



# Molemole Municipality VACANCIES

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: MUNICIPAL MANAGER

Position: Administrative Officer Municipal Manager's Office

Post Level: 8

Annual Basic Salary: R179 881.44 - R186 049.39 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; National Diploma in Administration or equivalent, 2 years relevant experience, Code B driver's license; 2 years relevant experience

Tasks and Responsibilities include:  
Perform general office admin support functions & services; mail receipt, sorting, distribution and dispatch; Co-ordinate meetings, workshops, events, travel and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the 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 correspondence; Co-ordinate refreshments for the manager and department; Perform general administrative duties; Perform any other duty as may be delegated from time to time.

Position: PMS Officer

Post Level: 8

Annual Basic Salary: R179 881.44 - R186 049.39 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; National Diploma / Degree in Human Resources Management / Public Administration / Development Management or relevant equivalent; 1 year relevant experience; A valid Code B driver's license; Advanced Computer Skills; Excellent Writing & Communication Skills.

Tasks and Responsibilities include:  
Co-ordinate organizational & employee performance management; Ensure legislative compliance in performance management; Facilitate organizational strategic planning processes; Co-ordinate performance reporting, measurement and evaluation; Establish internal capacity for performance management; Provide advice to senior management and council on performance related matters.

Position: Communications Officer

Post Level: 8

Annual Basic Salary: R179 881.44 - R186 049.39 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; National Diploma / Degree in Communications or Public Relations or Media or equivalent; 1 year relevant experience; A valid Code B driver's license; Advanced Computer Skills; Excellent Writing & Communication Skills.

Tasks and Responsibilities include:  
Establish a corporate / public identity & image of the municipality; Serve as an official spokesperson / liaison officer of the municipality; Drive the development and implementation of a communication strategy; Co-ordinate internal communications; Perform marketing duties; Prepare statements, publications and speeches; Manage resources allocated to the function; Operate equipment assigned to communications unit.

Position: Mayor's Secretary

Post Level: 13

Annual Basic Salary: R111 605.95 - R116 114.83 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.

Tasks and Responsibilities include:  
Perform general secretarial services; Co-ordinate Manual & Electronic mail for the mayor; Co-ordinate meetings, workshops, events, traveling 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; Co-ordinate 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 catering and refreshments are catered for; Receive and send faxes; Arrange documents for payment of accommodation and travelling expenses.

## DEPARTMENT: BUDGET & TREASURY OFFICE

Position: Accountant Budget & Reporting

Post Level: 8

Annual Basic Salary: R179 881.44 - R186 049.39 per annum (Plus Applicable Benefits)

Minimum Requirements:  
B Com Degree or National Diploma in Accounting / Financial Management / Cost & Management Accounting or equivalent; A valid Code B driver's license; 1 year relevant experience; Knowledge of relevant legislation applicable to Municipal Budget & Reporting; Knowledge of Local Government Legislation; Excellent computer skills; Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Tasks and Responsibilities include:  
Conduct control sequences associated with budgeting and reporting; Co-ordinate development of budget and periodic reports; Tracking of budget performance; Provide information and support to the production of Financial Statements; Provide support to business units on budget management; Perform specific sequences associated with maintaining manual and electronic based information data and files; Ensure compliance with MFMA, applicable legislation and regulations; Ensure compliance with applicable legislation and regulations.

Position: Assistant Accountant (Morebeng Branch Office)

Post Level: 10

Annual Basic Salary: R148 788.13 - R156 968.17 per annum (Plus Applicable Benefits)

Minimum Requirements:  
B Com Degree or National Diploma in Accounting / Financial Management / Cost & Management Accounting or equivalent; 1 year relevant experience; Knowledge of relevant legislation applicable to Municipal Budget & Reporting; Knowledge of Local Government Legislation; Excellent computer skills.

Tasks and Responsibilities include:  
Co-ordinate Budget & Treasury office activities and responsibilities at the branch office; performs functions, tasks and support to departments at the branch office on supply chain management, budget & reporting, expenditure and income/revenue services; Supervise budget & treasury office personnel; Generate periodic reports on financial management responsibilities of the branch office; Ensure compliance with MFMA, applicable legislation and regulations; Ensure compliance with applicable legislation and regulations.

Position: Internship Financial Management

Salary: R 110 175.28

Minimum Requirements:  
Applicable B Com / B Compt Degree or National Diploma in Accounting, Auditing, Logistics, Financial Management or equivalent; Good communication skills; Code B Driver's License, Computer Literacy.

Tasks and Responsibilities include:  
Perform specific tasks/activities associated with the expenditure, supply chain management, budget & reporting and income / revenue divisions scope of operation; Provide support to officials in the Budget & Treasury Department.

Provide general administrative support to the department; Undergo formal and informal training on financial management.

