



The Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its establishment. The 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:

Technical Services Department

<p>Divisional Head: Electrical & Mechanical (Re-advertisement) Salary Scale: R 266 100.78 per annum (Plus Applicable Benefits) Minimum Requirements: Bachelors Degree or Diploma in Electrical Engineering or equivalent; Trade Test on Heavy current or Eskom permit to work on installations; Code EB driver's license; 3 years relevant experience; Excellent Computer Skills; Communication and Interpersonal Skills Task and Responsibilities Includes: Manage the Electricity Division within the National Electricity Regulator's standards; Planning and Development of electricity infrastructure; Control operations and maintenance of the Electricity; function; Facilitate consumer electricity awareness programmes; Specify and acquire support resources for the function; Development of long and short term electricity reticulation plans; Manage personnel in the unit; Design electricity transmission and distribution systems; Manage proper administration of the unit; Liaise with appropriate stakeholders; Compile reports and records.</p> <p>Divisional Head: Water & Sanitation Salary Scale: R 266 100.78 per annum (Plus Applicable Benefits) Minimum Requirements: Tertiary qualifications: Bachelors Degree in Water & Sanitation or Civil Engineering or National Diploma in Water & Sanitation or Civil Engineering at NQF Level 5 to 7 or equivalent, Code B driver's license, 3 years relevant experience; Computer literacy (MS Office), Project management and managerial skills, Report Writing, Interpersonal skills, Conflict resolution skills Task and Responsibilities Includes: Plans, coordinates and manages activities of the water, sanitation and refuse removal Division, Control the activities of the division to ensure that all the required objectives are met and that the set standards are adhered to, Control the activities of the division to ensure that all the required objectives are met and that the set standards are adhered to, Research new developments in the field to determine strategic direction and advise the departmental manager/municipal manager in this regard, Identifying customer (internal and external) needs by conducting surveys, through public debate or personal contact or Councillors requests, Provide inputs on operational units and generating aspects that should be included in the organisational strategic plan (IDP), Prepare, consolidate and draft the operating and capital works financial year's budget for the division;</p>	<p>using the financial budget, Control and direct expenditure and direct teams for efficient, effective operation within the IDP scope by monitoring expenditure on the Financial system and priorities work per Council resolution; using approved yearly budget, Develop action plans to ensure achievement of divisional vision with inputs from direct reports, Prepare, consolidate and draft the operating and capital works financial year's budget for the division; using the financial budget, Determining resources (people, equipment, money) necessary to perform scope of work by considering current utilisation level reports and with inputs from reporting staff, Considering and authorising requisitions and orders for procurement purchases to ensure budget control, Monitoring legal requirements and government reporting regulations applicable to the division and making recommendations to departmental manager as to the implementation of amendment of systems, policies, procedures and processes to ensure adherence to safety and other legal requirements, e.g. development of manual for the Access to Information Act, promulgation of bylaws, Compiling reports and statistics to report on relevant activities as required by statutory or internal reporting requirements, e.g. annual report, STATS SA non-financial census, As a member of the Management Team, contributes to strategic, policy and management processes of the divisions.</p> <p>Position: Project Management Unit Manager (3 Year Fixed Term Contract) (Re-advertisement) Salary: A Negotiable All inclusive Package Minimum Requirements: Bachelors Degree in Civil Engineering or National Diploma in Civil Engineering or equivalent; Registration as an engineer and/or engineering technologist; Minimum 3 years experience with at least 2 years managerial experience; Excellent Computer Skills; A valid Code B driver's license. Task and Responsibilities Includes: Direct and control key deliverables and outcomes associated with Project Management Unit; Manage finance, administration, systems, personnel and other resources associated with the Unit; Coordinate MIG funded and other municipal projects; Develop and implement project management processes; Provide functional and operational information on projects; Identify gaps and mitigate risk associated with projects; Develop and manage contracts for municipal projects; Advice council on matters pertaining to the unit; Liaise with</p>	<p>various stakeholders and interest groups on the execution of projects; Ensure legislative compliance.</p> <p>Position: Technician Roads & Storm Water Salary: R 173 640.85 per annum (Plus Applicable Benefits) Minimum Requirements: Bachelors Degree / National Diploma in Civil Engineering or N6 Certificate in Civil Engineering / construction; Code C1 Drivers License; 2 years relevant experience Task and Responsibilities Includes: Project Management; Develops plans for our road networks, Implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as appropriate to the functional area, Evaluating the operating functionality and condition of vehicles, plant and equipment and the status and movement trends with respect to stock items through perusal of inspection checklists, service records and registers with a view of identifying with risks, deviations and the availability of alternative courses of action/ corrective measures, Co-ordinates, monitors and controls road and storm-water repair and construction work at specific sites, Completes internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist), Monitors and supervises 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.</p>
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Municipal Manager's Office

