



Molemole Local Municipality is an equal opportunity and affirmative Action Employer; whose responsibility is to amongst others promote equal representation within its workforce. Persons designated by applicable legislations as Historically Disadvantaged South Africans as well as people with disabilities are encouraged to apply. The Municipality hereby invites applications from suitably qualified candidates to fill the following vacant positions within its establishment:

**Position : Technical Services Manager. (Re-advertisement)**  
**Department : Technical Services**  
**Duration : 5 Year (Fixed Term Performance Contract)**  
**Remuneration : A negotiable competitive, all-inclusive remuneration package.**

**Minimum Requirements:**

A tertiary qualification in Civil Engineering.  
 A post-graduate qualification will serve as an added advantage.  
 At least five years experience in technical management preferably within a Local Government environment.  
 Extensive knowledge of Local Government legislations, policies and procedures.  
 Legibility in terms of the Competence Framework for Senior and Section 57 Managers as promulgated by the Minister for Provincial and Local Government.  
 Excellent communication skills with ability to interact with stakeholders at all levels.  
 Demonstrate visionary, strategic and innovative leadership and skills.  
 Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
 A valid Code B driver's license

**Task and Responsibilities Includes:**

Direct and control key deliverables and outcomes associated with the department;  
 Manage finance, administration, systems, personnel and other resources associated with the department  
 Manage the following divisions / units: Electricity, Water and Sanitation, Roads and Storm Water & Project Management.  
 Perform integrated infrastructure planning for delivery of water, electricity, roads, storm water and refuse removal services.  
 Manage the Municipal Infrastructure Grants and other funds/grants dedicated to Infrastructure development / maintenance and service delivery.  
 Manage and oversee the operations and maintenance of the Municipality's Infrastructure & Assets.  
 Advice management and council on Infrastructure related matters  
 Monitor the implementation of infrastructure development and maintenance  
 Manage the human and financial resources of the technical services department

**Position : Project Management Unit Manager (3 Year Performance Contract) (Re-advertisement)**  
**Department : Technical Services**  
**Salary Scales : A negotiable competitive, all-inclusive remuneration package**

**Minimum Requirements:**

Grade 12  
 Bachelors Degree in Civil Engineering or equivalent  
 Registration as an engineer and/or engineering technologist  
 Minimum 3 years experience with at least 2 years managerial experience  
 Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
 A valid Code B driver's license

**Task and Responsibilities Includes:**

Direct and control key deliverables and outcomes associated with Project Management Unit;  
 Manage finance, administration, systems, personnel and other resources associated with the Unit;  
 Coordinate MIG funded and other municipal projects;  
 Develop and implement project management processes;  
 Provide functional and operational information on projects;  
 Identify gaps and mitigate risk associated with projects;  
 Develop and manage contracts for municipal projects;  
 Advice council on matters pertaining to the unit;  
 Liaise with various stakeholders and interest groups on the execution of projects;  
 Ensure legislative compliance;

**Position** : **Personal Assistant to the Mayor**  
**Department** : **Office of the Mayor**  
**Salary Scale** : **Negotiable**

**Minimum Requirements:**

Grade 12  
Relevant Tertiary Qualification  
Knowledge of Local Government Legislation  
Knowledge of Protocol & Political office support  
Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
A valid Code EB driver's license

**Task and Responsibilities Includes:**

Coordinate activities in the office of Mayor  
Coordinate and manage Mayors diary  
Coordinate all Mayors' support & special programmes  
Coordinate mayoral activities through the office of the Municipal Manager  
Administratively facilitate and implement initiatives assigned to the office of the mayor  
Advise the mayor and the municipality on matters of interest to the council and the mayor.

**Position** : **Divisional Head: Risk Management and Internal Audit (1)**  
**Department** : **Municipal Manager**  
**Salary Scale** : **R 185 193.00 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate  
Relevant Bachelor Degree or National Diploma in Auditing  
A valid code B driver's license  
3 years relevant experience  
Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email

**Task and Responsibilities Includes:**

Directs and Control Key performance indicators and outcomes of personnel within the Unit.  
Implement procedures; Systems and controls to regulate internal audit functions.  
Drive and input on the development of the audit plans  
Monitor compliance with procedures, legislations, regulations and standards  
Provide and facilitate information required for consideration by the audit & oversight committee.  
Advise management & council on risk management.  
Identify, analyze and develop risk management plans.  
Conduct general audit for the municipality.  
Enforce implementation of fraud prevention plans.  
Monitor, reviews and test control systems and policies.  
Generate reports on key performance areas of the unit.  
Perform a liaison function with relevant stakeholders and clients

**Position** : **Divisional Head: Supply Chain Management (1) (Re-advertisement)**  
**Department** : **Budget & Treasury**  
**Salary Scale** : **R 185 193.00 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12  
Bachelors Degree or National Diploma in Financial / Logistics Management or equivalent.  
Code EB driver's license.  
3 years relevant experience  
Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email

Communication, negotiation, project management and Interpersonal Skills

**Task and Responsibilities Includes:**

Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance area.  
Implement the provision of SCM policy & regulations.  
Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline  
Executes applications with respect to establishing the requirements against available resources  
Executes applications associated with acquisitioning and appointment process  
Maintains relationships with service providers/ vendors and contractors

Attends to specific administrative recording and reporting requirements  
Ensure adherence to MFMA provisions.

