



Molemole Municipality

Mole-mole Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishment. Mole-mole 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: MAYOR'S OFFICE

Position: Personal Assistant to the Mayor (Re-advertisement)

Salary Task Grade: 12

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

Annual Basic Salary: R295,609.80 (Plus Applicable Benefits)

Minimum Requirements:

National Diploma/Degree in Administration/Public Administration or equivalent qualification, Minimum of Three (3) years relevant experience, Knowledge of protocol & political office support, valid code 08/B Driver's License.

Knowledge; Skills and Personal Attributes:

Good interpersonal skills; Good Communication skills; and Excellent Computer Skills (Ms Word, Excel, PowerPoint, Outlook and Typing skills), Negotiation and Conflict Management skills.

Tasks and Responsibilities Include:

Plan & coordinate activities and programmes in the office of Mayor, Brief the Mayor on matters of concern and secure information required for proper action, Coordinate all mayoral support programmes, Coordinate mayoral activities with the office of the Municipal Manager, Facilitate and Implement administrative duties assigned to the office of the Mayor, Advise the Mayor on matters of interest to the council and the Mayor's office, Liaise with institutional structures and external structures in support of the Mayor's roles and responsibilities, Manage resources allocated to the mayor's office, Coordinate and supervise functions in the Mayor's office, Manage resources including finance, administrations, systems, personnel, equipment and other resources of the office of the Mayor, Facilitate key stakeholder consultation and involvement, Assist in ensuring the implementation of projects and compliance with target dates, Draft submissions, memoranda, briefing notes, presentations, reports and other documentation as required, Perform general administrative duties, Perform any other duty as may be delegated from time to time by the Mayor.

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

Position: Administration Officer – Municipal Manager's office (Re-Advertisement)

Task Grade Level: 11

Annual Basic Salary: R 250,939.32 per annum (Plus Applicable Benefits)

Minimum Requirements:

National Diploma/Degree 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 (Ms Word, Excel, PowerPoint, Outlook & Typing skills).

Tasks and Responsibilities Include:

Perform general office admin support functions and services; Receipt, Sorting, Distribution and Dispatch of mail; Coordination of meetings, workshops, events, travel and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the Departmental electronic and manual 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 (Re-Advertisement)

Task Grade: 11

Annual Basic Salary: R 250,939.32 per annum (Plus Applicable Benefits)

Minimum requirements:

Degree /Diploma in Administration or Any equivalent qualification in Social Science. Valid driver's license; Minimum of two years relevant experience; Good communication skills, Excellent Computer skills (Word, Excel, PowerPoint, Outlook), Understanding of legislation on Intergovernmental relations.

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 programmes, Advice, research, perform advocacy and monitoring of policy/strategy that relates to Youth Development, to implement the youth development policy and to ensure the proper execution of the aims and objectives of Youth Development Act, 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: R 295,609.80 (Plus Applicable Benefits)

Minimum requirements:

National Diploma/Degree in Sports Management or equivalent; 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 (Word, Excel, PowerPoint, Outlook).

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.

DEPARTMENT: BUDGET AND TREASURY

Position: Budget and Reporting Clerk (Re-Advertisement)

Task Grade Level: 07

Annual Basic Salary: R 148,605.60 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 (Re-Advertisement)

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

Annual Inclusive Remuneration Package: 895,980.84 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 (Excel, Word, PowerPoint, Outlook); Good communication skills, ability to interact at all levels including communities and willingness to work irregular hours.

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 and report to Council on matters pertaining to the units; Liaise with various stakeholders and interest groups on the execution of projects; Ensure legislative compliance, Ensure Implementation of EPWP framework.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

1. Forward your applications to:
2. The Municipal Manager, Molemole Local Municipality; Private Bag X 44; Dendron; 0715 or deliver to 303 Church Street; Mogwadi or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Viviers Street; Soekmekaar.
3. 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 within 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.
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 applicants.
9. Candidates with foreign qualifications should attach SAQA evaluation reports with their applications.
10. Enquiries between 08:00 – 16:00 should be directed during weekdays to Mr. Bethuel Ramohlale at 015 501 0243/44.
11. CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: MONDAY, 13 NOVEMBER 2017 AT 16:00.