



**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:**

**Position: Senior Manager Community Services (Re-advertisement)**

**Department: Community Services**

**Employment Term: 5 Year Fixed Term Performance Based Contract (To be appointed in terms of Sections 56 and 57 of Municipal Systems Act 32 of 2000)**

**Remuneration: Negotiable**

**Key Requirements:**

A Bachelors Degree / National Diploma in Public Administration or relevant equivalent Social Sciences tertiary qualification at NQF level 6. A postgraduate qualification will be an added advantage. At least 5 years managerial experience preferably within a Local Government Environment. A valid Code 08/B driver's license. Knowledge of Local Government and / or public sector legislation, policy, regulations, standards and procedures. Legibility in terms of the competence framework for senior / section 57 managers as promulgated by the minister of corporative governance and traditional affairs. Excellent computer skills. Strategic thinking, Planning, prioritizing and effective communication skills are essential.

**Competencies:**

Strategic capacity and leadership. Financial management capabilities especially budget management and municipal finance management.. Policy formulation, monitoring and evaluation. Analytical ability. Networking, interpersonal, negotiation, facilitation and conflict management skills.

**Key Performance Areas Includes:**

Report directly to the Municipal Manager on key departmental activities. Overall management of the Community Services Department. Implement the Integrated Development Plan (IDP) as well as strategic goals of the Community Services Department. Provide support and advice to the Municipal Manager and Council. Implement departmental Service Delivery Budget Implementation Plan (SDBIP). Develop and implement key strategic / business plans including Waste Disposal & Management Plan, Disaster Management Plan, Transport Plan, Traffic & Licensing Plan and Environmental Management Plan, Manage Departmental budget, human resources & other resources in accordance with local government legislation and treasury regulations. Manage efficient provision of municipal services. Establish, operate and maintain support structures, processes and systems. Direct and control key deliverables and outcomes for the department. Liaise with internal and external stakeholders. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices and operating standards compliance.

**Position: Special Programmes Officer (Re-advertisement)**

**Department: Municipal Manager's Office**

**Basic Salary: R 169 571.49 per annum**

**Minimum Requirements:**

Certificate or equivalent qualification. 1 year experience in community work. Knowledge of community structures. Computer skills. Planning and coordination skills, ability to work without supervision and a self starter.

**Roles and Responsibilities Includes:**

Develop & coordinate plans and programmes special focus groups. Implement programmes aimed at supporting and empowering the youth, elderly, women, children and disable persons. Arrange logistics for special focus events and activities. Liaise with institutional structures and external structures in support of special focus group. Facilitate consultation with key stakeholder. Facilitate integration of support programmes for focus groupings in municipal plans and activities and maintain data base of such structures and activities. Develop & review

internal systems associated with key functions of the unit. Perform a liaison function with interest groups.

**Position: Risk Management Officer (Re-advertisement)**

**Department: Municipal Manager's Office**

**Salary: R169 571.49 per annum**

**Minimum Requirements:**

Bachelor's Degree or Diploma in Accounting, Auditing, Risk Management or equivalent at NQF level 5. A valid Code B driver's license. 2 years relevant experience; Knowledge of relevant legislation applicable to risk management. Knowledge of risk management processes and techniques. Knowledge of Local Government Legislation. Excellent computer skills. Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

**Roles and Responsibilities Includes:**

Develop, coordinate, monitoring and implement Risk Management strategies and plans. Developing, maintain and execute a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risks that may impact on Organizational Performance. Conduct enterprise risk management education. Develop risk management related policies and procedures including fraud prevention. Facilitate resolution of audit queries. Ensure compliance with applicable legislation and regulations.

**Position: Human Resources Management Officer**

**Department: Corporate Services**

**Salary: R 169 571.49 per annum**

**Minimum Requirements:**

Diploma/Degree in Human Resources Management or equivalent; 1 year relevant experience; Basic Computer Skills; A valid Code B driver's license

**Task and Responsibilities Includes:**

Undertake recruitment, selection & induction of newly appointed employees; Administration of employee benefits; Administration of employee leave; Compile Employment Equity Reports; Provide generic Human Resources support to Departments; Administrate Personnel Provisioning and utilization service; Maintain record / statistics Human Resources Development Service; Ensure availability of adequate stock of stationery & operating utensils; Coordinate Human Resource events and activities; Maintain personnel records; Coordinate employee relations roles & responsibilities; Develop mitigating plans and strategies for human resource functions; Attend to human resource enquiries and queries.

**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 covering application letter, a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications.**

**\*Applications without the above will not be considered.**

**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. Fax and E-Mail applications will be not accepted.**
  - 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 applicant.**

**Successful candidates for positions of senior managers will be expected to enter into an annual performance agreement with the municipality for each financial year for the duration of the employment relationship.**

**Enquiries on the above should be directed to Mr. P.S Peta at 015 501 0243.**

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF POSITION OF SEPECIAL PROGRAMMES OFFICER, RISK MANAGEMENT OFFICER, HUMAN RESOURCES MANAGEMENT OFFICER & SUPERINTENDENT PARKS; CEMETERIES, REFUSE & WASTE MANAGEMENT: Friday 09 September 2011 at 12h00.**

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF POSITION OF SENIOR MANAGER COMMUNITY SERVICES IS: Friday 23 September 2011 at 12h00.**

**Position: Superintendent Parks; Refuse; Cemetery & Waste Management**

**Department: Community Service**

**Salary: R 182 074.45 per annum**

**Minimum Requirements:**

National Certificate in Waste Management, Parks Maintenance or equivalent; 1 year relevant experience; Basic Computer Skills; A valid Code B driver's license

**Task and Responsibilities Includes:**

Management of parks, cemeteries, refuse & waste management and public places. Maintenance of parks, cemeteries, refuse & waste management and public places. Implements procedures, systems and controls for the functions. Regulate specific work sequences and general practices/ processes as appropriate to the functional area. Procure and evaluate functionality of operating plant and equipment. Control and inspect stock items. Monitors and supervises activities of staff to ensure that work is performed according to work plan. Controlling the utilization of materials.