Position: Divisional Head Internal Audit and Risk Management (Re-advertisement)

Salary: R 266 100.78 per annum (Plus Applicable Benefits)

Minimum Requirements:

Relevant Bachelor Degree or National Diploma in Auditing or equivalent; 3 years relevant experience; A valid code B driver's license; Excellent Computer Skills.

Task and Responsibilities Includes:

Directs & control key performance targets of personnel within the Unit; Implement procedures; Systems and controls to regulate internal audit functions; Drive and input on the development of audit plans; Monitor compliance with procedures, legislations, regulations and standards; Provide and facilitate information required for consideration by the audit & oversight committee; Provide institution wide advice on risk management; Identify,

analyze and develop risk management plans; Conduct general audit for the municipality; Enforce implementation of fraud prevention plans; Monitor, reviews and test control systems and policies; Generate reports on key performance areas of the unit; Perform a liaison function with relevant stakeholders and clients

Position: Secretary Municipal Manager (Re-advertisement)

Salary: 108 059.28 per annum (Plus Applicable

Benefits)

Minimum Requirements:

Grade 12; National Secretariat Diploma or equivalent; 2 years relevant experience; Code B driver's license; 2 years relevant experience, Time management, planning, communications, reporting and interpersonal skills

Task and Responsibilities Includes:

Perform general secretariat services; Mail receipt, sorting, distribution and dispatch; Coordination of meetings, workshops, events, travelling 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 correspondences; Coordinate refreshments for the manager and department; Perform general administrative duties; Perform any other duty as may be delegated from time to time.

Budget & Treasury Department

Position: Divisional Head Supply Chain Management (Re-advertisement)

Salary: R 266 100.78 per annum (Plus Applicable Benefits)

Minimum Requirements:

Bachelors Degree or National Diploma in Financial / Logistics Management or equivalent; Code EB driver's license; 3 years relevant experience; Excellent Computer Skills; Communication and Interpersonal Skills.

Task and Responsibilities Includes:

Co-ordinate the implementation of functional procedures, systems and controls associated with the key performance area; Implement the provision of SCM policy & regulations; Co-ordinate and controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Execute applications with respect to establishing the requirements against available resources; Executes applications associated with acquisition and appointment process; Maintain relationships with service providers/ vendors and contractors; Attends to specific administrative recording and reporting requirements; Ensure adherence to MFMA provisions.

Position: Divisional Head Expenditure (Re-advertisement)

Salary: R 266 100.78 per annum (Plus Applicable Benefits)

Minimum Requirements:

B Comm Degree / National Diploma in Financial Management or equivalent; Minimum 3 years relevant experience; Knowledge of Local Government Legislation; A valid Code B driver's license; Excellent Computer Skills.

Task and Responsibilities Includes:

Co-ordinate and controls sequences associated with the verification and provision of information related to Expenditure transactions; Provide support with regards to the consolidation of Expenditure transactional information to facilitate the production of Financial Statements; Prepare statistical reports depicting short to medium term expenditure trends inclusive of explanations to support specific deviations; Liaise with the internal/ external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts; Control the key

performance areas and critical outputs of personnel within the Branch, Providing guidelines/ guidance to personnel on the application of procedures; Implement remedial measures/ corrective action to align performance and output against agreed standards; Co-ordinate the recording and processing procedures of Expenditure transactions; Analyze and verify transactional recordings, expenditure reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms; Calculate using specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc.) and verifying records against transactional information; Activate electronic payment sequences authorizing the Banks to transfer payment to specific Creditor accounts; Perform specific sequences associated with maintaining electronically based information/ data and files/ records; Ensure compliance with MFMA, applicable legislation and regulations.

Position: Financial Interns (X2)

Salary: R 103 855.71

Minimum Requirements:

Applicable B Com / B Compt Degree or National Diploma in Accounting, Auditing, Logistics, Financial Management or equivalent, Good communication skills, Code B Drivers License, Computer Literacy.

