



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: Divisional Head Integrated Development Planning

Department: Municipal Manager's Office

Basic Salary: R266 100.78 per annum

Minimum Requirements:

Bachelors Degree / National Diploma in Planning 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. Knowledge of Local Government Planning, Excellent computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Roles and Responsibilities Includes:

Coordinate the development of the municipality's Integrated Development Plan (IDP) and key institutional plans. Facilitate establishment of planning structures and processes. Monitor and evaluate the implementation of the IDP and key institutional plans. Conduct research, collect, compile data relevant to municipal planning and ensure optimal use thereof. Direct and control key deliverables and outcomes associated with the division. Develop project business plans. Manage resources including finance, administration, systems, personnel, equipment and other resources of the division. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Generate reports on IDP & planning. Participate in various planning forums and structures. Co-ordinate compilation of the annual report. Advice council on matters pertaining to the IDP and planning. Ensure legislative and regulatory compliance.

Position: Personal Assistant to the Mayor (Fixed Term Contract Linked to the serving Mayor's Term of Office)

Department: Municipal Manager's Office

Basic Salary: R 237 723.26 per annum

Minimum Requirements:

Relevant tertiary qualification. 1 year experience in political office support. Knowledge of relevant legislation. Knowledge of Protocol & Political office support. Excellent computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Roles and Responsibilities Includes:

Plan & coordinate activities in the office of Mayor. Manage Mayors diary. 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. Advice 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. Give admin support to the mayor and fulltime office bearers. Organise and manage events hosted by the office of the mayor. . Manage resources including finance, administration, systems, personnel, equipment and other resources of the office of the mayor. Facilitate key stakeholder consultation and involvement.

Position: Mayor's Chauffeur / Driver (Fixed Term Contract Linked to the serving Mayor's Term of Office)

Department: Municipal Manager's Office

Basic Salary: R 103 046.26 per annum

Minimum Requirements:

Grade 12 Certificate. 1 year relevant experience; A valid Code B driver's license & PRDP. Knowledge of political office protocol & support. Communication & interpersonal skills.

Roles and Responsibilities Includes:

Perform driving duties, Responsible for the upkeep of the mayoral vehicle. Ensure that allocated vehicle is serviced as per scheduled. Recording travelled kilometers in the logbook and submitting the logbook to the supervisor. Assuring that damages are restricted or prevented. Reporting any accidents or incidents. Report damages or losses in respect of the vehicle to the supervisor immediately. Keep up-to-date with all traffic legislation. Loading & offloading of parcels and deliveries. Execute safe driving techniques. Route planning. Ensuring that the vehicle is operated under safe and stable conditions. Solely responsible for and in control of the vehicle. Adhere to traffic rules and regulations. Conduct Road-worthy inspection of vehicle before use. Ensure that the vehicle is clean at all times. Ensuring that the vehicle is parked safely at all times. Ensure the mayor's safety. Perform messenger services and Protect the mayor from any potential harm.

DEPARTMENT: CORPORATE SERVICES DEPARTMENT

Position: Ward Committee Coordinator

Department: Corporate Services

Salary: R 169 571.49 per annum

Minimum Requirements:

Diploma/Degree in Administration or equivalent. A valid Code B driver's license. Knowledge of Local Government Legislation. 1 year relevant experience. Excellent computer skills. Effective Communication skills. Excellent Interpersonal skills.

Roles and Responsibilities Includes:

Coordinate daily activities of the office of the speaker. Coordinate and give support to ward committees and their activities. Provide general administration support to councilors ward committees and community structures. Perform a liaison function with various community interest groups Coordinate Logistics for ward activities and events. Assist in coordination of public participation initiatives. Develop & review internal systems associated with key functions of the unit. Administer financial & supply chain management processes for the department. Coordinate front desk activities.

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 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.**

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

CLOSING DATE FOR APPLICATIONS: Wednesday 06 July 2011 at 12h00.