## DEPARTMENT: CORPORATE SERVICES DEPARTMENT

Position: Divisional Head Council Support & Secretariat

Post Level: 3

Annual Basic Salary: R282 279.71 - R290 811.61 per annum (Plus Applicable Benefits)

Minimum Requirements:  
National Diploma or Degree in Administration or equivalent, year relevant experience; Excellent computer skills; Knowledge of Local Government Legislation & Governance Structures; Experience in political administrative support roles; Exceptional reporting, Communication & Planning Skills and Valid Code B Driver's License.

Tasks and Responsibilities include:  
Develop and co-ordinate implementation of operational plans for the division; Co-ordinate municipal council and council committees' activities; Give administrative support to political office bearers; Co-ordinate public participation structures and activities; Manage divisional resources including budget & personnel; Co-ordinate & provide secretarial service to council & administrative committees; Compile and distribute agendas & minutes; Maintenance of council, council committees, and administrative committees' records; Give general support to the object of the Corporate Services Department; Provide secretarial services to institutional structures and committees.

Position: Secretary Corporate Services

Post Level: 13

Annual Basic Salary: R111 605.95 - R116 114.83 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; National Secretariat Diploma / Office Administration / Administration or equivalent; 2 years relevant experience; 1 year relevant experience; Effective communication skills; interpersonal skills; planning, time management, organizing and typing skills; Excellent Computer Skills.

Tasks and Responsibilities include:  
Perform general secretarial services; Manual & Electronic mail receipt, sorting, distribution and dispatch; Co-ordinate meetings, workshops, events, traveling and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the manager's diary and the departmental diary; Provide support to units and divisions within the Corporate Services department; Receive, convey and address queries; Perform typing duties for the manager and department; Compile reports and ensure safekeeping of correspondence; Co-ordinate refreshments for the manager and department; Perform general administrative duties; 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 catering and refreshments; Receive and send faxes; Arrange documents for payment of accommodation and travelling expenses.

Position: Administrative Assistant Council Support & Secretariat

Post Level: 14

Annual Basic Salary: R101 415.25 - R105 512.43 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; Diploma / Certificate in Secretariat, Computer / Typing; Public Admin or equivalent; Minimum 1 year relevant experience; Basic Computer Skills; A valid Code B driver's license.

Tasks and Responsibilities include:  
Provide secretarial support to the Council Support & Secretariat division; Provide secretarial to council committees, forums and meetings; Generate draft reports for scrutiny, typing and distribution of notices, agendas and minutes; Take and keep minutes for meetings; Filing of council and committee records; Make logistical arrangements for meetings.

Position: Human Resources Clerk

Post Level: 15

Annual Basic Salary: R78 437.16 - R86 600.97 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; Certificate in Human Resources Management and / or Certificate in Payroll administration or equivalent; Minimum 1 year relevant experience; Basic Computer Skills; A valid Code B driver's license.

Tasks and Responsibilities include:  
Develop and maintain employee records electronically; Input payroll information; Refer matters pertaining to payroll deductions to salaries; Co-ordinate pension; Forward payroll instructions to payroll; Update notices of changes in benefits; Update personnel files; Provide support to functions within the section; Capture and retrieve employee records on the payroll system; Co-ordinate pension based housing loan applications; Medical aid, pension, home allowance & travelling allowance of employees & councillors; Provide general clerical support to the Human Resources Division.

Position: Human Resource Management Internship

Duration: 24 Months

Annual Basic Salary: R 110 175.28

Minimum Requirements:  
Grade 12; B Com Degree / National Diploma in Human Resources Management; Public Management or relevant equivalent; Good interpersonal & communication and Computer Skills.

Tasks and Responsibilities include:  
Provide general administrative support to the Human Resources unit; Update personnel files; Capture and maintain leave, payroll, training, safety and wellness records; Co-ordinate employee benefits including medical aid, pension, home allowance & travelling allowance of employees & councillors; Provide general clerical support to the Human Resources Division.

## DEPARTMENT: COMMUNITY SERVICES DEPARTMENT

Position: Divisional Head, Traffic Law Enforcement & Licensing

Post Level: 3

Annual Basic Salary: R282 279.71 - R290 811.61 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; Relevant National Diploma or equivalent; Traffic Diploma; Diploma Examiner of Driving License Grade B; Diploma Examiner of Motor Vehicles; 2 years relevant experience; Code B driver's license and Excellent Computer, Negotiation and Supervisory Skills.

Tasks and Responsibilities include:  
Directs and control key performance targets for the division; Manage implementation of systems and operating procedures; Co-ordinate key activities pertaining to traffic law, municipal bylaws enforcement, driver's and motor vehicle licensing; Manage infrastructures and assets assigned to the division; Provide support and advice to senior management & council; Manage divisional budget and other resources; Manage and supervise personnel.

