



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: CORPORATE SERVICES

Position: Administration Assistant (Branch Office) Re-advert

Task Grade Level: 08

Annual Basic Salary: R 231 818.04 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 and National Diploma or Bachelor's Degree in Administration Studies/Public Administration/ Office Management. Minimum of Minimum of 1 year relevant experience. Effective Communication skills, Good Inter-personal skills, Planning, Organizing and Time management skills, Excellent Computer skills.

Roles and responsibilities:

Answers and routes telephone calls to appropriate destination, records messages and provides information to public and other departments, Receives, opens and routes mail to include responding to correspondence regarding general information, Prepares, types, distributes, files and maintains various confidential reports, records, lists, documents, statistical data, minutes and all correspondence and attends various meetings to record minutes, Processes and maintains records for payroll and personnel files for division, Operates standard office equipment, Schedules appointments, meetings, interviews and travel arrangements, Assists in preparing any other special projects as requested by branch head, Performs other related work as required. Records management and Registry Services, Organize and allocation of Office space and office Furniture, and supervising Cleaning Services.

Position: Committee Officer – Section 79 Committees

Post Level: 10

Annual Basic Salary: R 293 869.32 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 12, National Diploma or Degree in Public Management /Administration or equivalent qualification. Minimum 2 years relevant experience, honesty and integrity; must have the ability to work under pressure whilst paying attention to detail.

Roles and Responsibilities:

Perform tasks/activities associated with coordinating the logistical and procedural requirements for Council, Section 79 Committee and other Committee meetings, provision of secretarial support to all committees through application of relevant procedures, accessing and making information to Council and its related Committees, and performing administrative responsibilities. Provide professional advice to Council and line-management on the effective and efficient interpretation and implementation of Council resolutions

Position: IT Support Technician

Task Grade: 10

Annual Basic Salary: R293 869.32 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12, A Minimum of NQF Level 6 Diploma qualification in Information Technology • 1 to 2-years work experience in IT environment • Knowledge of different computer applications and systems – Microsoft & Linux • In-depth knowledge of hardware, software, networking and VOIP systems • Analytical and problem solving skills • Effective verbal and listening communication skills • Ability to work with clients and to work unsupervised • Ability to work at heights • Ability to work overtime and be on standby • A valid Driver's License

Roles and Responsibilities:

Manage and resolve tickets logged on helpdesk. Assist new employees with configuration of their emails and printers. Configuration of laptops of new employees - Registration on server and domain, loading of Microsoft Office on the machines • Diagnose and resolve software issues on a range of software applications i.e., Microsoft, Payday, Solar, etc. • Assist software vendors to trouble shoot and diagnose issues through to resolution. Ensure that back-ups are run correctly and regularly. • Diagnose and resolve hardware issues – Printers, PC's, monitors, Scanners etc. • Perform preventative maintenance on PC's, printers and company mobile devices. • MS Environment management. • LAN troubleshooting and resolution. • Willing to be available for after-hours remote support when needed. • Escalation of IT related matters that he/she is unable to resolve in a timeously to the IT Manager

DEPARTMENT: COMMUNITY SERVICES

POSITION: Examiner – Learners and Driving License x2

Task Grade: 10

Annual Basic Salary: R293 869.32 per annum

Minimum Requirements:

Grade 12, Examiner of Driving License Diploma Grade A or B. Code EC Driving License. Registered as an Examiner for Driving License. No criminal records. 2 years' working experience as traffic or examiner vehicle in licensing environment. Traffic Diploma will be an added advantage. Must be innovative, flexible and proactive. Ability to work without constant supervision. Computer literacy. Good communication skills both verbal and written. Knowledge of relevant legislations.

Responsibilities

Perform all activities associated with the examination, testing and issuing of learner and driving licenses through the application of laid down assessment and inspection procedures. Attend to administrative reporting and recordkeeping requirements. Guide personnel with the execution of specific activities to ensure drivers and vehicles conform with the requirements of the Road Traffic Act and regulations contributing to the safety of all users.

DEPARTMENT: TECHNICAL SERVICES

POSITION: Electrical Assistant

Task Grade: 06

Annual Basic Salary: R 170 307.48 per annum

Minimum Requirements

Grade 12 with Maths and science/N3 in Electrical engineering. Valid Code C1 driver's license. Knowledge of tools and equipment's used by Electrician. Minimum of one to two years relevant experience in electrical field.

Task and responsibilities

Assisting the Electrician with electrical work. Maintain and control of electrical tools and kit. Install electrical equipment and apparatus on 0 potential. Perform standby duties when required. Wiring of distribution panel under supervision of an Electrician. Rig ladder and scaffolding safely. Perform standby duties as per requirements.

DEPARTMENT: BUDGET AND TREASURY

Position: Supervisor Cashier (Re-advert)

Task Grade: 10

Annual Basic Salary: R 293 869.32 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12/ N6 Certificate/National Diploma/Degree in Financial management/ Accounting. Certificate in Municipal Finance Management Programme will be added as advantage; minimum of 3 years relevant experience. Time management; Planning, Communications; Reporting and Interpersonal skills; Excellent Computer Skills.

