

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: Clerk - Traffic and Licensing

Task Grade Level: 07

Annual Basic Salary: R 169 343.64

Minimum Requirements:

Grade 12, Certificate in Public/Office Administration or equivalent qualification. National Diploma in Public Admin/Office Admin will be an added advantage. Knowledge of eNatis system will also be an added advantage. 1 year experience, Computer literacy and valid driver's licence.

Duties and responsibilities:

Record keeping of daily processed registration and licensing documents according to register numbers as per the plan. Sort and file processed driving and learner's licence and roadworthy documents according to the filing plan. Receive and distribute licence cards to owners and capture the information on the eNatis system. Manage the incoming and outgoing processed files.

DEPARTMENT: TECHNICAL SERVICES

Position: 2x General Assistant (Re-advert)

Post Level: 6

Annual Basic Salary: R 140 070.84 per annum

Minimum requirements:

Grade 10 / NQF Level 2; Relevant experience in cleaning and/or maintenance environment. ; Numerical Accuracy; Good listening and Communication skills; Attention to detail; knowledge of garden or office cleaning or building maintenance, Ability to follow instructions and work well independently as well as in teams.

Task and Responsibilities:

Perform labourer activities associated with providing support during refuse removal tasks, Remove domestic, commercial, industrial and garden waste; Operate compactor mechanism and handle bulk refuse containers; Clean illegal dumping; Washes refuse truck daily; Relieves staff on other trucks during mechanical breakdowns; Controls traffic when necessary during loading; Assist with refuse-related work when trucks are being serviced, Cleaning of office building, restrooms and surrounding areas to ensure neatness at all times, Eradicate weeds and unwanted plants and attend to ad hoc maintenance activities in offices.

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 & Viviers Street; Soekmeaar.

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: identity document, driver's licence (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 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:

Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.

Faxed, E-Mailed and Z83 applications will be not accepted and will be disqualified.

Applications received after the closing date and time will not be considered.

Fraudulent qualifications or documentation will immediately disqualify an applicant.

Direct or indirect canvassing for preferential treatment will lead to immediate disqualification of the relevant applicants.

Candidates with foreign qualifications should attach SAQA evaluation reports with their applications.

Enquiries on the above should be directed to Mr. Bethuel Ramohlale at 015 501 2334/5.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS:

Monday, 9 September 2019 at 16:00.