



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: COMMUNITY SERVICES

Position: Management Representative Licensing and Motor vehicle (Re-advert)

Salary Task Grade: 14

Annual Basic Salary: R 417 111.36

Minimum Requirements: Grade 12 Certificate; Examiner of Driving Licenses Diploma (Grade B); Examiner of Vehicles Diploma (Grade B) a valid Code A and EC driving Licenses; Registered as Grade A Examiner; Two (2) years relevant experience; A clear criminal record.

Duties and Responsibilities

Plans and co-ordinates operations of the Driving Licenses Testing Station Ensure adherence to National Road Traffic Act, operating procedures and standards; Audit and approve issuing of licenses; Allocate and supervise duties of personnel in the unit; Ensure adherence to duty list; Oversee all administrative functions for the unit; Ensure compliance roadworthy tests; Keep records and compile reports on duties performed; Manage testing equipment's. Liaise with internal and external stake holders.

DEPARTMENT: CORPORATE SERVICES

Position: Administration Assistant (Branch Office)

Task Grade Level: 08

Annual Basic Salary: R202 577.17

Minimum Requirements:

Grade 12 and National Diploma or Bachelor's Degree in Administration Studies/Public Administration/ Office Management. Minimum of 5 years working experience, with at least 3 years at supervisory level in administration environment. Effective Communication skills, Good Inter-personal skills, Planning, Organizing and Time management skills, Excellent Computer skills. Valid Driver's license.

Duties and responsibilities:

Answers and routes telephone calls to appropriate destination, records messages and provides information to public and other departments, Receives, opens and routes mail to include responding to correspondence regarding general information, Prepares, types, distributes, files and maintains various confidential reports, records, lists, documents, statistical data, minutes and all correspondence and attends various meetings to record minutes, Processes and maintains records for payroll and personnel files for division, May supervise, train and assign work of division clerks, temporary staff, Operates standard office equipment, Prepares, Schedules appointments, meetings, interviews and travel arrangements to include contacting participants and making necessary reservations, Assists in preparing division budget and any other special projects as requested by branch head, Performs other related work as required. Records Management and Registry Services, Organize and allocation of Office space and office Furniture, and Managing Cleaning Services.

POSITION: Assistant Human Resource Officer

Task Grade Level: 08

Annual Basic Salary: R202 577.17 per annum

Minimum Requirements

Grade 12; National Diploma/Degree in Human Resource management. Minimum of 1 year relevant experience, Knowledge of Labour legislation, Knowledge of HR functions: Recruitment and Selection; Employee relations; Training and development; OHS and wellness; Payroll; Benefits and Leave administration. Excellent administrative, communication, organizational and interpersonal skills • Computer literacy (MS Office Applications), Visionary thinker and decision-making capabilities, Attention to detail, Able to work under and report writing skills, a high level of discipline, ethical conduct, responsibility, confidentiality, and accuracy are required.

Duties and Responsibilities

Coordinate, oversee and implement human resources strategies, policies of the Municipality • Monitor, administer and evaluate the continuous application standard operating procedures applicable to all human resources functionalities • Responsible, follow up, oversee and resolve general enquiries • Provides support to the immediate supervisor in respect of specific administrative tasks associated with recruitment, selection, benefits, leave administration and other HR-related administration • Maintains a sound relationship with service providers • Responsible, coordinate and implement effective employee benefits administration processes • Attends to and implement effective employee administration processes and supervision. Provide support function in all HR related activities. Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality. • Keep abreast of the latest legislative changes, developments, and emerging trends in the profession

Position: 1X Driver/Messenger (Re-advert)

Post Level: 08

Annual Basic Salary: R202 577, 16

Minimum requirements: Grade 10 or NQF level 2, Ability to read and write. Valid Code 10/B Driver's license, Valid code 14/EC will be an added advantage; Valid Professional Driver's Permit (PDP); clear criminal record. Minimum 1 year relevant experience, honesty and integrity; must have the ability to work under pressure whilst paying attention to detail.

Duties and Responsibilities:

The successful candidate will be expected to drive/operate the following vehicles: sedans, pick up Bakkies, trucks and tractors. Perform pre-trip inspections to identify possible defects. Perform daily-trip and post-trip vehicle inspections and ensure that the vehicle is in a safe condition at all times. Drive the municipal vehicles to the required service points. Effectively operate the assigned routine duties and deliver municipal documents in time. Assist in managing the queues • Provide clients with assistance in terms of where to go and necessary steps to follow • Provide highest level of prompt and friendly client service • Ensure the assigned vehicle is clean inside and outside at all times • Maintain accurate and up-to-date scheduled trip sheets • Ensure that there are no interruptions in the delivery services. • Report incidents and accidents timeously and compile vehicle condition reports and other records requested by Supervisor • Assist with any duties required by supervisor in the quest for excellence service delivery • Adhere to the disciplinary code, code of conduct.

Position: Internship Administration

Duration: 12 Months

Monthly Stipend: R 3 000.00

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: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

Position: Internship Spatial and Integrated Development Planning

Duration: 24 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, B Degree or National Diploma in Town & Regional Planning / Urban and Regional Planning or relevant equivalent qualification, good interpersonal, communication and computer skills.

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

Position: Internship Communication

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Communication/Journalism or equivalent. Good communication skills, Computer literacy and graphic design.

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; Soekmekeer.

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: Monday 5 October 2021 at 16h00.