

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: Risk Management Officer

Post Level: 08

Annual Basic Salary: R205 700,76 - R212 754,03 per annum (Plus Applicable Benefits)

Minimum requirements:

B Degree / Diploma majoring in Accounting or Auditing or equivalent tertiary qualification and at least two years' relevant experience. Valid driver's license. Membership with Institute of the Internal Auditors or Risk Management professional body will be an added advantage. Must have good interpersonal relations: strong public administration knowledge and experience. Communication skills: report writing skills: problem solving skills. Ability to analyze organizational process to highlight significant risk area. Presentation, facilitation and financial and risk management skills.

Tasks and responsibilities include:

Ensure the development and implementation of the Council Risk Management Strategy. Facilitate the risk workshop and Compile risk register on annual basis. Ensure integration of Risk Management with all management activities at all levels. Ensure compliance with related risk management matters as contained in the applicable legislations. Conduct enterprise risk management education. Develop risk management related policies and procedures including the fraud prevention strategy. Assist with the facilitation on audit queries. Ensure compliance with applicable legislation and regulations.

Position: Intern - Internal Audit (Re-Advertisement)

Duration: Two (2) year fixed term contract

Salary: R100 000,00

Minimum requirements:

B Com degree in Auditing or National Diploma in Auditing or equivalent. Good communication skills. Computer literacy.

Tasks and responsibilities:

Assist with planning and development of audit program. Assist in execution of audit as per audit program. Assist in reporting audit findings and make recommendations for corrections of unsatisfactory findings. Assist in conducting follow-up audit. Assist in conducting management request or ad-hoc audits. Ensure compliance with acceptable audit standards, working papers and pre-set plans. Give administrative support to audit committee and audit unit. Review the internal control system of the municipality. Ensure municipal compliance to MFMA and other applicable legislations. Undergo formal and informal training in Auditing and Risk Management.

DEPARTMENT: FINANCE

Position: Accountant Assets and Stores

Post Level: 08

Annual Basic Salary: R205 700,76 - R212 754,03 per annum (Plus Applicable Benefits)

Minimum requirements:

B Com Degree or National Diploma in Finance / equivalent NQF level 7. Valid driver's license. 1 - 2 years relevant experience in Assets management. Management skills. Communication skills. Good interpersonal skills. Report writing skills. Problem solving skills. Negotiation skills. Computer skills.

Tasks and responsibilities include:

Plan and manage activities and resources of the section. Issue stock to ensure service delivery. Manage and control specific accounting procedures associated with assets acquisition and disposals. Manage and administer Council's insurance portfolio. Order and receive stock to ensure service delivery: Perform stock take to verify stock and ensure purchases and issues are recorded. Monitoring and Update management policy: Maintain the asset register in line with G. Ensure internal control systems are properly adhered to.

Position: Payroll Clerk

Post Level: 15

Annual Basic Salary: R89 596,66 - R99 031,265 per annum

Minimum requirements:

B Com / National Diploma in Accounting / equivalent NQF level 6. Valid driver's license. 1 Year relevant working experience. Communication skills. Conflict handling. Problem solving skills. Writing skills.

Tasks and responsibilities include:

Perform tasks/activities associated with the processing and compilation of payroll / salary information. Capturing salary and wage information for employees / councillors. Preparing and extracting payroll reports and proceeding with the printing of payslips upon the approval. Reconciling statutory payments, deduction and allowance and attending to the preparation and circulation of tax certificates. Creating new ledger accounts and votes on the system as directed by the expenditure. Activating and processing journal to correct the situation if through the process of payment of salaries. Correctness required for ACB transfers. Check that maintenance is reconciled. Annual reconciliation and issue of IRP5 returns are done.

Position: Intern: Financial Management (Re-Advertisement)

Duration: Two (2) year fixed contract

Salary: R100 000,00

Minimum requirements:

B Com degree or National Diploma in Accounting or Financial Management or equivalent. Good communication skills. Computer literacy.

Tasks and responsibilities include:

Perform specific tasks/activities associated with the expenditure, budget and reporting, income and supply chain management divisions scope of operations. Provide support to officials in finance department. Provide general administrative support to the department. Undergo formal and informal training in financial management.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & PLANNING

Position: Divisional Head - Town & Regional Planning

Post Level: 03

Annual Basic Salary: R322 796,79 - R332 553,32 per annum (Plus Applicable Benefits)

Minimum requirements:

B Degree or National Diploma in Town & Regional Planning / Urban and Regional Planning or equivalent qualification, 2 - 3 years experience in Town planning. Good interpersonal, Communication and Computer Skills. Valid driver's license and registration with SACPLAN in terms of Planning Profession Act, 36 of 2002.

