



**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: Special Programmes Officer (Re-advertisement)**

**Annual Basic Salary: R 179 881.43**

**Minimum Requirements:**

B Degree / Diploma in Social Sciences or relevant equivalent tertiary qualification at NQF level 5. Code B driver's license; 1 year relevant experience. Computer Literacy. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills. Planning and coordination skills, ability to work without supervision and a self starter.

**Roles and Responsibilities Includes:**

Develop & coordinate plans and programmes special focus groups. Implement programmes aimed at supporting and empowering the youth, elderly, women, children and disable persons. Arrange logistics for special focus events and activities. Liaise with institutional structures and external structures in support of special focus group. Facilitate consultation with key stakeholder. Facilitate integration of support programmes for focus groupings in municipal plans and activities and maintain data base of such structures and activities. Develop & review internal systems associated with key functions of the unit. Perform a liaison function with interest groups.

**DEPARTMENT: CORPORATE SERVICES**

**Position: Information Technology Assistant**

**Annual Basic Salary: R 101 836.80**

**Minimum Requirements:**

Diploma / Certificate 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.

**Position: Cleaner 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.

**DEPARTMENT: COMMUNITY SEERVICES DEPARTMENT**

**Position: Examiner X 1**

**Annual Basic Salary: R159 767.67 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; 2 years relevant experience; A clear criminal record

**Task and Responsibilities Includes:**

Test applicants for learners and drivers Licenses; Administer learners and drivers licenses; Conduct eye tests; Conduct K53 practical driving tests; Authorize conversion, renewals of driving licenses and PRDP; Compile reports

**Position: Traffic Officers X 2**

**Annual Basic Salary: R 126 031.13 per annum**

**Minimum Requirements:**

Grade 12 Certificate; Traffic Diploma; A valid Code B driver's license; 1 year relevant experience; A clear criminal record

**Task and Responsibilities Includes:**

Ensure adherence to traffic law enforcement and flow; Administering road accidents, road safety, law enforcement and municipal by-laws Promotes public safety; Administer notices and summons; Perform point duty and traffic control during activities and events; Execution of warrants; Perform escort duty, Enforce by-laws, Compile reports; Assist the Municipality in curbing corruption.

**Position: General Worker / Labourer: Parks, Cemetery, Refuse & Waste Management (Mogwadi Office)**

**Salary: R 68 020.60 per annum**

**Minimum Requirements:**

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

**Task and Responsibilities Includes:**

Performs labourer activities associated with providing support during refuse removal tasks, Removes domestic, commercial, industrial and garden waste, Operates compactor mechanism and handles bulk refuse containers, Clean illegal dumpings, Washes the refuse truck daily, Cleans up spillages, Guides drivers when reversing, Relieves staff on other trucks during mechanical breakdowns, Controls traffic when necessary during loading procedure, Assists with refuse related work when trucks are being serviced,

**Position: General Worker / Labourer: Parks, Cemetery, Refuse & Waste Management (Morebeng Branch Office)**

**Salary: R 68 020.60 per annum**

**Minimum Requirements:**

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

**Task and Responsibilities Includes:**

Performs labourer activities associated with providing support during refuse removal tasks, Removes domestic, commercial, industrial and garden waste, Operates compactor mechanism and handles bulk refuse containers, Clean illegal dumpings, Washes the refuse truck daily, Cleans up spillages, Guides drivers when reversing, Relieves staff on other trucks during mechanical breakdowns, Controls traffic when necessary during loading procedure, Assists with refuse related work when trucks are being serviced,

**DEPARTMENT: TECHNICAL SERVICES DEPARTMENT**

**Position: Technician Roads & Storm Water (Morebeng Branch Office)**

**Salary: R 183 565.63 per annum**

**Minimum Requirements:**

Bachelors Degree / National Diploma in Civil Engineering or National Certificate in civil engineering / construction or equivalent tertiary qualification; A valid Code B drivers license, 2 years relevant experience, Effective Communication & Interpersonal Skills and Computer Skills

**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: General Worker / Labourer: Roads & Storm Water (Mogwadi Muncipal Offices)**

**Salary: R 68 020.60 per annum**

**Minimum Requirements:**

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

**Roles and Responsibilities Includes:**

Performs general labourer activities associated with maintenance and repair work to roads, storm water and drainage systems using hand held tools to excavate defined areas, laying of materials and reinforcement products (concrete blocks), Undertakes general labourer tasks during road-works, storm-water drainage, road maintenance and road-marking and signage, Cleans worksites, stores equipment and tools and loads materials prior to departure from work site, cleaning or clearing blockages and removing debris from drainage systems and utilizing lettering and marking guides to paint traffic flow signals and lines on new or reconstructed road surfaces, cleaning or clearing obstructions and overgrown vegetation interfering with storm water and drainage systems.

**Position: General Worker / Labourer: Water & Sanitation (Morebeng Branch Office)**

**Salary: R 68 020.60 per annum**

**Minimum Requirements:**

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

**Task and Responsibilities Includes:**

Performs labourer activities associated with providing support during the installation, repair and maintenance of water and sanitation reticulation systems by using hand held tools to excavate defined areas, laying of pipes and lines, Assist plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), Perform maintenance tasks on sewer systems, pump stations and workshop areas, Cleans worksites, stores equipment and tools and load and offload material to and from work site, Cleaning of building and grounds, Offloading & Stacking of chemicals,

**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; Soekmeaar.**

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.

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

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF THESE POSITIONS IS:** Monday 23 December 2011 at 13h00.