



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: CORPORATE SERVICES**

**POSITION: Secretary Corporate Services (Re-advert)**

**Task Grade Level: 08**

**Annual Basic Salary: R202 577.17 per annum**

**Minimum Requirements**

Grade 12; National Diploma/N6 Certificate in Human Resource management, Secretarial/ office Administration. Effective communication skills, interpersonal skills, planning, time management, organizing and typing skills. Computer literacy is a pre-requisite.

**Responsibilities**

Provide general secretarial and administrative support to the senior manager; coordinate activities in the office of senior manager; managing the diary of senior manager, responsible for minutes taking, record keeping and report writing. Provide support to all divisions in the corporate service department

**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

**POSITION: Internal Auditors x2 (Re-Advert)**

**Task Grade Level: 12**

**Annual Basic Salary: R357 916.08 per annum (plus applicable benefits)**

**Minimum Requirements:** Grade 12 plus National Diploma in Internal Auditing or relevant equivalent qualification. Must have at least 2 years relevant experience in the auditing field. Must have valid code 10 driver's licence. The candidate must have good interpersonal relations and communication skills. Report writing skills, effective problem-solving skills and ability to work under pressure. Good understanding of IIA standards and MFMA.

**Key Performance Area:**

Plan and implement the audit projects in line with the approved risk based internal audit plan. Report the results of the audit with the relevant Managers. Submit draft audit reports for review to the Chief Audit Executive and monitor the implementation of Internal and external audit action plans. Assist in the coordination of the Audit Committee and Auditor General activities. Perform any other duties as may be assigned by Chief Audit Executive.

**Position: Internship Municipal Manager's office (Re-advert)**

**Duration: 12 Months**

**Monthly Stipend of: R 3 000.00**

**Minimum Requirements:**

Grade 12, B Degree or National Diploma in public administration/management 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; Soekmeaar.

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: Thursday 28 April 2022 at 16h00.**