Tasks and responsibilities include:

Process land applications i.e. Rezoning, sub-division, consolidation and special consent using relevant legislations and municipal policies. Conduct site inspection for land development applications and Permission to Occupy (PTO). Assessment of Business Licence applications. Processing of Business & Residential applications. Conduct research regarding urban design and planning. Undertake urban design activities. Perform town planning related administrative duties. Manage the development and implementation of the spatial development framework. See to it that Environmental Impact Assessments, Geo-Technical, Traffic and Archaeological assessments are undertaken. Provide town planning input in situ land upgrade projects in rural areas to establish formal land tenure. Advise public and officials on development and enquiries related to planning legislation in terms of town planning scheme and other relevant legislation.

Position: Secretary - LEDP (Re-Advertisement)

Post Level: 13

Annual Basic Salary: R125 122,87 - R132 177,84 per annum (Plus Applicable Benefits)

Minimum requirements:

Certificate in secretarial studies or Office Administration or equivalent qualification. 1 - 2 Years relevant experience in secretarial duties. Effective communication skills. Good Interpersonal skills. Planning, Organizing and Time management skills. Typing and Excellent computer skills.

Tasks and responsibilities include:

Perform general secretarial duties. Manual and Electronic mail receipt, sorting and distribution within department. Coordinate meetings, workshops, events, travelling and accommodation for the department. Minutes taking and record keeping for the department. Management of Senior Manager's diary and Departmental diary of events. Provide support to units and Divisions within the LEDP department. Ensure good record management and filing for the department.

DEPARTMENT: CORPORATE SERVICERS

Position: Divisional Head Information Technology (Re-Advertisement)

Post Level: 03

Annual Basic Salary: R322 796,79 - R332 553,32 per annum (Plus Applicable Benefits)

Minimum requirements:

Diploma/Degree Computer Studies/Information Technology or equivalent NQF level 7. Driver's license code B. 2 - 3 Years relevant experience in IT field. Management skills. Communication skills. Good inter personal skills. Report writing skills. Problem solving skills. Negotiation skills. Computer Skills.

Task and responsibilities include:

Execute all business requirements from all directorates. Evaluate and monitor the appropriateness of ICT solutions and alignment between requirements. Assist / train users in new applications. Responsible for design and maintain ICT infrastructure for the municipality. Maintenance of 'file server

system'. Provide website/intranet support. See to it that the municipality complies with all prescriptions regarding licensing and hardware usage. Develop, revise and monitor compliance to all ICT related policies. Ensure compliance ICT security policy. Provides general on-the-job training to users with the utilization of equipment/applications/networks where necessary. Assist on purchase, Installation and maintenance of ICT hardware. Perform technical functions regarding the network administration and maintenance. Maintain user accounts and municipal network. Ensure that proper reporting procedures are executed. Interact with internal & external stakeholders on ICT related issues, identify ICT related hardware for disposal, manage the telephone management system of the municipality. Ensure follow up and resolution of all ICT audit queries/finding. The incumbent must be prepared to provide ICT support in all the municipal service sites as required from time to time. Ensure compliance to all ICT service level agreement.

Position: Human Resources Officer

Post Level: 08

Annual Basic Salary: R205 700,76 - R212 754,03 per annum (Plus Applicable Benefits)

Minimum requirements:

National Diploma in Human Resources Management. Public Management or equivalent NQF level 7. Valid driver's license code B. 1 - 2 years relevant experience in Human Resources field. Management skills. Communication skills. Good interpersonal skills. Report writing skills. Problem solving skills. Negotiation skills. Computer skills.

Tasks and responsibilities include:

Facilitate and coordinate the filling of posts- Recruitment and selection process. Administration of employee benefits. Administration of employee leave. Compile Employment Equity Reports. Compilation of different types of submissions to Municipal Manager. Oversee the proper implementation of Qualification verifications, reference checks and ensure accurate and updated information systems. Administer security vetting. Ensure Payday system alignment with the departmental structure. Provide Payday reports as and when required. Implement and approve Payday transactions. Manage subordinates. Conduct employee suitability checks. Participate in the budget preparation of the municipality. Provide professional advice to line-function on the effective and efficient interpretation and implementation of department HRM policies, systems, regulations, guidelines, resolutions and other prescripts. Attend to human resource enquiries and queries.