Task and Responsibilities Includes:

Perform specific tasks/ activities associated with the processing and updating of transactional information with respect to specific Creditor Accounts, Checking and verifying source payment documentation against receipts/ delivery notes, Co-ordinating the recording and processing procedures of Expenditure transactions, Maintains registers and access records of expenditure transactional processes, documentation, instructions and correspondence, Render support service to the Department from time-to-time or at peak times, Co-ordinates and controls sequences associated with the verification and provision of information related Expenditure transactions, Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel and services of the Revenue

division, Dealing with enquiries related to debtor management by addressing the public, credit bureau and debt collectors in person, by e-mail or sending faxes, Performs specific procedures associated with receipting, reconciliation and posting of income transactional data, Co-ordinates and controls sequences associated with the verification and provision of information related to Revenue transactions, Provide co-ordination between the activities of the procurement of stock and the control over existing stock.

Position: Cashier

Salary: R 73 941.52

Minimum Requirements:

Grade 12 Certificate; Diploma/Certificate in financial Management, Cash Management or equivalent; 6 months relevant experience; Basic Computer Skills.

Task and Responsibilities Includes:

Receives payment against services rendered, issuing of a computer generated receipt or handwritten receipt for all monies received to debtor's accounts; Balancing cash received against receipts issued to customers; Maintain documentation and records of transactions and procedures, ensure recordkeeping procedures are complied with, by enabling the availability of transactional information for verification purposes; Responsible for the selling and issuing of pre-paid electricity tokens, Perform cashier functions to other Incomes sections when required; Responsible for the remission received by mail; Entering the weekly information from Morebeng Office to the main system in the form of disk linking the dates, amounts collected and the amount banked, the dates transferred and updating by running BK 210, 220, 225 in chronological printing and filing; Checking the status of the clients account to verify whether they can buy prepaid token or not; Capturing new connections and quotations from both offices; Updating the water, electricity, sewerage readings and changing addresses for Dendron Town, Capricorn Park, Nthabiseng and RDP; Attending to electricity queries from clients; Performing credit follow-up statistics e.g. for the clients that are not paying their account.

