



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: 1 x Accountant: Budget and Reporting

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' experience within Budget and Treasury department in Municipal environment. In possession of Municipal Finance Management Programme (MFMP) / Certificate Programme in Management Development (CPMD). Have management skills, Communication skills, Good Interpersonal skills, Report writing skills, Presentation skills, Problem-solving skills, Negotiation skills, and Management/Supervisory skills. Computer literacy: MS Word and MS Excel and Valid Driver's licence.

Duties and responsibilities:

Coordinate the drafting and preparation of the Annual Municipal budget; Align the municipal budget with Integrated Development Plan and ensure compliance with MSCOA. Plan and implement the budget of the municipality. Prepare and compile MFMA reports and other budget reports, monitor the budget process and ensure maximum stakeholders' participation, facilitate the municipal budget adjustment process, coordinate and report on the departmental budget control and assist in preparation of Annual Financial Statements. Prepare and compile monthly reconciliations: Bank, grants and investments.

DEPARTMENT: TECHNICAL SERVICES

Position: 1 x 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 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.

Duties and responsibilities:

Perform labour activities associated with providing support during refuse removal tasks. Remove domestic, commercial, industrial and garden waste; Operate compactor mechanism and handles 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.

DEPARTMENT: CORPORATE SERVICES

Position: Internship Council & Secretarial Support x 4

Duration: 12 Months

Monthly Stipend of: R3 000.00

Minimum Requirements:

Grade 12, Degree or National Diploma in Public Administration/Management or relevant equivalent qualifications. Good communication skills; Computer literacy.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

Position: Internship Local Economic Development (LED) x 1

Duration: 12 Months

Monthly Stipend of: R3 000.00

Minimum Requirements:

Grade 12, B Degree or National Diploma in Planning/ Developmental studies or relevant equivalent qualification, good interpersonal, communication and computer skills.

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 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:**
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, 02 March 2020 at 16:30.