



**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**

**Position: Manager – Performance Monitoring and Evaluation**

**Task Grade: 16**

**Annual Basic Salary: R399 459.74 per annum (Plus Applicable Benefits)**

**Minimum requirements**

B Com Degree or National Diploma in Human Resources Management or equivalent NQF level 7, Valid Driver's license; 3 - 4 years relevant experience; Management skills; Communication skills; Good Interpersonal skills; Report writing skills; Problem solving skills; Negotiation skills; Advanced computer skills; Managerial/Supervisory skills. The successful candidate may be required to undergo security vetting by the relevant Authority.

**Tasks and Responsibilities include:**

Provision of strategic support services and general administrative functions including all other relevant support services in Municipal Manager's Office (MM's) beyond Municipal Performance Management support functions and assist in ensuring that pre-determined objectives are met; Monitor and report on progress against the Integrated Development Plan (IDP) of the Municipality; Ensure effective provision of general administrative functions and all other relevant issues; Facilitate and coordinate the development and implementation of Service Delivery Budget Implementation plan (SDBIP) of the municipality; Facilitate and coordinate the development of Performance Agreements of Municipal Manager, Senior Managers and Middle Managers; Identify opportunities for improvement of product design and development of Performance Management Systems for the Municipality; Develop, coordinate and ensure compliance on all issues pertaining to Back to Basics (B2B) reporting; Facilitate and develop Annual Performance Report; Ensure compliance to all PMS related legislation and policies; Assist with the setting of KPI's and targets.

**Position: Special Focus Coordinator**

**Task Grade: 11**

**Annual Basic Salary: R 205 632.05 – R 215 615.16 per annum (Plus Applicable Benefits)**

**Minimum requirements:**

Degree: Social Worker/Psychology or relevant equivalent qualifications. Valid driver's license; Minimum of two years relevant experience; Good communication skills, Computer literacy.

**Tasks and Responsibilities:**

Empower the municipality with Gender Focal point areas such as Youth, HIV and AIDS, Gender and Disability and information management and Special Projects; Ensure the implementation and mainstreaming of Youth Programmes; Develop Disability programs within the municipality; Develop Programs in line with the Child Care Act no. 74 of 1983; Create awareness on special focus programs to communities; Support National, International and Provincial programs; Establish and coordinate special focus forums; Conduct site visits and provide advice; Provide support to community groups.

**Position: Administration Officer – Municipal Manager's office**

**Task Grade Level: 11**

**Annual Basic Salary: R 205 632.05 – R 215 615.16 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

National Diploma in Administration or equivalent qualification; Two (2) years relevant experience.

**Knowledge; Skills and Personal Attributes:**

Time management; Planning, Communications; Reporting and Interpersonal skills; Excellent Computer Skills.

**Tasks and Responsibilities Include:**

Perform general office admin support functions and services; Mail, Receipt, Sorting, Distribution and Dispatch; Coordinate of meetings, workshops, events, travel and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the Municipal Manager's diary and the Departmental diary; Provide support to units and divisions within the Municipal Manager's Office; Receive, convey and address queries; Perform typing duties for the Municipal Manager and the Department; Compile reports and ensure safekeeping of correspondences; Coordinate refreshments for the Municipal Manager and Department; Perform general administrative duties; Perform any other duty as may be delegated from time to time by the Municipal Manager.

**Position: Internal Auditor**

**Task Grade: 11**

**Annual Basic Salary: R205 632.05 per annum (Plus Applicable Benefits)**

**Minimum requirements:**

A recognized three-year tertiary qualification in Internal Auditing/Auditing/Financial Accounting or equivalent. Valid driver's license; Minimum of two years' experience in Internal Auditing, sound knowledge of the Municipal Finance Management Act, Treasury Regulations and applicable legislations. Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme; Membership with Institute of the Internal Auditors or Risk Management professional body will be an added advantage.

**Competencies and Skills**

Must have good interpersonal relation, strong public administration knowledge and experience, excellent communication skills, research skills and presentation and report writing skills. Supporting and cooperating. Analysing and interpretation skill. Ability to analyse organizational process to highlight significant risk areas. Presentation, facilitation and financial and risk management skills; The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, and Ms PowerPoint)

**Tasks and responsibilities include:**

Plan and conduct internal audit projects in accordance with the IIA standards. Assist in managing the assigned key performance areas within internal audit. Assist in preparation of a 3 year rolling strategic plan and the annual coverage plan. Identify and report on control deficiencies relating to compliance with financial operational policies and procedures, compile performance audit reports. Performance of special audits. Continuous evaluation of risk management activities.

## FINANCE

**Position: Internship Financial Management**

**Duration: 24 Months fixed term contract**

**Annual Total Package: R100 000.00 (All inclusive)**

**Minimum requirements:**

B.Com degree or National Diploma in Accounting / Financial Management / Cost and Management Accounting or equivalent. Good communication skills, Computer literacy.

**Tasks and Responsibilities Includes:**

Perform specific tasks/activities associated with the expenditure, budget and reporting, income and supply chain management divisions scope of operations,, Provide support to officials in finance department, Provide general administrative support to the department, Undergo formal and informal training in financial management.

**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, 0810.**

**Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: identity document, driver's license (where applicable) and qualifications. \*Applications without the above will not be considered and will be automatically 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: 1. Candidates will be subjected to personnel suitability checks including qualifications, employment, credit, criminal records, company ownership / directorship and reference checks.**

- 2. Faxed, E-Mailed and Z83 applications will be not accepted and will be disqualified.**
- 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.**
- 6. Candidates with foreign qualifications should attach SAQA evaluation reports with their applications.**

**Enquiries on the above should be directed to Mr RB Ramohlale at 015 501 0243/44.**

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: Friday 21 August 2015 at 16h00.**

