



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: MUNICIPAL MANAGER'S OFFICE

Position: Manager Morebeng Branch Office

Salary: R303 211.38 per annum

Minimum Requirements:

Bachelors Degree / National Diploma in Office Administration / Management or equivalent tertiary qualification at NQF level 5. A valid Code B driver's license. Minimum 3 years relevant experience with at least 2 years at managerial level. Knowledge of Local Government Legislation. Excellent computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Roles and Responsibilities Includes:

Coordinate implementation of strategic plans designed for the branch office. Direct and control key deliverables and outcomes associated with operations of the branch office. Manage resources including finance, administration, systems, personnel, equipment and other resources of the branch office. Coordinate activities of all departments at the branch office. Develop, implement and monitor service delivery plans and strategies of the branch office. Liaise with various stakeholders within the operational area of the branch office. Advice council on matters pertaining to the branch office. Ensure legislative and regulatory compliance.

Position: Technician Project Management (3 Year Fixed Term Contract)

Salary: R 250 000.00 All inclusive Package

Minimum Requirements:

Bachelor's Degree / National Diploma in Civil Engineering or equivalent tertiary qualification at NQF level 5. Registration as engineering technologist / technician. A valid Code B driver's license. 2 years relevant experience. Excellent computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Roles and Responsibilities Includes:

Monitor and evaluate implementation of municipal projects. Compile and submit reports on various projects. Develop business plan for projects through MIG allocated funds and own funding. Maintain a record of all municipal projects. Ensure compliance with applicable legislation, regulations, policies, code of conduct and standards. Process registration of infrastructure development projects with MIG. Advice council on matters pertaining to project management..

Position: Risk Management Officer

Salary: R169 571.49 per annum

Minimum Requirements:

Bachelor's Degree or Diploma in Accounting, Auditing, Risk Management or equivalent at NQF level 5. A valid Code B driver's license. 2 years relevant experience; Knowledge of relevant legislation applicable to risk management. Knowledge of risk management processes and techniques. Knowledge of Local Government Legislation. Excellent computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Roles and Responsibilities Includes:

Develop, coordinate, monitoring and implement Risk Management strategies and plans. Developing, maintain and execute a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may impact on Organizational Performance. Conduct enterprise risk management education. Develop risk management related policies and procedures including fraud prevention. Facilitate resolution of audit queries. Ensure compliance with applicable legislation and regulations.

Position: Internship: Internal Audit (1 Year Fixed Term Contract)

Salary: R103 855.71 (All Inclusive)

Minimum Requirements:

Relevant Bachelor Degree or National Diploma in Auditing or equivalent at NQF level 5. Computer skills. Effective Communication and interpersonal skills.

Roles and Responsibilities Includes:

Directs & control key performance targets of personnel within the Unit; Implement procedures; Systems and controls to regulate internal audit functions; Drive and input on the development of audit plans; Monitor compliance with procedures, legislations, regulations and standards; Provide and facilitate information required for consideration by the audit & oversight committee; Provide institution wide advice on risk management; Identify, analyze and develop risk management plans; Conduct general audit for the municipality; Enforce implementation of fraud prevention plans; Monitor, reviews and test control systems and policies; Generate reports on key performance areas of the unit; Perform a liaison function with relevant stakeholders and clients

DEPARTMENT: BUDGET & TREASURY

Position: Accountant Asset Management

Salary: R169 571.49 per annum

Minimum Requirements:

B Com Degree / National Diploma in Financial Management or equivalent. 2 years relevant experience; Knowledge of Local Government Legislation; A valid Code B driver's license; Effective Communication and interpersonal skills.

Roles and Responsibilities Includes:

Compile and maintain an asset register. Receipt and storage of newly acquire assets & utensils. Balance asset register against general ledger. Allocate and bar-coding of all municipal assets. Secure municipal assets. Provide information for inclusion in the financial statements. Prepare reports. Coordinate information for submission to internal / external auditors and make available supporting documents. Issue stock to municipal departments and stock control. Receive requisitions for stock from various municipal departments or sections. Monitor status of records associated with the assets of the Municipality, apply internal control procedures to check, verify, update and maintain acquisition, valuation and location details. Manage and administer Council's Insurance Portfolio. Order and receive of stock. Reconcile procured assets with asset inventory. Maintain acceptable stockpiles of utilities. Ensure compliance with MFMA, applicable legislation and regulations.

Position: Internship: Financial Management X2 (1 Year Fixed Term Contract)

Salary: R103 855.71 (All Inclusive)

Minimum Requirements:

B Com / B Compt Degree or National Diploma in Accounting / Financial Management or equivalent at NQF level 5. Effective computer, communication and interpersonal skills.

Roles and Responsibilities Includes:

Performs specific tasks/ activities associated with the processing and updating information with respect to specific Accounts. Checking and verifying source payment documentation. Co-ordinate the recording and processing procedures of accounting transactions. Maintains registers and access records of transactions, instructions and correspondence. Render support service to functions in the department. Co-ordinates and controls sequences associated with the verification and provision of information. Deal with finance enquiries. Performs specific procedures associated with receipting, reconciliation and posting transactional data.