**Position** : **Divisional Head : Expenditure**  
**Department** : **Budget & Treasury**  
**Salary Scales** : **R 185 193.00 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12

B Comm Degree / National Diploma in Financial Management or equivalent

Minimum 3 years relevant experience

Knowledge of Local Government Legislation

A valid Code B driver's license

Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email

**Task and Responsibilities Includes:**

Co-ordinates and controls sequences associated with the verification and provision of information related to Expenditure transactions;

Provide support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements;

Prepare statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations;

Liaise with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts;

Control the key performance areas and critical outputs of personnel within the Branch, Providing guidelines/ guidance to personnel on the application of procedures;

Implement remedial measures/ corrective action to align performance and output against agreed standards;

Co-ordinate the recording and processing procedures of Expenditure transactions;

Analyze and verify transactional recordings, expenditure reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms;

Calculate using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information;

Activate electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts;

Perform specific sequences associated with maintaining electronically based information/ data and files/ records;

Ensure compliance with MFMA, applicable legislation and regulations.

**Position** : **Chief Licensing Officer (1) (Re-advertisement)**

**Department** : **Community Services**

**Salary Scale** : **R 149 279.00 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate

Diploma in Transport Management or equivalent

Diploma Examiner of Motor Vehicle Testing Grade D

Diploma Examiner of Drivers and Learners license Grade D

A valid driver's license (Code B)

3 years Supervisory experience

Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email

Financial Management, problem solving, conflict management and leadership Skills

A clear criminal record

**Task and Responsibilities Includes:**

Directs and Control Key performance indicators and outcomes of personnel within the Licensing Office.

Implement procedures; Systems and controls to regulate licensing functions.

Disseminates information on outcomes; current developments; constrains and materials.

Perform and assign licensing tasks to personnel in the unit.

Coordinate specific administrative and reporting requirements.

Develop; monitor; evaluate and Implement financial controls

Provide support to the licensing personnel

Generate reports on key performance areas of the unit.

Perform a liaison function with relevant stakeholders and clients.

Attend to audit queries

**Position** : **Chief Traffic Officer (1) (Re-advertisement)**  
**Department** : **Community Services**  
**Salary Scale** : **R 149 279.00 (Plus Benefits)**

**Minimum Requirements:**

Grade 12 certificate  
Diploma in Transport Management or equivalent  
Traffic Diploma  
Conflict management skills  
3 years Supervisory experience  
A valid Driver's License (Code EC1)  
Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
Financial Management, problem solving, conflict management and leadership Skills  
A clear criminal record

**Task and Responsibilities Includes:**

Plan and facilitate Law enforcement operations  
Assist Divisional head with any law enforcement matters  
Administering road accidents, road safety unit, law enforcement and municipal by-laws  
Manages & coordinate speed checking  
Manages & coordinate roadblocks and special operations  
Manages & coordinate traffic patrol duties  
Attend to court cases  
Execution of warrants of arrests  
Manages and coordinate activities relating to issuing of driving licenses.  
Manage & coordinate escort duties  
Compile reports for the unit

**Position** : **Management Representative Licensing & Motor Vehicle (1) (Re-advertisement)**  
**Department** : **Community Services**  
**Salary Scale** : **R 142 020.29 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12 Certificate  
Diploma Examiner of Driving Licenses (Grade B)  
Diploma Examiner of Motor Vehicle Testing (Grade B)  
A valid Code EC drivers License  
Registered as Grade B Examiner  
Supervisory, problem solving, conflict management and leadership Skills  
3 years relevant experience  
A clear criminal record

**Task and Responsibilities Includes:**

Ensure adherence to National Road Traffic Act (K53 Manual)  
Audit and approve issuing of learners and driving licenses  
Allocate duties to reporting staff  
Oversee all administration associated with the functions  
Supervise duties of personnel in the division and ensure adherence to duty list  
Ensure Compliance during road worthy test  
Coordinate examination of vehicle roadworthiness  
Keep records and compile reports on duties performed  
Manage testing equipment

