



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: TECHNICAL SERVICES

Position: PMU Technician

Salary Task Grade: 14

Duration: Three (3) year non-renewable contract

Annual Total Package: R300, 000.00

Minimum Requirements:

BSc/BTech or National Diploma in Civil Engineering, minimum of three (3) years' appropriate proven experience, valid code B driver's licence, 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 excellent computer skills (Typing, Ms Word, Excel, PowerPoint, Outlook).

Tasks and Responsibilities Include:

Reporting directly to the Manager: PMU the appointed candidate will be expected to perform the following duties:

Coordinate, Manage, Monitor, and administer the MIG projects in the Municipal area of Jurisdiction, Compile business plans, Provide technical support to the Manager -PMU, Evaluate proposed projects to ensure they are aligned to Municipal and District IDPs, Ensure project compliance with applicable legislation, policies and conditions applicable to MIG, Ensure that the MIG programme reflects and is aligned to the IDP of the Municipality, Maintain project performance data on a national database, Manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements, Arrange regular project progress meetings, Conduct site visits and prepare monthly site visits reports, Compilation of monthly, quarterly, bi-monthly and annual reports to PMU Manager.

Position: Artisan Plumber

Task Grade Level: 11

Annual Basic Salary: R 250,939.32 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 and N3 Certificate, Certificate as a qualified Plumber; Completed apprenticeship and Trade Test; Minimum 2 years' relevant experience; valid code B driver's licence.

Knowledge; Skills and Personal Attributes:

Good communication skills; Ability to read and write; Computer skills will be an added advantage.

Task and Responsibilities Include:

Interpret and co-ordinate specific pre-work/ site requirements with regard to repairs; planned and predictive 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 any minor extensions to the work reficulation and plumbing networks; responsible for safety issues; Complete internal transactional documentation such as (time sheets, log sheets, progress and productivity reports); Perform other related duties as instructed by Supervisor.

Position: 2x General Worker

Post Level: 6

Annual Basic Salary: R 122,917.68 per annum

Minimum requirements:

Grade 10 / NQF Level 2; Valid Driver's licence, Minimum of 1-year relevant experience in cleaning and/or maintenance environment; Numerical Accuracy; Good listening and Communication skills; Attention to detail; knowledge of garden or office cleaning or building maintenance, Ability to follow instructions and work well independently as well as in teams.

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 handle bulk refuse containers; Clean illegal dumping; Wash refuse truck daily; Relieve staff on other trucks during mechanical breakdowns; Control traffic when necessary during loading; Assist with refuse-related work when trucks are being serviced, Cleaning of office building, restrooms and surrounding areas to ensure neatness at all times, Eradicate weeds and unwanted plants and attend to ad hoc maintenance activities in offices.

Position: 2x Mechanical Plant Machine/Vehicle Operator

Task Grade: 10

Annual Basic Salary: R212 097.24 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 12 (Standard 10) NQF level 4; Valid driver's licence with Public Driving Permit (PDP); TLB operating certificate; Minimum of three (3) years' TLB driving experience; Driving experience in Graders, Trucks, Water tankers and cranes will be an added advantage.

Tasks and Responsibilities:

The incumbent will be required to perform tasks/activities associated with the operation of heavy mechanical plant and/or specialized vehicles (e.g. Grader; TLB, Front End Loader; Crane Truck, Tractors) and vehicles (Tipper Trucks, Sedans and Bakkies) during roads and storm water maintenance activities; Doing road patching, laying of storm water pipes when necessary; Digging of graves and removing bushes in allocated areas and fields; Performing any other duty delegated by Supervisor, 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.

DEPARTMENT: CORPORATE SERVICES

Position: 1X Driver

Post Level: 08

Annual Basic Salary: R167 312.28 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 10 or NQF level 2, Ability to read and write. Valid Code 10/B driver's licence, Valid code 14/EC will be an added advantage; Valid Professional Driver's Permit (PDP); clear criminal record. Minimum 1-year relevant experience.

Knowledge; Skills and Personal Attributes:

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

Task 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 delivery services. Report incidents and accidents timeously and complete 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.

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, B Degree/National Diploma in Administration/Public Administration, Office Management or relevant equivalent qualification, good communication, interpersonal and computer literacy skills.

DEPARTMENT: FINANCE

Position: Internship Financial Management X 1

Duration: 24 Months fixed-term contract

Annual Total Package: R100 000.00 (All inclusive)

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.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTE OF:

Forward your applications to:

The Municipal Manager; Molemole Local Municipality; Private Bag X 44; Mogwadi; 0715 or deliver to 303 Church Street; Dendron or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roots & Vivers Street; Soekmekaar.

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: Identity document, driver's licence (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 their applications.

Enquiries regarding the above should be directed to Mr. Bethuel Ramohlale at 015 501 2334/5

CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: 06 February 2018 at 16:00.