Position: Management Representative Licensing & Motor Vehicle

Post Level: 3

Annual Basic Salary: R193 144.58 - R 199 374.65 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; Certificate, Diploma Examiner of Driving Licenses Grade B (Code A and EC) Diploma Examiner of Learners license Grade B (Code A and EC) Diploma Examiner of Motor Vehicle Testing (Code A and EC) A valid Code EC drivers License Registered as Grade B Examiner; 2 years relevant experience; A valid Code EC driver's license & PRDP; A clear criminal record.

Tasks and Responsibilities include:  
Plan and co-ordinate operations of the Driving Licenses Testing Centre; Allocate and supervise work of support staff; Ensure adherence to legislations, regulations and operating procedures and standards; Liaise with internal & external clients and stakeholders; Keep records and compile reports on duties

performed; Manage testing equipment; Co-ordinate registration of users on the e-Nats system; Serve as a relieve examiner; Co-ordinate internal and external audit processes; Verification of work performed.

Position: Examiner X2

Post Level: 9

Annual Basic Salary: R159 767.67 - R165 571.16 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12 Certificate; Diploma Examiner of Driving License Grade B; Registered as a Grade B Examiner of Driving License; A valid Code EC driver's license & PRDP; 1 year relevant experience; A clear criminal record

Tasks and Responsibilities include:  
Test applicants for learners' and drivers' Licenses; Administer learners' and driver's licenses; Conduct eye tests; Conduct K53 practical driving tests; Authorize conversion, renewals of driving licenses and PRDP; Compile reports.

Position: Traffic Officers X2

Post Level: 12

Annual Basic Salary: R126 031.13 - R133 352.26 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12 Certificate; Traffic Diploma; A valid Code EC 1 driver's license; 1 year relevant experience; A clear criminal record

Tasks and Responsibilities include:  
Ensure adherence to traffic law enforcement and flow; Administering road accidents, road safety unit, law enforcement and municipal by-laws; Promotes public safety; Administer notices and summons to ensure law enforcement; Perform point duty and control traffic during activities and events; Compile reports; Assist the Municipality in curb curbing.

Position: Secretary Community Services

Post Level: 13

Annual Basic Salary: R111 605.95 - R116 114.83 per annum (Plus Applicable Benefits)

Minimum Requirements:  
Grade 12; National Secretariat Diploma / Office Administration / Administration or equivalent; 1 year relevant experience; Effective communication skills; interpersonal skills; planning, time management, organizing and typing skills; Excellent Computer Skills.

Tasks and Responsibilities include:  
Perform general secretarial services; Manual & Electronic mail receipt, sorting, distribution and dispatch; Co-ordinate meetings, workshops, events, traveling and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the manager's diary and the departmental diary; Provide support to units and divisions within the Corporate Services department; Receive, convey and address queries; Perform typing duties for the manager and department; Compile reports and ensure safekeeping of correspondence; Co-ordinate refreshments for the manager and department; Perform general administrative duties; 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, catering and refreshments that are catered for; Receive and send faxes; Arrange documents for payment of accommodation and travelling expenses.

## DEPARTMENT: TECHNICAL SERVICES DEPARTMENT

Position: Technician Water Services

Post Level: 7

Basic Salary: R184 198.21 - R190 514.19 per annum (Plus Applicable Benefits)

Minimum Requirements:  
National Diploma of B.Sc. Degree in Civil Engineering/Water Care/Water and Sanitation/ Water Utilization or relevant equivalent qualification; 1 year experience in water sector; A valid Code B driver's license; Good understanding of the National Water and Water Services Act; Knowledge of ground and surface water resource management; budgeting and project management; Excellent interpersonal and Computer Skills.

Tasks and Responsibilities include:  
Perform water management in the water schemes / systems (reticulation and boreholes); Operate and maintainance of water and waste water treatment works; Develop proposals for improvement in the water and waste water system; Ensure O & M plans are implemented effectively; Monitor water services to conform to set standards at service points; Perform any other duties delegated from time to time; Complex internal transactional documentation (e.g. tally sheets, log sheets, progress report, etc.) and related forms (vehicle checklist); Monitor and supervise activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervisor and reports on activities performed; Controlling the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or reconstruction work.

## DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & PLANNING

Position: Internship Regional & Town Planning X2

Duration: 24 Months

Salary: R 110 175.28

Minimum Requirements:  
B Degree or National Diploma in Town & Regional Planning / Urban and Regional Planning or relevant equivalent; Good interpersonal & communication and Computer Skills.

Tasks and Responsibilities include:  
Process land applications; Liaising subdivision, consolidation and special consent using relevant legislations and Permission to Occupy (PTO); Assessment of Business Licence applications; Processing of Business & Residential applications.

## IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:

The Municipal Manager, Molemole Local Municipality; Private Bag X44, Dendron, 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Vwiers Street, Sokelekear.

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 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 POSITION IS: Friday, 03 August 2012 at 13:00.