



Molemole Municipality

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: BUDGET AND TREASURY

Position: 1x Accountant (Assets and Stores) (Re-advert)
Task grade level: 13
Annual basic salary: R379 262.28 per annum (plus applicable benefits)

Tasks and Responsibilities include:

Minimum Requirements:

NQF Level 6 in Accounting; minimum of 2 to 3 years' appropriate experience in asset management is essential. Experience within Budget and Treasury department in municipal environment, Municipal Finance Management Programme (MFMP) / Certificate Programme in Management Development (CPMD) will be an added advantage. Management skills; communication skills; good interpersonal skills; report writing skills; problem solving skills; negotiation skills; computer skills; management/supervisory skills; valid driver's licence.

Duties and responsibilities:

Overall responsibility for the reconciliation (including to general ledger control accounts), administration maintenance and development of municipality's asset registers. Record the movement including acquisition, depreciation, disposal and impairment of new assets in accordance with National Treasury accounting legal requirements including the local Government Act and regulations, GRAP, Municipality policies etc. Assist with the development and implementation of policies, procedures and processes as they relate to financial asset management and asset accounting system. Establishment, implementation and maintain effective reporting on municipality's fixed asset. Assist in the preparation of municipality's long term capital works programme and annual capital budgeting. Plan and monitor the asset verification process for the whole municipality. Ensure that the process of compilation of the municipalities' assets register is according to the GRAP statements. Assist and back-up the SCM Manager with internal audit, checking processes, stores stock takes, store administration and management, year-end accounting and such other finance and accounting duties that reasonably fall within the skills and experience related to this position.

DEPARTMENT: CORPORATE SERVICES

Position: Manager: Administration (Re-advert)
Task Grade Level: 16
Annual Basic Salary: R554 291.88 per annum (plus applicable benefits)

Minimum Requirements:

NQF Level 7 in administration studies/public administration/ management. Minimum of 5 years' experience, with at least 3 years at supervisory level in a role related to the position is essential. Experience in Municipal Environment will be an added advantage. Effective communication skills, good inter-personal skills, planning, organising and time management skills, excellent computer skills. Valid driver's licence.

Duties and responsibilities:

Fleet maintenance and transport management services, record management and registry services, maintenance of municipal facilities, organise and allocation of office space and office furniture, managing cleaning services at all municipal premises, management of municipal security services at all service points, customer relation management, coordination of activities related to switchboard, printing services.

Position: Internship Human Resource Management x 1 (Re-advert)

Duration: 12 Months

Monthly Stipend of: R3 000.00

Minimum Requirements:

Grade 12, NQF Level 6 in human resource management or relevant equivalent qualification, good interpersonal, communication and computer skills.

Position: Internship Administration x 2

Duration: 12 Months

Monthly Stipend of: R3 000.00

Minimum Requirements:

Grade 12, NQF Level 6 in administration/public administration, office management or relevant equivalent qualification, good communication, interpersonal and computer literacy skills.

DEPARTMENT: TECHNICAL SERVICES

Position: Technician Roads & Storm Water

Salary: R 336 862.20 per annum

Minimum Requirements:

NQF Level 6 in civil engineering /construction or equivalent tertiary qualification; A valid Code B driver's licence, 5 years' relevant experience (in municipal or government environment will be an added advantage). Effective communication & interpersonal skills and computer skills.

Roles and Responsibilities Includes:

Management of roads project. Develop and implement maintenance plans for municipal road networks. Implement procedures, systems and controls for the functions. Regulate specific work sequences and general practices/ processes as appropriate to the functional area. Evaluate functionality of operating plant and equipment. Control and inspect stock items. Develop plans, systems and procedures, through perusal of inspection checklists, service records and registers with a view of identifying risks, deviations systems and the availability of alternative courses of action/ corrective measures, co-ordinates, monitors and controls road and storm-water repair and construction work at specific sites, complete internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist), monitor and supervise activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and report on activities performed, controlling the utilisation of materials (sand, stone, crusher run, etc.) and discharging/ offloading required quantities of materials for repair or reconstruction work.

Position: 2x General Assistant

Post Level: 6

Annual Basic Salary: R140 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 skill; 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; wash refuse truck daily; relieve staff on other trucks during mechanical breakdowns; control traffic when necessary during loading; assist with refuse related work when trucks are being serviced, clean office building, rest rooms 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; Soekmekaar.

Applications must be accompanied by a signed cover application letter, a comprehensive CV and originally certified copies of: identity document, driver's licence (where applicable) and qualifications. Applications without the above-mentioned documents 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 applicants.

6. 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, 09 December 2019 at 16:00