Roles and Responsibilities:

Receives payment against services rendered; Balancing cash received against receipts issued to customers; Ensures that manual transactions are captured and balanced when computers are restored; Maintain documentation and records of transactions and procedures; Responsible for the selling and issuing of pre-paid electricity tokens; Perform cashier functions to other Incomes sections when required; Perform other related duties as instructed by supervisor; Handling customers complaint as needed; Ensuring that monies received are correctly receipted and allocated and handled safely and efficiently. Ensure accurate adjustments and as well as tracing of wrong accounts immediately. Ensure correctness of municipal accounts. Attending to any queries/enquiries in terms specified duties and disposing of routine matters

Position: Secretary: Budget and Treasury (Re-advert)

Task Grade: 08

Annual Basic Salary: R231 818.04 per annum

Minimum Requirements

Grade 12; N6 Certificate/National Diploma/Degree in Financial management/ Accounting/Public Finance. Effective communication skills, interpersonal skills, planning, time management, organizing and typing skills. Computer literacy is a pre-requisite.

Roles and Responsibilities

Provide general secretarial and administrative support to the senior manager; coordinate activities in the office of senior manager; managing the diary of senior manager, responsible for minutes taking, record keeping and report writing. Provide support to all divisions in the department

Position: Manager Reporting

Task Grade: 16

Annual Basic Salary: R634 300.56 per annum

Minimum Requirements:

Degree / NQF Level 6 in Accounting/Cost and Management Accounting/Financial Management; A minimum of three (3) years' experience at middle management/ supervisory role with proven track record in local government finance; 3 yrs experience in the preparation of Annual Financial Statements using Case ware; A valid driver's license; MFMP/CPMD will be an added advantage.

Good communication skills, attention to details and interpersonal skills; Knowledge of Grap Statements; Knowledge of MSCOA; Knowledge of Case-ware; Analytical skills and people management; Ability to meet deadlines.

Duties and responsibilities:

Prepare timely and accurate financial statement in accordance with generally recognized; Maintain and align the financial accounting system in terms of generally recognized accounting practice; Document and maintain complete and accurate supporting information for all financial transactions; Manage day-end, month- end and year end processes in closing on the financial system to ensure all processes are completed and the system remains in balance; Establish and monitor the execution of strategies to create proper financial controls within the Municipality to support Departments in service delivery; Review monthly reconciliations; Overall management and coordination of Annual Financial Statements; Provide support to business units on financial reporting management; Provide support to business units on financial reporting management; Ensure compliance with MFMA, applicable legislation and regulations and compliance with MSCOA.

Position: Internship Credit Control

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Finance/Accounting or any equivalent qualifications. Good communication skills, Computer literacy and ability to interpret legislation.

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

Position: Driver/Chauffeur (Re-advert)

Task Grade: 10

Duration: Non Renewable Contract linked to the term of office of the Mayor

Annual Basic Salary: R 293 869.32 per annum (Plus Applicable Benefits)

Minimum requirements

Matric (Grade 12), Valid Code B Driver's license; Five (5) years' driving experience, Advance driving certificate will serve as an advantage. Knowledge of Municipal jurisdictions; the required personal attributes are honesty and integrity; presentation skills; good verbal communication skills; Must have the ability to work under pressure whilst paying attention to detail.

Roles and Responsibilities include:

Provide driver/chauffeur services and personal protection to the Mayor on all official duties of the Council, perform any other duties as assigned by the Principals,

Position: Administration Officer

Task Grade: 10

Annual Basic Salary: R 293 869.32 per annum

Minimum Requirements:

Grade 12, B Degree/National Diploma in Administration/office administration/public management; Two (2) years relevant experience, Time management; Planning, Communications; Reporting and good Inter-personal skills; Excellent Computer Skills

Tasks and Responsibilities

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; Provide administrative support to units and divisions within the Municipality; Receive, convey and address queries; Compile reports and ensure safekeeping of correspondences; Coordinate administrative activities within the Municipality; Perform any other duty as may be delegated from time to time by the Municipal Manager.

Position: Internship Municipal Manager's office

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.

Position: Internship Performance Management System

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Human Resource Management or any equivalent qualifications. Good communication skills, Computer literacy and ability to interpret legislation.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

Position: Business Registration Officer

Task Grade: 10

Annual Basic Salary: R293 869.32 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12; B-Degree/National Diploma in Development planning and Management/Developmental Studies or related field. Minimum two (02) years' experience in Local economic development & planning (LED&P), knowledge of legislation relating to LED&P. A valid driver's license (Code B); Good technical planning skills. Good administrative and communication skills.

Duties and Responsibilities

Process and evaluate business registration applications in terms of applicable legislation, monitor compliance with Business Registration Act, conduct outreach programmes in line with applicable Act. Gather and administer data required for the business registration, coordinate and facilitate business development initiatives, champion stakeholders mobilization programme, perform any other tasks or work as delegated by the supervisor. Assist with Policy formulation and the strategic planning duties within LED&P Department.

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 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 2334/5.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: Monday 15 August 2023 at 16h00.