Corporate Services Department

<p>Position: HR Officer (Re-advertisement) Salary: R 169 571.49 per annum (Plus Applicable Benefits) Minimum Requirements: Diploma/Degree in Human Resources Management or equivalent; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license Task and Responsibilities Includes: Undertake recruitment, selection & induction of newly appointed employees; Administration of employee benefits; Administration of employee leave; Compile Employment Equity Reports; Provide generic Human Resources support to Departments; Administrate Personnel Provisioning and utilization service; Maintain record / statistics Human Resources Development Service; Ensure availability of adequate stock of stationery & operating utensils; Coordinate Human Resource events and activities; Maintain personnel records; Develop mitigating plans and strategies for human resource functions; Attend to human resource enquiries and queries.</p> <p>Position: Occupational Health & Safety / Employee Wellness Officer Salary: R 169 571.49 per annum (Plus Applicable Benefits) Minimum Requirements: Diploma/Degree in Human Resources Management, Safety Management, Wellness Management or equivalent; 2 years relevant experience; Basic Computer Skills; A valid Code B driver's license; Good interpersonal Skills. Task and Responsibilities Includes: General Safety & Health and Employee Wellness guidance and consultation; Provide specialist knowledge and advice to all levels of management to identify and resolve a wide range of Health and Safety and Wellness management; Evaluate and assess solutions for new projects, unusual conditions and corrective measures to control risk and ensure legislative adherence; Evaluate the effectiveness of the Health, Safety and Wellness Management programmes; Compile Health and Safety reports and statistics according to organisational and legislative requirements. Compile Wellness Management reports and statistics; Conduct required internal audits and inspections according to organisational procedures and legislative requirements; Assist with the co ordination of internal and external auditors during the auditing process; Investigate incidents to identify root causes and recommend preventative action and / or measures; Maintain the Health, Safety and Wellness Risk Management system; Advise and monitor compliance with Health and Safety Risk Management factors and legislation; Develop, facilitate and present Wellness and Health & Safety training material; Conduct accident/incident investigations and carry out inspections in accordance with the Occupational Health and Safety Act and regulations; Promote Health & Safety awareness; Coordinate municipal Health and Safety and Wellness</p>	<p>Management policies, Provide support to departments on Health & Safety and Wellness matters, Policy development & management.</p> <p>Position: Information Technology Officer Salary: R 169 571.49 per annum (Plus Applicable Benefits) Minimum Requirements: Diploma/Degree in Information Technology with specialization in network administration, maintenance and office support or equivalent; Knowledge of Local Government and Municipal Information Technology and Communications systems; 2 years relevant experience; A valid Code B driver's license; Communication and Interpersonal Skills. Task and Responsibilities Includes: Plan and implement information technology and communications services; Provide technical support on ITC systems; Update software, maintain and upgrade computer hardware; Maintain information back-ups; Policy development and implementation; Maintain, control, monitor, fruitful and productive use of municipal ITC systems; Specify and procure ITC infrastructure; Provide ITC security, Specify, maintain & support network related operations, Perform ITC Hardware & Soft maintenance & support; Website management.</p> <p>Position: Administrative Officer (Re-advertisement) Salary: R 169 571.49 per annum (Plus Applicable Benefits) Minimum Requirements: Diploma/Degree in Office Administration or equivalent; 2 years relevant experience; Advanced Computer Skills; A valid Code B driver's license; Communication and Interpersonal Skills. Task and Responsibilities Includes: Facilitate the administrative matters; Provide support to departments on administration matters; Coordinate and oversee customer relations; Coordinate the reception, cleaning, refreshments, security and switchboard units; Facilitate office allocations, relocations and office furniture and equipment acquisition and allocation; Specify and procure stationery, office equipment, and office furniture and office utensils for the municipality; Fulfill fleet management duties; Facilitate maintenance of buildings and office equipment; Generate reports for the function; Maintain records of the function; Complaints, suggestions & feedback management; Typing of documents, Policy development & management.</p>	<p>Position: Receptionist Salary: R 73 941.52 per annum (Plus Applicable Benefits) Minimum Requirements: Grade 12; Certificate in customer care or equivalent; Basic Computer Skills; Communication and Interpersonal Skills. Task and Responsibilities Includes: Receive and direct customers and visitors; Issue proof of residence to residents; Record and channel queries and enquiries; Perform typing duties; Serve as backup staff for the switchboard; Distribution of documents, Contacting staff members with a view to ascertaining whether the member of public may enter through the reception area in order to see the staff member, explain why and how to get in contact with the relevant department, Issuing & accepting of application forms, Keeping of visitor's book, and completing same for persons.</p> <p>Position: Driver/Messenger (X1) Salary: R 73 941.52 Minimum Requirements: Grade 12 Certificate or Equivalent; 1 year relevant experience; A valid Code C1 driver's license & PRDP; Good interpersonal skills Task and Responsibilities Includes: Perform related tasks for delivery of mail to provide a delivery service, Responsible for the upkeep of the official vehicle, Sorting and distributing mail to and from departments, Booking of Council vehicle and utilization for delivery and collection of mail from post office (Driving of Council vehicle), ensuring that allocated vehicle is serviced as scheduled, Recording travelled kilometers in the logbook and submitting the logbook to the supervisor, Assuring that damages are restricted or prevented on the vehicle by attending to abnormal functioning or noises, Reporting any accidents, damages or losses in respect of the vehicle to the supervisor immediately, Keeping up-to-date with all traffic legislation, Ensuring that all equipment and parts on the vehicle/machine are intact, Loading & offloading of parcels and deliveries; Executing safe driving techniques, Undertaking proper planning of routes, Utilise vehicle in the most economical way, Ensuring that the vehicle is operated under safe and stable conditions. Solely responsible for and in control of the vehicle, Adhering to the traffic rules and regulations, Being fully responsible for ensuring that the vehicle is at all times driven with the utmost care, Conducting Road-worthy inspection of vehicle before use, Checking for oil leakages & that vehicle is properly lubricated, fuelled and that the radiator is filled with water, Ensuring that the vehicle is clean at all times, Ensuring that the vehicle is parked safely at all times, Ensuring that the vehicle is used only for official municipal duties.</p>
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Local Economic Development & Planning Department