**Position** : **Superintendent of Traffic (1) (Re-advertisement)**  
**Department** : **Community Services**  
**Salary Scale** : **R 142 020.29 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate  
Traffic Diploma  
A valid Code EC drivers License  
Supervisory, problem solving, conflict management and leadership Skills  
3 years Supervisory Experience  
A clear criminal record

**Task and Responsibilities Includes:**

Ensure adherence to traffic law enforcement and flow  
 Supervise duties of personnel in the division and ensure adherence to duty list  
 Administer office resources and logistics  
 Check summons issued by personnel and processes them through the applicable court  
 Administer issuing of notices and summons to ensure law enforcement  
 Manages and Performs point duty and traffic control  
 Examine Vehicles for Roadworthiness  
 Keep records and compile reports on duties performed  
 Ensure that testing equipment are kept in good order

**Position** : **Accountant Expenditure**  
**Department** : **Budget & Treasury**  
**Salary Scales** : **R 129 067.47 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12  
 B Comm Degree or National Diploma in Financial Management or equivalent  
 Minimum 3 years relevant experience  
 Knowledge of Local Government Legislation  
 A valid Code B driver's license  
 Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
 Supervisory, problem solving, conflict management and leadership Skills

**Task and Responsibilities Includes:**

Conduct control sequences associated with inputting, verification and provision of information related to Expenditure transactions;  
 Consolidation of Expenditure transactional information to facilitate the production of Financial Statements;  
 Conduct recording and processing procedures of Expenditure transactions;  
 Calculate using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information;  
 Activate electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts;  
 Perform specific sequences associated with maintaining manual and electronic based information/ data and files/ records;  
 Ensure compliance with MFMA, applicable legislation and regulations.

**Position** : **Administrative Officer (1)**  
**Department** : **Corporate Services**  
**Salary Scale** : **R 109 039.45 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate  
 Bachelors Degree or Diploma in Administration  
 A valid code B driver's license  
 2 years relevant experience  
 Excellent Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
 Supervisory, problem solving, conflict management and leadership Skills

**Task and Responsibilities Includes:**

Facilitate administration matters of the organization.  
 Provide support to various departments on administrative matters.  
 Facilitate activities associated with provision of refreshment & cleaning services.  
 Administer financial & supply chain management processes for the department  
 Coordinate front desk activities.  
 Administrate suggestion and complains  
 Coordinate allocation of office space and relocation of office furniture and equipment  
 Generate reports on key performance areas of the unit  
 To control and supervise office attendance  
 Compile and submit exception reports to Human Resources

**Position** : **Youth Officer (1)**  
**Department** : **Mayors Office**  
**Salary Scale** : **R 109 039.45 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12  
 Relevant tertiary qualification social sciences  
 Code B driver's license.  
 2 years relevant experience  
 Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
 Communication and Interpersonal Skills

**Task and Responsibilities Includes:**

Coordinate youth programs of the municipality  
 Coordinate and support functionality of the Municipal Youth Council  
 Compile reports on implementation of youth programs.  
 Facilitate, promote and advocate for youth development  
 Inform and implement the youth policy/strategy direction of council  
 Facilitate the integration of youth support programmes in municipal plans and budgets.  
 Coordinate Events of the focus group  
 Perform a liaison function on behalf of the municipality on youth matters  
 Perform Administrative duties associated with the position  
 Serve as support staff for the offices of the Mayor and Speaker

**Position : Ward Committee Coordinator (1) (Re-advertisement)**

**Department : Office Of the Mayor**

**Salary Scale : R 109 039.45 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12  
 Relevant tertiary qualification.  
 2 years relevant experience  
 Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
 Communication and Interpersonal Skills

**Task and Responsibilities Includes:**

Coordinate day to day activities of the office of the speaker  
 Coordinate and give support to ward committees and their activities  
 Provide general administration support to councillors; 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.

**Position : Sports, Arts & Culture Officer (1)**

**Department: : Community Services**

**Salary Scale : R 109 039.45 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate  
 Relevant tertiary qualification  
 A valid driver's license (Code B)  
 2 years relevant experience  
 Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
 Communication, Negotiation & interpersonal skills

**Task and Responsibilities Includes:**

To promote sports, arts & culture activities in the municipality;  
 To administer & market municipal sporting, arts & cultural facilities / amenities;  
 Liaise with all sporting, arts & cultural codes / bodies, structures & stakeholders;  
 Coordinate community participation in sporting, arts & cultural activities & codes;  
 Maintain records associated with all associated activities;  
 Advise the municipality on sports, arts & culture matters;  
 Provide support to sporting codes.

