



Molemole Municipality VACANCIES

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.

DEPARTMENT: BUDGET & TREASURY

Position: Internship Financial Management
Salary: R 117 923,40

Duration: 24 Months

Minimum Requirements:

Applicable B Com / B Compt Degree or National Diploma in Accounting, Auditing, Logistics, Financial Management or equivalent, good communication skills, code B driver's license, computer literacy.

Tasks and Responsibilities include:

Perform specific tasks/ activities associated with the expenditure, supply chain management, budget & reporting and income / revenue divisions' scope of operation. Provide support to officials in the Budget & Treasury Department. Provide general administrative support to the department. Undergo formal and informal training on financial management.

DEPARTMENT: COMMUNITY SERVICES

Position: Superintendent Parks; Cemetery; Waste & Environmental Management
Salary: R 206 727,47 - R 213 395,67 per annum

Post level: 06

Minimum Requirements:

National Diploma in Environmental Management or Environmental Health or equivalent. Three (3) years relevant work experience. A valid code B driving license. Good interactive and communication skills. Excellent computer skills. Good reporting skills. Ability to work under pressure.

Tasks and Duties include:

Management and maintenance of municipal parks, cemeteries, and environmental waste management functions and public facilities. Inspections of premises, vacant sites and parks for unsightly accumulation and general littering or illegal / irregular waste disposal. Develop and operate waste and environmental management plan. Ensure adherence to legislations, regulations, standards, policies, procedures and systems applicable to public facilities, waste and environmental management. Develop and implement relevant control sequences and appropriate functions. Ensure that safe working procedures are applied. Maintenance of operating plant and equipments. Develop and implement education, awareness and advocacy programmes. Allocate and supervise work of supporting staff. Facilitate adherence to legislation, policies and procedures and operating standards. Liaise with internal and external stakeholders and clients. Perform record management functions. Manage compliance use of the landfill sites. Perform any other duties delegated, maintain records thereof. Maintenance of parks and public spaces. Be responsible for internal and external audit functions. Facilitate implementation of national, provincial and local strategies. Perform delegated functions pertaining social services.

Position: Management Representative
Salary: R 206 727,47 - R 213 395,67 per annum

Post level: 06

Minimum Requirements:

Grade 12 Certificate, Diploma Examiner of Driving Licenses and Motor vehicle Grade B (Code A & EC), Diploma Examiner of Motor Vehicles Grade B (Code A & EC). Registered as a grade B examiner. A valid Code EC driving license & PRDP. Three (3) years relevant work experience. Excellent Computer Skills. Good interactive and communication skills. Reporting Skills. Clear criminal record. Ability to work under pressure.

Tasks and Duties include:

Administer implementation of the National Road Traffic Act, Regulations and any applicable legislation. Standard motor and procedure Plan & coordinate

operation of the Driving License Testing Centre. Allocate and supervise work of support staff. Facilitate adherence to legislations, policies & procedures and operating standards. Liaise with internal and external stakeholders and clients. Perform record management functions. Manage and maintain operating equipment and material. Manage access, usage and maintenance of the testing centre's operating systems. Serve as a relief examiner. Be responsible for internal and external audit functions. Identify and plan for key dimensions and opportunities with regards to Driving License Testing Centre operation. Input into and ensure alignment with all key municipal strategies, plans, policies and procedures. Ensure project outcomes in accordance with agreed scope and budgetary parameters. Attend to queries / complaints pertaining to the Driving License Testing Centre and the operations thereof. Facilitate implementation of national, provincial and local strategies. Generate periodic reports. Knowledge of eNatis functions.

Position: Examiner X2
Post level: 9

Annual Basic Salary: R 159 767,67 - R 165 571,16 per annum

Minimum Requirements:

Grade 12 Certificate, Diploma Examiner of Driving License Grade B, registered as a Grade B Examiner of Driving License, A valid code EC driver's license & PRDP, 1 year relevant experience, a clear criminal record.

Tasks and responsibilities include:

Test applicants for learners' and driver's Licenses, administer learners and drivers licenses, conduct eye tests, conduct K53 practical driving tests, authorize conversion, renewals of driving licenses and PRDP, compile reports.

DEPARTMENT: TECHNICAL SERVICES

Position: Divisional Head Water and Sanitation
Salary: R 302 131,03 - R 311 262,94 per annum

Post level: 03

Minimum Requirements:

Bachelors Degree in Water & Sanitation or Civil Engineering or National Diploma in Water & Sanitation or Civil Engineering or relevant equivalent NQF level 6 qualification. A valid code B driver's license. 3 years relevant experience, excellent computer skills. Project management and managerial skills. Knowledge of Local Government Legislation. Report, interpersonal and conflict resolution skills

Tasks and responsibilities include:

Plan, coordinate and manage activities of the water and sanitation division. Control activities of the division to ensure that all objectives are met and standards are adhered to. Research and appraise new developments in the field to determine strategic direction and advise the department and council. Identify internal and external service needs and adapt operations to the identified needs. Provide inputs on operational units and generating aspects that should be included in the organisational strategic plan (OSP). Prepare, consolidate and draft the operating and capital works financial year's budget for the division. Control and direct expenditure and direct teams for efficient, effective operation within the IDP scope, financial system and council priorities. Develop action plans to ensure achievement of divisional vision with inputs from direct reports. Determine resources (human, equipment & financial) necessary to perform scope of work. Monitor legal compliance requirements and government reporting regulations applicable to the division and making recommendations to departmental manager as to the implementation of amendment of systems, policies, procedures and processes to ensure adherence to safety and other legal requirements. Compile reports and statistics to report on relevant activities as required by statutory or internal reporting requirements, e.g. annual report, STATS SA non-financial census.

Position: Technician Water Services
Post Level: 7

Salary: R 197 451,95 - R 203 912,10 per annum

Minimum Requirements:

National Diploma or B. Sc. Degree in Civil Engineering/ Water Care/ Water and Sanitation/ Water Utilization or relevant equivalent qualification. Two (2) years relevant work experience. A valid code B driver's license. Good understanding of the National Water and Water Services Act. Knowledge of ground and surface water resource management, budgeting and project management. Good interactive and communication skills. Excellent Computer skills. Reporting skills.

Tasks and responsibilities include:

Perform water management in the water schemes / systems (reticulation and boreholes). Operation and maintenance of water and waste water treatment works. Develop proposals for improvement in the water and waste water system. Ensure O & M plans are implemented effectively. Monitor water services to conform to set standards at service points. Perform any other duties delegated from time to time. Complete internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist), monitors and supervises activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed. Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/ offloading required quantities of materials for repair or reconstruction work.

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 hand deliver to 303 Church Street; Mogwadi or Molemole Local Municipality Morebeng Branch Office; 25 Chr. Roets & Viviers Street; Soekmokaar.

Applications must be accompanied by a covering application letter, a comprehensive CV and certified copies of: Identity document, driver's license (where applicable) and qualifications. Applications without the above will not be considered. 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

- 1. Including qualifications, employment, credit, criminal records, company ownership / directorship and other reference checks. (A SAQA evaluation report must accompany qualifications acquired from foreign learning institutions)
- 2. Fax and E-Mail applications will not be accepted.
- 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 applicant.

Enquiries on the above should be directed to Ms. K Mgongwa at 015 501 0243. CLOSING DATE FOR APPLICATIONS IN RESPECT OF THE ABOVE POSITIONS IS: Friday 31 May 2013 at 16h30.