



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: Risk Management Officer**

**Post Level: 11**

**Annual Basic Salary: R233 227.80 per annum (Plus Applicable Benefits)**

**Minimum requirements**

**B Com Degree or National Diploma in Security and Risk Management** or equivalent NQF level 7, Valid Code 8/B Driver's license; 2 years relevant experience; Management skills; Communication skills; Good Interpersonal skills; Report writing skills; Problem solving skills; Negotiation skills; Computer skills; Management/Supervisory skills.

**Position: Legal Advisor**

**Task Grade Level: 16**

**Annual Basic Salary: R453 067.20 per annum (Plus Applicable Benefits)**

**Minimum requirements**

Bachelor's Degree in Law (LLB) or equivalent qualification ( NQF level 7), Valid Code B Driver's license; Three (3) years' experience in providing legal advice/opinions and litigation management or three years' experience in Local Government; Admission as an attorney/advocate of the High Court.

**Position: Personal Assistant to the Mayor**

**Salary Task Grade: 12**

**Duration: Non Renewable Contract linked to the term of office of the Mayor**

**Annual Basic Salary: R275 344.44 (Plus Applicable Benefits)**

**Minimum Requirements:**

National Diploma in Administration or equivalent qualification, Three to four (3-4) Years appropriate proven experience, valid code 8/B Driver's License,

**Knowledge; Skills and Personal Attributes:**

Good interpersonal skills; Good Communication skills; and Computer Skills

**Tasks and Responsibilities Include:**

Planning, development and oversee implementation of special programs of Council ; advice , research, perform advocacy and monitoring of policy/strategy that relates to Youth Development: to implement the youth development policy and to ensure the proper execution of the aims and objectives of Youth Development Act; responsible for administration of the special programmes; Compile and manage the budget of the office of the Mayor ; Brief the Mayor on matters of concern and secure information required for proper action ; attend meetings of the Office of the Mayor on matters that may affect the Mayor and give the necessary feedback to the Mayor.

**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 license (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: 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 the applications.**

**Enquiries on the above should be directed to Mr RB Ramohlale at 015 501 2334/33.**

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS is Friday 24 March 2017 at 16h00.**