**Position : Examiner of Driving Licenses (4)**

**Department : Community Services**

**Salary Scale : R 111 032.41 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate  
Diploma Examiner of Driving licenses Grade B  
Must have a Code EC driver's license  
2 years relevant experience  
A clear criminal record

**Task and Responsibilities Includes:**

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

**Position** : **Traffic Officers (3)**  
**Department:** : **Community Services**  
**Salary Scale** : **R91 819.99 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate  
Traffic Diploma  
A valid Code EC1 driver's license  
2 years 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 issuing of notices and summons to ensure law enforcement  
Perform point duty and control traffic during activities and events  
Conduct escort duties  
Compile reports  
Assist the Municipality in curbing corruption  
Administration and execution of warrant of arrests

**Position** : **Secretary**  
**Department** : **Corporate Services**  
**Salary Scales** : **R 79 059.00 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12  
National Secretariat Diploma  
2 years relevant experience  
Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email  
A valid Code B driver's license  
Time management, planning, negotiations, communications, reporting and interpersonal skills

**Task and Responsibilities Includes:**

Perform secretariat services including forwarding mail, taking and sending messages  
Make arrangements for meetings, notifications, venue, refreshments, stationery and taking minutes  
Responsible for office neatness  
Highlight daily, weekly, monthly and quarterly deadlines  
Keep the diary of the manager up to date  
Handle all travelling, booking and accommodation arrangements for the manager and personnel in the department  
Perform typing duties for the manager and personnel in the department  
Convey and address queries  
Compile reports as and when required  
Safekeeping of correspondence and confidential documents of the department  
Maintain stocks of office utensils  
Perform general administrative and related duties

**Position** : **Personnel clerk**  
**Department** : **Corporate Services**  
**Salary Scales** : **R 47 652.00 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12

Certificate in Human Resources or equivalent

1 year relevant experience

Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email

A valid Code B driver's license

**Task and Responsibilities Includes:**

Undertake recruitment, selection & induction of newly appointed employees;

Administration of employee benefits;

Administration of employee leave;

Provide general support to functions within the section;

Process occupational injury claims in accordance with provision of OHS;

Administer Study bursaries;

Administration of Personnel Provision and utilization service;

Maintain record / statistics Human Resources Development Service;+-

Administer data associated with training;

Ensure availability of adequate stock of stationery & operating utensils;

Coordinate HR events and activities;

**Position** : **HR Systems clerk**  
**Department** : **Corporate Services**  
**Salary Scales** : **R 47 652.00 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12

Certificate in Human Resources Management or administration or equivalent

Minimum 1 year relevant experience

Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email

A valid Code B driver's license

**Task and Responsibilities Includes:**

Develop and maintain employee records electronically;

Input payroll information;

Refer matters pertaining to payroll deductions to salaries;

Coordinate reports;

Forward payroll instructions to payroll;

Update notices of changes in benefits;

Update personnel files;

Provide support to functions within the section;

Capture and retrieve employee records on the payroll system;

Coordinate pension backed housing loans applications;

Medical aid, pension, home allowance & travelling allowance of employees & councilors.

**Position** : **Cashier (1)**  
**Department** : **Community Services**  
**Salary Scale** : **R 43 764.00 per annum (Plus Benefits)**

**Minimum Requirements:**

Grade 12 Certificate

Diploma/Certificate in financial Management or equivalent

6 months relevant experience

Basic Computer Skills including MS word, Excel, PowerPoint, Internet & Email

**Task and Responsibilities Includes:**

Performs tasks/ activities associated with the receipt of payments for services/ products from the public

Daily reconciliation of total collections against receipts

Preparing schedules for verification prior to forwarding cash and cheques for depositing.

Execute duties related to Cashing up and Banking

Attending to enquiries and providing information relating to tariffs and charges for specific services

Maintains documentation and records of transactions and procedures

Generate applicable reports related to the function



**IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:**

**Applications must be accompanied by a written application letter stating a specific position you wish to apply for; a recent comprehensive CV and certified copies of qualifications and ID documents.**

**Applications must be addressed for the attention of the Municipal Manager, P O Box 44; Mogwadi; 0715 or be delivered in person at Molemole Municipality Mogwadi Offices; 303 Church Street; Mogwadi or Molemole Municipality Morebeng Municipal Offices; 25 Cnr. Roets & Vivirers Street; Soekmeaar;0810.**

**Take note that applications send through facsimile or email applications as well as applications without originally certified copies of qualifications and identity documents will not be considered.**

**Molemole Municipality reserves the right to make appointments, only short-listed candidates will be conducted.**

**Kindly consider your application as unsuccessful should you not be contacted within 30 days from the closing date of this advertisement.**

**Enquiries on the above should be directed to the Human Resources Division at Tel: 015 501 0243/4.**

**CLOSING DATE FOR APPLICATIONS: Friday 24 July 2009 at 12h00 mid day**