



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: Legal Advisor

Task Grade Level: 16

Annual Basic Salary: R399 459.74 - R 418 869.36 per annum (Plus Applicable Benefits)

Minimum requirements

Bachelor's Degree in Law (LLB) or equivalent qualification (NQF level 7), Valid Code B Driver's license; Three (3) years' experience in providing legal advice/opinions and litigation management or three years' experience in Local Government; Admission as an attorney/advocate of the High Court.

Knowledge; Skills and Personal Attributes:

Knowledge of Municipal legislative framework; background of Local Government; the required personal attributes are honesty and integrity; presentation skills; verbal and written communication skills; Must have the ability to work under pressure whilst paying attention to detail; Negotiation skills.

Tasks and Responsibilities include:

Provide legal advice to the Municipality's Management and Council; Draft and Vet legal agreements before they can be signed; Provide general legal support to the council; Provide legal information service to the Municipality; Institute or defend any legal action on behalf of the Council; Provide administrative support for tender and contract management and procedures. Drafting and editing of legal instruments (contracts, service level agreements, memoranda of understanding); Develop and Review by-laws, Make legal inputs on policy formulation; Coordinate and manage litigation; Provide general legal support to the Municipality.

Position: Administration Officer – Municipal Manager's office

Task Grade Level: 11

Annual Basic Salary: R 205 632.05 – R 215 615.16 per annum (Plus Applicable Benefits)

Minimum Requirements:

National 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; 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; Manage the Municipal 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 Municipal Manager and the Department; Compile reports and ensure safekeeping of correspondences; Coordinate refreshments for the Municipal Manager and Department; Perform general administrative duties; Perform any other duty as may be delegated from time to time by the Municipal Manager.

Position: Sports and Events Officer (Re-Advertisement)

Task Grade Level: 12

Salary: R242 765.28 – R 254 552.64 (Plus Applicable Benefits)

Minimum requirements:

Any relevant three (3) year Post-Matric qualification; Valid Code B Driver's license; Minimum of two (2) years' experience in Community development affairs and proven participation in major sporting activities will serve as an added advantage, preferably people falling within the category of YOUTH.

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 of district municipality when any events are 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.

DEPARTMENT: TECHNICAL SERVICES

Position: PMU Technician

Salary Task Grade: 14

Duration: Three (3) Non Renewable Contract

Annual Total Package: R300 000.00

Minimum Requirements:

BSc/BTech or National Diploma in Civil Engineering, Three to four (3-4) Years appropriate proven experience, valid code B Driver's License, Registration with the Engineering Council of South Africa (ECSA) will be an added advantage.

Knowledge; Skills and Personal Attributes:

Good interpersonal skills; Good Communication skills; and Computer Skills

Tasks and Responsibilities Include:

Coordinate, Manage Projects and financially administer the MIG in Municipal area of Jurisdiction, Compile business plans, Provide technical support to the Manager – PMU, Evaluate proposed projects in alignment with the respective Municipal IDPs, and the District, Ensure project compliance with applicable legislation, policies and conditions applicable to MIG, Ensure that the MIG programme are fully reflected and aligned with the IDP of the Municipality, and updated annually, Maintain project performance data on a national database.

Position: Mechanic - Plant and Motor

Task Grade Level: 11

Annual Basic Salary: R 205 632.05 – R 215 615.16 per Annum

Minimum Requirements:

N3 Mechanical Engineering certificate plus Trade Test Certificate, Code EC 1 Driving license.

Knowledge; Skills and Personal Attributes:

Good interpersonal skills; Good Communication skills; Technical skills and Computer Skills, Three to four (3-4) year's mechanical experience in diesel and petrol powered motors/engines.

Tasks and Responsibilities Include:

Perform mechanical duties to maintain, repair and service the municipal vehicle fleet; Coordinates activities and sequences associated with maintaining the functionality of petrol/diesel driven Mechanical Plant and vehicles; Coordinates activities associated with trouble shooting or fault finding and repairing mechanical breakdowns; Repair engines and auxiliary vehicle components by stripping damaged components by either repairing or replacing components; Perform any other related duties as instructed by supervisor. Willing to attend to breakdowns after hours and on weekends.

Position: Artisan Plumber

Task Grade Level: 11

Annual Basic Salary: R 205 632.05 – R 215 615.16 per annum (Plus Applicable Benefits)

Minimum Requirements:

N3 Certificate, Certificate as a qualified Plumber; Completed apprenticeship and Trade Test; 2 years relevant experience; Valid Code B Driver license.

Knowledge; Skills and Personal Attributes:

Good communication skills; Ability to read and write; Computer skills

Task and Responsibilities include:

Interprets and co-ordinate 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 the 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; Completes internal transactional documentation such as (time sheets, log sheet, progress and productivity report); Perform other related duties as instructed by supervisor

Position: General Assistant – Water and Sanitation (Re-Advertisement)

Task Grade Level: 6

Annual Basic Salary: R 100 944.24 – R 105 851.40 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 10 Certificate

Knowledge; Skills and Personal Attributes:

Good communication skills; Ability to read and write

Task and Responsibilities include:

Undertakes general labourer tasks during water and sewer maintenance and repairs, Assist the plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), perform maintenance tasks on sewer systems, pump stations and workshop areas, cleans worksites, stores equipment and tools, Cleans worksites, stores equipment and tools and loads materials prior to departure from work site, Cleaning of building and grounds.

COMMUNITY SERVICES

Position: General Assistant – Waste Management X 2

Task Grade Level: R 100 944.24 – R 105 851.40 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 10 Certificate

Knowledge; Skills and Personal Attributes:

Good communication skills; Ability to read and write

Task and Responsibilities include:

Perform labourer activities associated with providing support during refuse removal tasks, Removes domestic, commercial, industrial and garden waste, Operates compactor mechanism and handles bulk refuse containers, Clean illegal dumping, washes the refuse truck daily, Cleans up spillages, Guides drivers when reversing, Relieves staff on other trucks during mechanical breakdowns, Controls traffic when necessary during loading procedure, Assists with refuse related work when trucks are being serviced.

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, 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 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 Mr. Bethuel Ramohlale at 015 501 0243/44.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: Friday 03 October 2014 at 16h00.

Mr. N.I Makhura
Municipal Manager

