



**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: Secretary (Community Services)**

**Annual Basic Salary: R116 114.82**

**Minimum Requirements:** Grade 12 Certificate coupled with 2 years experience ; National Diploma Secretarial/ office Administration or equivalent NQF 5 qualification. Effective communication skills, interpersonal skills, planning, time management, organizing and typing skills. Computer literacy is a pre-requisite.

**Roles and Responsibilities Includes:** Forwarding incoming mail to the Manager for perusal, action, instructions and comments .Taking and sending messages electronically. Providing a secretariat service to the Senior Manager Community Service in making all arrangements for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes. Preparing notification, agendas and minutes for specific meetings and attending to the distribution thereof and/or arranging for the collection of documentation prior to scheduled meetings. Organizing, confirming and scheduling meetings/appointments catering and refreshments are catered for. Receiving and sending of faxes. Arranging documents for payment of accommodation and travelling expenses. Handling the entire department's incoming post and the distribution thereof to the different personnel.

**DEPARTMENT: CORPORATE SERVICES**

**Position: Cleaners X 2**

**Annual Basic Salary: R69 662.78**

**Minimum Requirements:**

Grade 10 Certificate or equivalent; 1 year relevant experience, ability to read Write and Excellent Health

**Roles and Responsibilities Includes:**

To undertake activities associated with maintaining cleanliness of designated areas and proving support during the re-location of office furniture/ equipment in accordance with laid down instructions. Perform the following crockery and cutlery cleaning duties to provide cleaning services, Perform the following cleaning duties Cleaning of offices and public buildings, Sweeping, washing, scrubbing, polishing floors, Dusting, Arranging tables and/or chairs, Cleaning windows , Filling water bottles with clean water, Moving furniture within the offices of the municipality, Cleaning the surroundings of the halls (picking up litter), Preparing tea and coffee crockery for meetings, Serving refreshments, Counting cutlery and crockery (i.e. hired out to users of the halls) before usage and washing after usage.

**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 & Vivirers Street; Soekmekaar

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 including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.  
2 .Fax and E-Mail applications will be not 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.

Successful candidates for senior management positions will be expected to enter into an annual performance agreement/contract with the municipal manager for each financial year for the duration of the employment relationship. Enquiries on the above should be directed to Mr. P.S Peta or Ms. K Magongwa at 015 501 0243.

**CLOSING DATE : Tuesday 07 February 2012 at 16h00.**