



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: Driver/Chauffeur

Task Grade Level: 10

Duration: Non Renewable Contract linked to the term of office of the Mayor

Annual Basic Salary: R197 557.08 per annum (Plus Applicable Benefits)

Minimum requirements

Matric (Grade 12), Valid Code B Driver's license; Five (5) years' driving experience, Advance driving certificate will serve as an advantage.

Knowledge; Skills and Personal Attributes:

Knowledge of Municipal jurisdictions; the required personal attributes are honesty and integrity; presentation skills; good verbal communication skills; Must have the ability to work under pressure whilst paying attention to detail.

Tasks and Responsibilities include:

Provide driver/chauffer services and personal protection to the Mayor on all official duties of the Council, perform any other duties as assigned by the Principals,

Position: Secretary – Mayor's office

Task Grade Level: 08

Duration: Non Renewable Contract linked to the term of office of the Mayor

Annual Basic Salary: R 155 842.32 per annum (Plus Applicable Benefits)

Minimum Requirements:

Diploma in Administration or equivalent qualification; Two (2) years relevant experience.

Knowledge; Skills and Personal Attributes:

Time management; Planning, Communications; Reporting and Interpersonal skills; Excellent Computer Skills.

Tasks and Responsibilities Include:

Perform general office admin support functions and services to the Mayor; mail receipt, sorting, distribution and dispatch; coordination of meetings, workshops, events, travel and accommodation for the Mayor; Minute taking and record keeping; Responsible for office management including neatness; Manage the Mayor's diary; Provide support to units and divisions within the Mayor's Office; receive, convey and address queries; Perform typing duties for the Mayor; Compile reports and ensure

safekeeping of correspondences of the Mayor; Coordinate refreshments for the Mayor's office; Perform any other duty as may be delegated from time to time by the Mayor.

Position: Admin Assistant –Chief whip and Speaker's office

Task Grade Level: 08

Duration: Non Renewable Contract linked to the term of office of the Chief whip and Speaker

Annual Basic Salary: R155 842.32 (Plus Applicable Benefits)

Minimum requirements:

Diploma in Administration or equivalent qualification; Minimum of two (2) years' experience in Community development affairs

Knowledge; Skills and Personal Attributes:

Good interpersonal skills; Good Communication skills and Computer Skills.

Tasks and Responsibilities:

Provide support to the local municipality sports council, Facilitate and drive mass participation programmes, Facilitate schools sports programmes in the Municipal jurisdiction, Facilitate the promotion of indigenous games and golden oldies in the municipality, Liaise with federations at District and Provincial levels. Develop and promote arts and culture, Promote and support cultural projects and programmes; Liaise and coordinate with the provincial departments and district municipality when there are events planned in the Municipality in order to ensure effective logistical arrangements; Coordinate the promotion of community based sports, arts and culture and heritage structures within the Municipality.

Position: Personal Assistant to the Mayor

Salary Task Grade: 12

Duration: Non Renewable Contract linked to the term of office of the Mayor

Annual Basic Salary: R275 344.44 (Plus Applicable Benefits)

Minimum Requirements:

National Diploma in Administration or equivalent qualification, Three to four (3-4) Years appropriate proven experience, valid code B Driver's License,

Knowledge; Skills and Personal Attributes:

Good interpersonal skills; Good Communication skills; and Computer Skills

Tasks and Responsibilities Include:

Planning, development and oversee implementation of special programs of Council ; advice , research, perform advocacy and monitoring of policy/strategy that relates to Youth Development: to implement the youth development policy and to ensure the proper execution of the aims and objectives of Youth Development Act;

responsible for administration of the special programmes; Compile and manage the budget of the office of the Mayor ; Brief the Mayor on matters of concern and secure information required for proper action ; attend meetings of the Office of the Mayor on matters that may affect the Mayor and give the necessary feedback to the Mayor.

DEPARTMENT: COMMUNITY SERVICES

Position: Examiner – Learners and Driving License

Salary Task Grade: 10

Duration: Permanent

Annual Basic Salary: R197 557.00 (Plus Applicable Benefits)

Minimum Requirements:

Grade 12, Diploma Examiner of Driving License Grade B, Registration as Grade B Examiner of Driving License, Two (2) Years appropriate proven experience, valid code EC Driver's License, Diploma in Examiner of Motor Vehicles Grade B will be an added advantage. A clear criminal record.

Knowledge; Skills and Personal Attributes:

Good interpersonal skills; Good Communication skills; and Computer Skills

Responsibilities

Conduct tests for learners and driving license applications, Administer learners and drivers licenses, Conduct eye tests, Conduct K53 practical driving tests, Authorize conversions, renewal of driving licenses and PRDP, Compile weekly, monthly and quarterly reports.

DEPARTMENT: CORPORATE SERVICES

Position: Internship Human Resource Management x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, B Degree/ National Diploma in Human Resource Management or relevant equivalent qualification, good interpersonal, communication and computer Skills.

Position: Internship Administration x 2

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, National Diploma Public Administration, Office Management or relevant equivalent qualification, good communication, interpersonal and computer literacy skills.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & PLANNING

Position: Internship Town & Regional Planning x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade12, B Degree or National Diploma in Town & Regional Planning / Urban and Regional Planning or relevant equivalent qualification, good interpersonal, communication and computer skills.

Position: Internship Integrated Development Plan (IDP) x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, B Degree or National Diploma in Planning/ Developmental studies or relevant equivalent qualification, good interpersonal, communication and computer Skills.

Position: Internship Local Economic Development x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade12 B Degree or National Diploma in Business Management or relevant equivalent, good interpersonal, communication and computer skills.

DEPARTMENT: TECHNICAL SERVICES

Position: Internship Water and Sanitation x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements:

Grade 12, B Degree/ National Diploma in Water Sanitation/ Water Care/ Tertiary equivalent qualification at NQF Level 5. Report writing, effective communication, excellent interpersonal skills, computer skills.

Position: Internship Roads and Storm Water x 1

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum Requirements

Grade 12, B Degree/ National Diploma in Civil Engineering/ N6 or Tertiary equivalent qualification at NQF Level 5. Report writing, effective communication, excellent interpersonal skills, computer skills.

DEPARTMENT: FINANCE

Position: Internship Financial Management X 2

Duration: 24 Months fixed term contract

Annual Total Package: R100 000.00 (All inclusive – Includes costs for the MFMP Study Programme)

Minimum requirements:

Grade 12, B.Com degree or National Diploma in Accounting / Financial Management / Cost and Management Accounting or equivalent. Good communication skills, Computer literacy.

DEPARTMENT: MUNICIPAL MANAGERS OFFICE

Position: Intern- Internal Audit X1

Duration: Two (2) year fixed term contract (All inclusive – Includes costs for the MFMP Study Programme)

Annual Total Package: R100 000.00

Minimum requirements:

Grade 12, B.Com degree in Auditing or National Diploma in Auditing or equivalent. Good communication skills, Computer literacy.

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 signed covering application letter, a comprehensive CV and originally certified copies of: identity document, valid 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 ninety (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 not be 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 internship within Public Service or Local Government sector will not be considered.
7. Candidates with foreign qualifications should attach SAQA evaluation reports with their applications.

Enquiries on the above should be directed to Mr. RB Ramohlale at 015 501 2334.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: Friday 14 October 2016 at 16h00.

