



**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: TECHNICAL SERVICES**

**Position: Electrical Artisan x2**

**Task Grade: 12**

**Annual Basic Salary: R 456 195, 48 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

Grade 12 with Mathematics and Science and N6 in Electrical engineering (Obtained from FET College) with trade test or National Diploma in Electrical Engineering (Obtained from university of Technology) or higher qualification. Valid Code C1 driver's license. Knowledge of tools and equipment's used by Electrician. Minimum of two years relevant experience in electrical field.

**Roles and Responsibilities**

Electrician with experience in installing, maintaining, and repairing electrical systems and equipment in Municipal electrical network facilities, including power distribution systems, high mast lights and backup generators. Wiring of electrical distribution panels, operation and maintenance of Low Voltage, Medium Voltage and High Voltage apparatus. Perform routine inspections and preventive maintenance to ensure the reliability and safety of electrical systems. Troubleshoot electrical issues and implement solutions to minimize downtime and optimize performance. Keep accurate records of maintenance activities, equipment inventory, and work orders. Provide technical guidance and support to assistant electricians and electrical section staff as needed. Perform standby duties when required.

**Position: Intern Project Management Unit**

**Duration: 12 Months**

**Annual Basic salary: R100 000 per annum**

**Minimum requirements:** Grade 12, Degree/National Diploma in Civil Engineering/Project Management.

**Roles and Responsibilities:** Delivering technical support and evaluating proposed projects in alignment with respective Municipal IDP and regional and provincial growth and development plans. Management of labor-intensive construction methods in line with the EPWP framework and related reporting requirements. Project registration on the MIS. Attend Technical and site meetings on all MIG and LGES projects. Fields to be exposed to: Planning, Design tender processes and construction supervision.

**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

**Position: Clerk – Legal Services**

**Task grade level: 07**

**Annual basic salary: R 229 333, 68 per annum**

**Minimum requirements:**

Grade 12; Diploma in legal studies; LLB Degree will be an added advantage; Computer literacy, 1 to 2 years' experience related to paralegal and or administrative duties in legal services; strong work ethics; problem solving skills; Good writing and Communication skill; Attention to detail; Ability to work under pressure; Ability to follow instruction and work well independently as well as in teams.

**Roles and Responsibilities:**

Responsible for performing legal assistance; administrative services; providing support to the legal manager; ensuring compliance with relevant regulations, policy, procedure and legislation; do necessary research on legal matters and queries; prepare affidavits, contracts and specific documents for signing; minutes taking; drafting of documents and letters from existing templates/formats or as otherwise instructed; keep cases organized by maintaining a filing system, monitoring calendars, meetings deadlines, documents actions, input information into file database

**Position: Internship Legal Services**

Duration: 12 Months

Monthly Stipend of: R 3 000.00

**Minimum requirements:**

Grade 12, Degree or National Diploma in Paralegal studies/LLB or any equivalent qualifications. Good communication skills, Computer literacy and ability to interpret legislation.

**Position: Senior Internal Auditor (Re-advert)**

**Task Grade: 13**

**Annual Basic Salary: R 525 942, 60 per annum (Plus Applicable Benefits)**

**Minimum requirement:**

Grade 12 and National Diploma or higher (NQF: 6) in Internal Audit/Accounting; minimum of 4 years' experience in Audit Environment, A member of Institute of Internal Auditors South Africa (IIASA) will be an added advantage; Knowledge of the new global internal audit standards. Understanding of Local Government Environment; Computer literacy; valid driver's license.

**Roles and Responsibilities:**

Provide inputs to the Annual Audit Plan, and supervise the work of internal auditors to ensure compliance with IIA standards and methodology. Review the municipal performance information to ensure that it is SMART. Review the financial statements of the municipality, the annual report, the municipal SDBIP and budget adjustment, Quarterly /annual performance assessment of municipal employees and the Municipal IDP and annual budget. Manage the planning, execution, and reporting of audit initiatives. Supervise the coordination of the AG activities and Audit Committee. Compilation of the audit reports.

**Position: Administration Officer**

**Task Grade: 10**

**Annual Basic Salary: R 327 316, 08 per annum**

**Minimum Requirements:**

Grade 12, B Degree/National Diploma in Administration/office administration/public management; Two (2) years relevant experience, Time management; Planning, Communications; Reporting and good Inter-personal skills; Excellent Computer Skills.

**Roles and Responsibilities**

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

**Position: Driver/Chauffeur (Re-advert)**

**Task Grade: 8**

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

**Annual Basic Salary: R 258 202, 56 per annum (Plus Applicable Benefits)**

**Minimum requirements**

Matric (Grade 12), Valid Code B Driver's license; Five (5) years' driving experience, Advance driving certificate will serve as an advantage. Knowledge of Municipal jurisdictions; the required personal attributes are honesty and integrity; presentation skills; good verbal communication skills; Must have the ability to work under pressure whilst paying attention to detail.

**Roles and Responsibilities:**

Provide driver/chauffer services and personal protection to the Mayor on all official roles of the Council, perform any other roles as assigned by the Principals,

**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 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 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: 22 August 2025 at 16h00.**