



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: COMMUNITY SERVICES

**Position: Traffic Officer**  
**Post Level: 09**

**Annual Basic Salary: R188 380.20 per annum (Plus Applicable Benefits)**

**Minimum requirements:** Grade 12 Certificate and Traffic Diploma, Certificate of registration as Traffic Officer; Valid Code 8/B Driver's licence; 1 year relevant experience; Clear criminal record.

**Key competencies, attributes and skills:** Communication Skills, Good Interpersonal skills; Problem solving skills; Report writing skills Knowledge of AARTO, NRTA; Dangerous goods Act.

**Tasks and Responsibilities:** Ensure adherence to traffic law enforcement and flow; Administering road accidents and road safety unit; Promote public safety; Administer notices and summons to ensure law enforcement.

#### DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

**Position: Risk Management Officer (Re-advertisement)**  
**Post Level: 11**

**Annual Basic Salary: R233 227.80 per annum (Plus Applicable Benefits)**

**Minimum requirements:** B Com Degree or National Diploma in Security and Risk Management or equivalent NQF level 7, Valid Code 8/B Driver's licence; 2 years' relevant experience.

**Key competencies, attributes and skills:** Management skills; Communication skills; Good Interpersonal skills; Report writing skills; Problem solving skills; Negotiation skills; Competency in the use of computer applications.

**Tasks and Responsibilities:** Conducting inspections of structures and facilities with a view to establishing the adequacy of preventative measures, mitigating strategies and procedures, Administration of insurance claims, Compilation and follow-up on Municipal Risk Register, Coordination of Risk Management Committee functions.

#### DEPARTMENT: CORPORATE SERVICES

**Position: Manager Council Support and Secretariat**  
**Task Grade Level: 16**

**Annual Basic Salary: R453 067.20 per annum (Plus Applicable Benefits)**

**Minimum requirements:** Degree /Diploma in Administration or equivalent NQF Level 7; Driver's licence code B; Minimum of 4 years' working experience in an administrative and secretarial environment, especially in public participation and Council support.

**Key competencies, attributes and skills:** Management and Supervisory skills; Competency in the use of computer applications, Communication skills; Interpersonal skills; Report writing; Problem solving skills; Negotiation skills; Knowledge of Local Government legislative framework; Willingness and readiness to work long hours and under pressure.

**Tasks and Responsibilities include:** Coordinate municipal council committee activities; Give administrative support to political office bearers; Coordinate public participation structures and activities; Coordinate and provide secretariat service to council and administrative committees; Compile and distribute Council and Management agendas and minutes.

#### Position: Manager Human Resource Management

**Task Grade: 16**

**Annual Basic Salary: R 453 067.20 per annum (Plus Applicable Benefits)**

**Minimum Requirements:** Degree /Diploma in Human Resource Management or equivalent NQF Level 7; Driver's licence code B; 4 years' relevant experience; Strong understanding of labour related legislations, including not but limited to: Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and Collective Agreements.

**Key competencies, attributes and skills:** Management skills; Communication skills; Interpersonal skills; Report writing; Problem solving skills; Negotiation skills; Competency in the use of computers especially in Excel, Word, Power Point, Outlook, internet and Publisher; Practical working knowledge of PAY-DAY.

**Tasks and Responsibilities include:** Coordinate activities and procedures associated with direct supervision and monitoring of work activities of the subordinate staff at HR and Administration, schedule and assign employees, follow up on work results; ensure acceptable level of quality and performance are maintained and appropriate corrective measures are executed; ensure that HR management and development services are functional and efficiently running. Plan, lead, organize and control the HR management function for the municipality.

#### IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

1. 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.
2. 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.
3. All applications must be marked "**ADVERTISED POST: MANAGER: HUMAN RESOURCE MANAGEMENT**".
4. Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.
5. Faxed, E-Mailed and Z83 applications will be not accepted and will be disqualified.
6. Applications received after the closing date and time will not be considered.
7. Fraudulent qualifications or documentation will immediately disqualify an applicant.
8. Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicant.
9. Candidates with foreign qualifications should attach SAQA evaluation reports with the applications.
10. Enquiries on the above should be directed during office hours to:  
- Mr. Bethuel Ramohlale at 015 501 2334 /Mrs. Khomotso Sepuru @015 501 2348 or Mr. Mapitsi Moloto @ 015 501 2335

**CLOSING DATE FOR APPLICATIONS is Friday, 18 August 2017 at 16h00**