Position: Internship: Supply Chain Management (1 Year Fixed Term Contract)

Salary: R 103 855.71 (All Inclusive)

Minimum Requirements:

B Com / B Compt Degree or National Diploma in Accounting / Logistics / Financial Management or equivalent at NQF level 5, Effective computer, communication and interpersonal skills.

Roles and Responsibilities Includes:

Performs specific tasks/ activities associated with the processing and updating information with respect to specific supply chain management functions. Source and verifying supporting documentation. Apply supply chain management procedures. Maintains registers and access records of transactional supply chain functions. Maintain suppliers' data base. Render support service to functions in the department. Handle supply chain management enquiries.

DEPARTMENT: CORPORATE SERVICES DEPARTMENT

Position: Information Technology Officer

Salary: R 169 571.49 per annum

Minimum Requirements:

Diploma/Degree in Information Technology with specialization in network administration, maintenance and office support or equivalent. A valid Code B driver's license. Knowledge of Local Government and Municipal Information Technology and Communications systems. 2 years relevant experience. Excellent computer skills. Effective Communication skills. Excellent Interpersonal and facilitation skills including negotiation and conflict management.

Roles and Responsibilities Includes:

Plan and implement information technology and communications services. Provide technical support on ICT systems. Update software, maintain and upgrade computer hardware. Maintain routine information back-ups. Develop and implement ICT policies, operational procedures and plans. Maintain, control, monitor fruitful and productive use of municipal ICT systems. Specify and procure ICT infrastructure. Provide ICT security. Specify, maintain & support network related operations. Perform ICT Support, Hardware & Software maintenance. Website management.

Position: Internship: Information Technology (1 Year Fixed Term Contract)

Salary: R103 855.71 (All Inclusive)

Minimum Requirements:

Diploma/Degree in Information Technology or equivalent. Excellent computer skills. Effective Communication skills. Excellent Interpersonal and facilitation skills including customer care.

Roles and Responsibilities Includes:

Maintain and resolve all computer equipment's faults. Provide assistance to users of all computers in use. Report equipment requiring repairs. Update ICT helpdesk system. Roll-out new ICT applications. Configure and install new ICT equipments. Maintain a database of all ICT assets. Handle ITC enquiries. Render support service to other functions in the department.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & PLANNING DEPARTMENT

Position: Building Inspector

Salary: R169 571.49 per annum

Minimum Requirements:

Degree or National Diploma in Building Science / Building Management or Civil Engineering or equivalent at NQF level 5. Code B driver's license. 2 years relevant experience. Excellent computer skills. Effective Communication skills. Excellent Interpersonal and facilitation skills including negotiation and conflict management.

Task and Responsibilities Includes:

Routine inspection of residential, business and industrial construction and buildings in line with National Building regulations, Building Standards Act, SABS codes of practice, Occupational Health & Safety Act, municipal town planning scheme and other council policies. Approval of building plans applications. Develop designs and drawings of municipal structure plans for new buildings or renovations. Enforce compliance to building plans. Issue building compliance notices. Inspection of PHP and RDP houses plans and construction.

DEPARTMENT: TECHNICAL SERVICES DEPARTMENT

Position: Technician Roads & Storm Water

Salary: R 173 640.85 per annum

Minimum Requirements:

Bachelors Degree / National Diploma in Civil Engineering or N6 Certificate in Civil Engineering / construction; Code C1 drivers License; 2 years relevant experience

Roles and Responsibilities Includes:

Management of roads project. Develop and implement maintenance plans for municipal road networks. Implements procedures, systems and controls for the functions. Regulate specific work sequences and general practices/ processes as appropriate to the functional area, Evaluate functionality of operating plant and equipment. Control and inspect stock items. Develop plans, systems and procedures. through perusal of inspection checklists, service records and registers with a view of identifying risks, deviations systems and the availability of alternative courses of action/ corrective measures, Co-ordinates, monitors and controls road and storm-water repair and construction work at specific sites, Completes 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.

Position: Internship: Water & Sanitation (1 Year Fixed Term Contract)

Salary: R103 855.71 (All Inclusive)

Minimum Requirements:

B Degree / National Diploma in Water & Sanitation / Water Care / Civil engineering equivalent tertiary qualification at NQF Level 5. Computer literacy. Report Writing. Effective Communication skills. Excellent Interpersonal.

Task and Responsibilities Includes:

Perform daily water & sanitation maintenance activities. Implement plans to ensure effective provision of water and sanitation services. Operate and maintain plants in accordance with operational requirements. Monitor water quality to ensure compliance to both water & waste water standards e.g. SANS 241. Perform any other duty as delegated by supervisor(s). Assist the municipality to realise obligations as outlined in the Water Services Act and regulations.

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 25 Cnr. Roets & Vivirers Street; Molemole Municipality Morebeng Branch Office; Soekmekaar.

Applications must be accompanied by a comprehensive CV and certified copies of identity document, driver's license and qualifications *No application will be considered without the above.

Molemole Local Municipality reserves the right 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, previous employment, credit & criminal records and reference checks.**
 - 2. No fax and E-Mail applications will be accepted.**
 - 3. Applications received after the closing date and time will not be accepted.**

Enquiries on the above should be directed to Mr. P.S Peta at 015 501 0243.

CLOSING DATE FOR APPLICATIONS: Friday 10 June 2011 at 12h00.