<p>Position: Divisional Head Local Economic Development Salary: R 266 100.78 per annum (Plus Applicable Benefits) Minimum Requirements: Degree or Diploma in Agricultural Economics or equivalent; 3 years relevant experience; Excellent Computer Skills; Communication and Interpersonal Skills Task and Responsibilities Includes: Assist and enhance the general local economic development of the municipality and see to the capacity and operation of its SMME's; Ensure agricultural</p>	<p>development and the general trading and investment of the sector; Plan, develop and implement tourism policies with the involvement of the stakeholders; Developing and maintaining working networks with multiple stakeholders in the land and Agrarian Reform Sector; Provide relevant, research based input and support to the Agri-Based LED team with respect to building multi stakeholder partnerships, in particular CPPPs for the purpose of LED; Give financial advice to farmers and other stakeholders; Assist in the management of the agricultural economy project; Co-ordinates the implementation of functional procedures,</p>	<p>systems and controls associated with the key performance area; Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Execute applications with respect to establishing the requirements against available resources; Plan and initiate appropriate projects to address the needs of clients.</p>
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Community Services Department

Position: Management Representative Licensing & Motor Vehicle (Re-advertisement)

Salary: R 182 074.45 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 Certificate; Diploma Examiner of Drivers Licenses (Grade B); Diploma Examiner of Motor Vehicle Testing (Grade B); A valid Code EC drivers License; Registered as Grade B Examiner; 3 years relevant experience; A clear criminal record.

Task and Responsibilities Includes:

Ensure adherence to National Road Traffic Act (K53 Manual); Audit and approve issuing of licenses; Allocate and supervise duties of personnel in the division; 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 equipments.

Position: Supervisor Enatis (Re-advertisement)

Salary Scale: R 169 571.49 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 Certificate; Enatis Certificate; Computer Literacy; 1 Year Clerical or office administration experience; A Valid Code B driving license; Interpersonal & communication skills.

Task and Responsibilities Includes:

Performs routine office administration duties; Supervise personnel in the unit; Implement motor vehicle licensing and registration transactions; Manage

licensing and registration records; Perform cashing up and banking duties; Prepare and participate in the audit of the function; Coordinate office support requirements; Compile report associated with activities of the function; Forward information to relevant authorities as required from time to time; Attending to enquiries and providing information relating to licensing and registration.

Position: Examiner of Driving Licenses (x 3) (Re-advertisement)

Salary Scale: R 150 610.63 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; 2 years relevant experience; A clear criminal record

Task and Responsibilities Includes:

Test applicants for learners and drivers Licenses; Coordinate tests; Administer learners and drivers licenses; Conduct eye tests; Conduct K53 practical driving tests; Authorize conversion, renewals and PRDP drivers Licenses; Compile reports, renewals and PRDP drivers Licenses; Compile reports

Position: Traffic Officers (x 4) (Re-advertisement)

Salary Scale: R 118 807.63 per annum (Plus Benefits)

Minimum Requirements:

Grade 12 Certificate; Traffic Diploma; A valid Code EC1 driver's license; 2 years relevant experience; A clear criminal record

Task and Responsibilities Includes:

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 curbing corruption

Position: Cashier (Re-advertisement)

Salary Scale: R 73 941.52 per annum (Plus Benefits)

Minimum Requirements:

Grade 12 Certificate; Diploma/Certificate in financial Management or equivalent; 6 months relevant experience; Basic Computer Skills.

Task and Responsibilities Includes:

Perform tasks/ activities associated with the receipt of payments for services/ products from the public; Reconciliation of total collections against receipts; Prepare schedules for verification prior to forwarding cash and cheque for banking; Execute duties related to Cashing up and Banking; Attend to enquiries and queries for the specific service; Maintain documentation and records of transactions and procedures; Generate applicable reports related to the function.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

A written application letter specifying a position you wish to apply for and a recent comprehensive CV and certified copies of qualifications and ID documents.

Applications must be addressed for the attention of the Municipal Manager by post to Private Bag X 44; Dendron; 0715 or be delivered in person at Molemole Municipality Mogwadi Office; 303 Church Street; Dendron or Morebeng Offices; 25 Cnr. Roets & Vivirers Street; Soekmekaar;0810.

N.B Take note that applications send through facsimile or email applications as well as applications without originally certified copies of qualifications and identity documents will not be considered.

Enquiries on the above should be directed to the Human Resources Division at Tel: 015 501 0243/4.

Molemole Local Municipality reserves the right to make appointments. If you do not receive any response from the municipality within three months from date of this advertisement, please accept that your application was unsuccessful. Correspondence regarding the advertised positions will be limited to successful candidates only. CLOSING DATE FOR APPLICATIONS: Friday 04 February 2011 at 12h00 mid day.