DEPARTMENT: TECHNICAL SERVICES

Position: Technician - Roads and Storm Water

Post Level: 07

Annual Basic Salary: R210 637,15 - R217 859,68 per annum (Plus Applicable Benefits)

Minimum requirements:

B.Sc or National Diploma in Civil Engineering or equivalent NQF level 7. Valid driver's license code B. 1 - 2 years relevant experience in Technical services field. Management and Communication skills. Good interpersonal skills. Problem solving skills. Negotiation skills. Excellent computer skills. Management/Supervisory skills.

Tasks and responsibilities include:

Management of road projects. Develop and implement maintenance plans for municipal road networks. Implement procedure, systems and controls for the functions. Regulate specific work consequences and general practices/processes as appropriate to the functional area. Evaluate functionality of operating plant and equipment. Control and inspect stock items. Develop plans, systems and procedures through perusal of inspection checklist, service records and registers with a view of identifying risks, deviation systems and the availability of alternative courses of action/corrective measures. Coordinate, monitor and road and storm water repair and construction work at specific sites. Monitor and supervise activities to 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. Control the utilization of materials (sand, stone, crusher run, etc.) and discharging/offloading required quantities of materials for repair or construction work.

Position: Technician - Water and Sanitation

Post Level: 07

Annual Basic Salary: R210 637,15 - R217 859,68 per annum (Plus Applicable Benefits)

Minimum requirements:

B.Sc or National Diploma in Civil Engineering / Water and equivalent NQF level 7. Valid driver's license code B. 1 - 2 years relevant experience in Technical services field. Management and Communication skills. Good interpersonal skills. Problem solving skills. Negotiation skills. Excellent computer skills. Good understanding of the National Water Service Act.

Tasks and responsibilities include:

Perform water management in the water schemes/system (reticulation and boreholes). Operation and maintenance of water and waste water treatment works. Develop proposals for improvement in the water and waste water system. Ensure O & M plans are implement effectively. Monitor water services to conform to set standard at service points. Perform any other duties delegated from time to time. Complete internal transactional documentation (Tally Sheet, Log Sheet, Progress report) and related forms. Supervise and monitor activities of staff to ensure that work is performed according to the work plan. Research and appraise new development in the field to determine strategic direction and advise the department.

Position: Artisan Plumber

Post Level: 10

Annual Basic Salary: R170 144,46 - R179 498,64 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 12 & N3 qualified Plumber. Completed apprenticeship and trade test or equivalent NQF level 4. 1 - 2 years relevant experience. Valid drivers license. Good communication skills. Ability to read and write. Computer skills.

Tasks and responsibilities include:

Interpret and coordinate specific pre-work / site requirements with regard to repairs, planned and predicative maintenance sequences and guide the activities of personnel. Perform driver activities using a vehicle or truck. Ensure transporting of machinery, equipment and people to and from the workplace. Repair, maintain and minor extensions to the work reticulation and plumbing networks, responsible for safety issues. Perform other related duties as instructed by supervisor. Completes internal transactional documentation such as (time sheets, log sheets, progress and productivity report).

Position: General Worker

Post Level: 16

Annual Basic Salary: R77 783,95 - R85 879,76 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 10 / NQF level 2. 1 - 2 years relevant experience. Numerical Accuracy. Computer literacy. Communication skills. Attention to detail. Valid drivers license.

Tasks and responsibilities include:

Perform specific activities / tasks associated with the receipting, storage and utilization of items/material to/from the store by receiving, issuing. Performs driver activities using a vehicle, delivering materials to user department. Collecting goods from suppliers. Completing inspection sheets to report on machine condition. Reporting defects to the supervisor. Report to SCM Manager on low stock levels.

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 & Viviers Street, Soekmekaar.

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 applicant.
 6. Applicants who have previously participated in an internship within Public Service or Local Government sector will not be considered.
 7. Candidates with foreign qualifications should attach SAQA evaluation reports with the applications.

Enquiries on the above should be directed to Ms KJ Magongwa at 015 501 0243/44.

Closing date for applications in respect of all positions is: Friday 16 May 2014 at 16:00.