



Molemole Municipality

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: CORPORATE SERVICES

Position: Manager: Administration (Re-advert)

Task Grade Level: 16

Annual Basic Salary: R520 461.84 per annum (plus applicable benefits)

Minimum Requirements:

Diploma/Degree in Administration Studies/Public Administration/Management. Minimum of 3 to 4 years' appropriate experience in a role related to the position is essential. Experience in Public Sector Environment will be an added advantage. Effective Communication skills, Good Interpersonal skills, Planning, Organizing and Time management skills, Excellent Computer skills. Valid Driver's licence.

Duties and responsibilities:

Fleet Maintenance and Transport Management Services, Records Management and Registry Services, Maintenance of municipal facilities, Organize and allocation of office space and office Furniture, Managing Cleaning Services at all Municipal Premises, Management of Municipal Security Services at all service points, Customer Relation Management, Coordination of activities related to switchboard, printing services. **N.B: Those who initially applied may not reapply as their applications will be considered.**

DEPARTMENT: TECHNICAL SERVICES

Position: 2 x General Assistant

Post Level: 6

Annual Basic Salary: R 131 521.92 per annum

Minimum requirements:

Grade 10 / NQF Level 2; Relevant experience in cleaning and/or maintenance environment; Numerical Accuracy; Good listening and Communication skill; Attention to detail; knowledge of garden or office cleaning or building maintenance; Ability to follow instructions and work well independently as well as in a team.

Task and Responsibilities:

Perform labourer activities associated with providing support during refuse removal tasks, Remove domestic, commercial, industrial and garden waste; Operate compactor mechanism and handles bulk refuse containers; Clean

illegal dumping; Washes refuse truck daily; Relieves staff on other trucks during mechanical breakdowns; Controls traffic when necessary during loading; Assist with refuse related work when trucks are being serviced, Cleaning of office building, rest rooms and surrounding areas to ensure neatness at all times, Eradicate weeds and unwanted plants and attend to ad hoc maintenance activities in offices.

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 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: Tuesday, 19 March 2019 at 16:00.