



DEPARTMENT: MUNICIPAL MANAGER

Position: Administrative Officer Municipal Manager's Office (Re-advertisement)
Post Level: 8
Annual Basic Salary: R 191 573.73 - R 198 142.60 per annum (Plus Applicable Benefits)

Minimum Requirements:
 Grade 12, National Diploma in Administration or Grade 12, National Diploma in Administration or equivalent. 2 years relevant experience. A valid Code B driver's license. Time management, planning, communications, reporting and interpersonal skills office support. Excellent Computer Skills particularly MS Word, Excel, PowerPoint, Outlook and Typing.

Tasks and Responsibilities Include:
 Perform general office administrative support functions & services. Mail receipt, sorting, distribution and dispatch. Coordinate of meetings, workshops, events, travel and accommodation. Minute taking and record keeping. Responsible for office management including neatness & refreshments. Manage manager's diary and the departmental diary. Provide support to units and divisions within the Municipal Manager's Office. Receive, convey and address queries. Perform typing duties for the manager and department. Compile reports and ensure safekeeping of correspondences. Coordinate refreshments for the manager and department. Perform general administrative duties. Perform any other duty as may be delegated from time to time.

Position: Mayor's Secretary (Re-advertisement) (Fixed Term Contract Linked to the Mayor's Term of Office)
Post Level: 13
Salary: R 116 529.74 - R123 662.29 per annum (Plus Applicable Benefits)

Minimum Requirements:
 Grade 12, Secretarial Diploma / Certificate in Office Administration / Administration or equivalent. 1 year relevant experience. Effective communication skills, interpersonal skills, planning, time management, organizing and typing skills. Excellent Computer Skills particularly MS Word, Excel, PowerPoint, Outlook and Typing.

Tasks and Responsibilities Include:
 Perform general secretarial services. Coordinate Manual & Electronic mail for the mayor. Coordinate meetings, workshops, events, travelling and accommodation for the mayor & the mayor's office. Take minutes for mayor and the office's meetings and keep records. Responsible for office management including neatness. Manage the mayor's diary. Provide support to units in the mayor's office. Perform typing duties for the mayor's office. Compile reports and ensure safekeeping of correspondence. Coordinate refreshments for the mayor's office. Prepare notices, agendas and minutes for specific meetings and attending to the distribution thereof and/or arranging for the collection of documents prior to scheduled meetings. Organize, confirm and schedule meetings/appointments and ensure catering and refreshments are catered for. Receive and send accommodation and travelling expenses.

DEPARTMENT: BUDGET & TREASURY

Position: Internship Financial Management Months Contract
Duration: Two (2) Years or Twenty Four (24) Months
Salary: R 117 336.67 per annum

Minimum Requirements:
 Grade 12, B Compt Degree or National Diploma, Accounting, Auditing, Logistics, Financial

Molemole Local Municipality invites applications from suitably qualified candidates to fill vacant positions within its establishments. 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.

Molemole Municipality VACANCIES

DEPARTMENT: TECHNICAL SERVICES

Position: Internship: Water and Sanitation Months Contract
Duration: Two (2) Years or Twenty Four (24) Months
Salary: R 117 336.67 per annum

Minimum Requirements:
 Grade 12, B Degree / National Diploma in Water Sanitation / Water Care / Civil Engineering / Tertiary equivalent qualification at NQF Level 5. Report writing, Effective communication. Excellent interpersonal skills. Computer Skills

Tasks and Responsibilities Include:
 Perform daily water & sanitation maintenance activities. Implement plans to ensure effective provision of water and sanitation services. Operate and maintain plants in accordance with operational requirements. Monitor water quality to ensure compliance to both water and waste standard e.g. SANS 241. Perform any other duty as delegated by supervisor(s). Assist the municipality to realize obligations as outlined in Water Services Acts and regulations. Undergo formal and informal training.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:
The Municipal Manager, Molemole Local Municipality, Private Bag X44, Dendron, 0715 or hand deliver to 303 Church Street, Mogwadi 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 Municipal Manager reserves the right to / not to make appointments. If no responses 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 personal suitability checks including criminal records, company ownership / qualifications, employment, credit, (A SAGA evaluation report must accompany qualifications acquired from foreign learning institutions)
 2. Fax and E-Mail applications will not be 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.

Enquiries on the above should be directed to Ms KJ Magongwa at 015 501 0243. **CLOSING DATE FOR APPLICATIONS IN RESPECT OF THE ABOVE POSITIONS IS: Friday 16 November 2012 at 13:00.**

DEPARTMENT: COMMUNITY SERVICES

Position: Examiner X1
Post Level: 9
Annual Basic Salary: R170 152.66 - R176 333.29 per annum

Minimum Requirements:
 Grade 12, Diploma Examiner of Driving License. Grade B. Registered as a Grade B Examiner of Driving License. A valid Code EC driver's license & RDPF. 1 year relevant experience. Good report writing skills. A clear criminal record. Diploma in requirements. Monitor water quality to ensure compliance to both water and waste standard e.g. SANS 241. Perform any other duty as delegated by supervisor(s). Assist the municipality to realize obligations as outlined in Water Services Acts and regulations. Undergo formal and informal training.

Tasks and Responsibilities Include:
 Conduct tests for learners and drivers License applications. Administer learners and drivers licenses. Conduct eye tests. Conduct K53 practical driving tests. Authorize conversion, renewals of driving licenses and PRDP. Compile reports.

DEPARTMENT: CORPORATE SERVICES

Position: Information Technology Officer
Post Level: 8
Salary: R 191 573.73 - R198 142.60 Per annum

Minimum Requirements:
 Grade 12, B Degree or National Diploma in Information Technology or equivalent NQF Level 6 qualification specialising in network administration, ICT Systems and applicable legislation / regulations. 2 years relevant experience. Excellent Computer Skills particularly MS Word, Excel, PowerPoint, Outlook and Typing. Effective communication skills. Excellent interpersonal and facilitation skills, including negotiation and conflict management.

Tasks and Responsibilities Include:
 Plan and implement information technology and communication services. Provide technical support to ICT system, update software, maintain and upgrade computer hardware. Maintain routine information backups. Develop and implement ICT policies. Operational procedures and plans. Maintain, control, monitor fruitful productive use of