



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'S OFFICE

Position: Internship Communication x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Communication/Journalism or equivalent. Good communication skills, Computer literacy.

DEPARTMENT: COMMUNITY SERVICES

Position: Management Representative Licensing and Motor vehicle (Re-advert)

Salary Task Grade: 14

Annual Basic Salary: R 452 864.16

Minimum Requirements: Grade 12 Certificate; Examiner of Driving Licenses Diploma (Grade B); Examiner of Vehicles Diploma (Grade B) a valid Code A and EC driving Licenses; Registered as Grade A Examiner; Two (2) years relevant experience; A clear criminal record.

Duties and Responsibilities

Plans and co-ordinates operations of the Driving Licenses Testing Station Ensure adherence to National Road Traffic Act, operating procedures and standards; Audit and approve issuing of licenses; Allocate and supervise duties of personnel in the unit; Ensure adherence to duty list; Oversee all administrative functions for the unit; Ensure compliance roadworthy tests; Keep records and compile reports on duties performed; Manage testing equipment's. Liaise with internal and external stake holders.

Position: 4x Waste and Environmental Management

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Environmental science/management. Good communication skills, Computer literacy.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & PLANNING

Position: Internship: Local Economic Development

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Development Studies, Economics, Business Administration. Good communication skills, Computer literacy.

Position: Internship: Spatial and Integrated Development Planning

Duration: 24 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12, Degree or National Diploma in Town and Regional Planning/ Urban and Regional Planning, Development Planning. Good communication skills, Computer literacy.

DEPARTMENT: TECHNICAL SERVICES

Position: Pump Operator

Task Grade Level: 07

Annual Basic Salary: R 195 350.16 per annum

Minimum Requirements:

Grade 12 qualification; or an appropriate level of secondary education; valid driver's license. Experience in water pump operation activities will be an added advantage.

Tasks and Responsibilities Include:

Opening/Closing valves to specific limits to control levels and regulate flow from/to storage units. Operating and maintaining waterworks treatment plant pumps, valves, electronic motors, and filters. Checking oil and grease on the pumps regularly and refilling when necessary according to specifications. Communicating with immediate supervisor, verbally transmitting information on plant condition, any unusual sound and vibration, performance and outcomes and/ or executing specific instructions to address deviations or disruption to process and mechanical operations. Logging specific activities/outcomes associated with process in registers, indicating time, incident or occurrence and action, and forwarding updated records for verification and approval.

DEPARTMENT: CORPORATE SERVICES

Position: Driver/Messenger (Re-advert)

Post Level: 08

Annual Basic Salary: R 219 941, 16

Minimum requirements: Grade 10 or NQF level 2, Ability to read and write. Valid Code 10/B Driver's license, Valid code 14/EC will be an added advantage; Valid Professional Driver's Permit (PDP); clear criminal record. Minimum 1 year relevant experience, honesty and integrity; must have the ability to work under pressure whilst paying attention to detail.

Duties and Responsibilities:

The successful candidate will be expected to drive/operate the following vehicles: sedans, pick up Bakkies, trucks and tractors. Perform pre-trip inspections to identify possible defects. Perform daily-trip and post-trip vehicle inspections and ensure that the vehicle is in a safe condition at all times. Drive the municipal vehicles to the required service points. Effectively operate the assigned routine duties and deliver municipal documents in time. Assist in managing the queues • Provide clients with assistance in terms of where to go and necessary steps to follow • Provide highest level of prompt and friendly client service • Ensure the assigned vehicle is clean inside and outside at all times • Maintain accurate and up-to-date scheduled trip sheets • Ensure that there are no interruptions in the delivery services. • Report incidents and accidents timeously and compile vehicle condition reports and other records requested by Supervisor • Assist with any duties required by supervisor in the quest for excellence service delivery • Adhere to the disciplinary code, code of conduct.

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: Monday 21 November 2022 at 16h00.