Municipal Manager; To control, coordinate and manage the Branch Office; To render support to the Municipal Manager; To liaise and interact with the Office of the Mayor, Senior Managers; Officials and councillors

Position: MPAC/Section 79 Committee Coordinator x1

Task Grade Level: 11

Annual Basic Salary: R 250 939.32 – R256 409.76 (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 (Matric), 2 years' relevant experience in MPAC activities and Computer literacy. Three year relevant Degree/Diploma will be an added advantage. Valid driver's licence

Knowledge; Skills and Personal Attributes:

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

Tasks and Responsibilities Include:

Coordination of MPAC and Section 79 committee activities and provide support to the municipality. Provide administrative support to MPAC and other Section 79 committees. Draft the annual MPAC and other section 79 committee programmes in line with the Council Calendar. Convene MPAC and other Section 79 committee meetings on behalf of the Chairperson and the Committees. Ensure proper management and filing of all MPAC and Section 79 committee records and files. Ensure a link with Provincial oversight structures. Link with other oversight bodies within District Municipality. Compile reports and track implementation of MPAC and other Section 79 committees resolution by Council and Administration.

Position: Internship Risk x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Accounting, Internal Audit, Risk Management or equivalent, Computer literacy.

Position: Internship Communication x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Communication/Journalism or equivalent. Good communication skills, Computer literacy.

DEPARTMENT: FINANCE

Position: Secretary- Finance Department x1

Task Grade Level: 08

Annual Basic Salary: R167 312.28 per annum (plus Applicable Benefits)

Minimum requirements:

Certificate in secretarial studies or Office Administration or equivalent qualification, 1-2 years' relevant experience in secretarial duties, Effective communication skills, Good Inter-personal skills, Planning, Organising 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 Chief Financial Officer's diary and Departmental diary of events. Provide support to units and Divisions within the Finance department; Ensure good record management and filing for the 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 / Cost and Management Accounting or equivalent. Good communication skills, Computer literacy.

DEPARTMENT: TECHNICAL

Position: Mechanical Plant Machine (TLB & Grader) Operator x1 (Re-Advert)

Task Grade: 10

Annual Basic Salary: R212 097.24 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 12 (Standard 10) NQF level 4; Valid driver's licence with Public Driving Permit (PDP); TLB operating certificate; Minimum

of three(3) years' TLB driving experience; Driving experience in Graders, Trucks, Water tankers and cranes will be an added advantage.

Tasks and Responsibilities:

The incumbent will be required to perform tasks/activities associated with the operation of heavy mechanical plant and/or specialized vehicles (e.g. Grader; TLB, Front End Loader; Crane Truck, Tractors) and vehicles (Tipper Trucks, and Bakkies) during roads and storm water maintenance activities; Doing road patching, laying of storm water pipes when necessary; Digging of graves and remove bushes in allocated areas and fields; Performing any other duty delegated by supervisor, Perform pre-trip inspections to identify possible defects. Perform daily-trip and post-trip vehicle inspections and ensure that the vehicle is in a safe condition at all times

Position: Data Capture Project Management Unit x 1 (Re-Advert)

Duration: Three Year Fixed-Term Contract

Total Annual Package: R 150 000

Minimum Requirements:

Grade 12, National Diploma in Computer Science or relevant equivalent qualification. Effective communication skills, computer skills, and interpersonal relationship skills. Experience in information systems and information management, Data capturing in project related information.

Task and Responsibilities:

Data capture all relative PMU Information (e.g. MIG-MIS Reporting and Forms; EPWP Reporting etc.), Filing System for all project related data, Assists with report compilation and business plans, Gathering and Capturing of project management data for PMU, Managing and Maintenance of the MIG-MIS system and Support and assist with all administrative duties required by the PMU team

DEPARTMENT: CORPORATE SERVICES

Position: Driver x1 (Re-advert)

Post Level: 08

Annual Basic Salary: R167 312.28 per annum (Plus Applicable Benefits)

Minimum requirements: Grade 10 or NQF level 2, Ability to read and write. Valid Code 10 Driver's licence. Code 14/EC will be an added advantage; Valid Professional Driver's Permit (PDP); clear criminal record. Minimum 1 year relevant experience. **Knowledge; Skills and Personal Attributes:** Knowledge of Municipal jurisdictions; the required personal attributes are honesty and integrity; presentation skills; good written and verbal communication skills; Must have the ability to work under pressure whilst paying attention to detail.

Task and Responsibilities: The successful candidate will be expected to drive/operate the following vehicles: sedans, pick up Bakkies, trucks and tractors. Perform pre-trip inspections to identify possible defects. Perform daily-trip and post-trip vehicle inspections and ensure that the vehicle is in a safe condition at all times. Drive the municipal vehicles to the required service points. Effectively operate the assigned routine duties and deliver municipal documents in time. Assist in managing the queues - Provide clients with assistance in terms of where to go and necessary steps to follow - Provide highest level of prompt and friendly client service - Ensure the assigned vehicle is clean inside and outside at all times - Maintain accurate and up-to-date scheduled trip sheets - Ensure that there is no interruption in delivery services. - Report incidents and accidents timeously and compile vehicle condition reports and other records requested by Supervisor - Assist with any duties required by supervisor in the quest for service delivery excellence - Adhere to the disciplinary code of conduct.

Position: Internship Council & Secretarial Support x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Public Administration/Management or relevant equivalent qualifications. Good communication skills, Computer literacy.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & PLANNING

Position: Internship Local Economic Development (LED) x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, B Degree or National Diploma in Planning/ Developmental studies or relevant equivalent qualification, good interpersonal, communication and Computer Skills.

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 & Vvieters 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: 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 Ramohale at 015 501 2334/5.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: MONDAY 10 SEPTEMBER 2018 AT 16:00.