



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: MUNICIPAL MANAGER'S OFFICE

Position: Divisional Head Internal Audit
Post Level: 3

Annual Basic Salary: R322 796.79 - R332 553.32 per annum (Plus Applicable Benefits)
Minimum Requirements: B.Com / B.Compt Degree or National Diploma in Accounting, Auditing and Financial Management or equivalent, National Treasury Competency level will be an added advantage. 4 years relevant experience; Time management, planning, communication skills, interpersonal skills. Excellent computer skills. Report writing skills; Code B driver's license.

Tasks and Responsibilities include: Direct and control key performance targets of personnel within the unit, implement procedure system and controls to regulate internal audit function. Drive and input on the development of audit plan. Monitor compliance with procedures, legislation, regulation and standard. 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 plan, conduct general audit for the municipality. Enforce implementation of fraud prevention plan. Monitor reviews, test control system and policies. Generate reports on key performance areas of the unit. Perform a liaison function with relevant stakeholders and clients.

Position: Internal Audit Intern
Duration: Two (2) Years
Salary: R117 882.05

Minimum Requirements: B.Com / B. Compt Degree or National Diploma in Accounting, Auditing, Financial Management or equivalent. Good communication skills. Code B driver's license, computer literacy.

Tasks and Responsibilities include: Perform specific tasks / activities associated with internal audit. Provide support to officials in the Budget & Treasury Department. Provide general administrative support to the department. Undergo formal and informal training on financial management.

DEPARTMENT: TECHNICAL SERVICES

Position: Manager Project Management
Duration: Three (3) years or Thirty six (36) Months Fixed Employment Contract
Annual Basic Salary: A negotiable all inclusive remuneration package

Minimum Requirements: Bachelor's Degree in Civil Engineering or National Diploma in Civil Engineering or Equivalent. Registration as an engineer and/or technologist will be an added advantage, extensive knowledge in Project Management. Minimum 4 years experience with at least 2 years experience in Project Management related field; Excellent computer and report skills; A valid code B driver's license.

Tasks and Responsibilities include: Direct and control key deliverables and outcomes associated with project management units. Manage finance, administration, system, personnel and other resources associated with the unit. Coordinate MIG funded and other municipal projects. Develop and implement projects management processes. Provide functional and operational information on projects. Identify gaps and mitigate risk associated with project. Develop and manage contracts for municipal projects. Advise council on matters pertaining to the units. Liaise with various stakeholders and interest groups on the execution of projects. Ensure legislative compliance.

DEPARTMENT: COMMUNITY SERVICES

Position: Superintendent Traffic
Post Level: 06
Annual Basic Salary: R220 867.63 - R227 991.93

Minimum Requirements: National Diploma in Traffic Management NQF Level 6; Code EC Driver's license, computer literacy, management skills, interpersonal skills, comprehensive knowledge of applicable legislation, 3 years relevant experience.

Tasks and Responsibilities include: Coordinate activities and procedure associated with direct supervision. Monitoring of personnel, services, the status/general condition of law enforcement services. Maintain of traffic equipment and patrol vehicle. Ensure acceptable levels of quality and performance. General maintenance standard monitored and appropriate corrective measures executed. Plan and manage of the sub-section. Ensure the executing of the sub-section operation priorities. Ensure the performance of activities and productivity and enable the unit to meet its service delivery objectives. Direct and control the key performance indicators and outcomes of personnel within his/her supervision. Execute law enforcement and traffic control. Ensure all road signs and marks are adequate to regulate traffic. Execute warrants of arrest. Provide information in court cases. Administer the issuing of summons and notices. Complete monthly reports. Attend the public queries. Assist the Municipality in curbing corruption.

Position: Sports Officer
Post Level: 08
Annual Basic Salary: R205 700.76 - R212 754.03 per annum (Plus Applicable Benefits)
Minimum Requirements: National Diploma in Sport Management or equivalent, computer skills, bilingual, organizational skills, communication skills, writing skills, sound human relations skills, 2 years relevant experience.

Tasks and Responsibilities include: Promote sport: Arts & Culture and Heritage programmes; Handle the advertising, researching, advocacy and monitoring of policy/strategy that relate to sport, arts & culture and heritage issues; implement the sport, arts & culture and heritage policy; ensure the proper execution of the aim and objectives of the sport, arts & culture and heritage development policies. Administer the sport, arts & culture and heritage programmes. Coordinate the promotion of community based sport, arts & culture and heritage structures within the municipality. Liaise and coordinate with the provisional office when any government events are planned within the municipality.

Position: Traffic Officer x 2
Post Level: 12
Annual Basic Salary: R144 121.04 - R152 493.01 per annum (Plus Applicable Benefits)
Minimum Requirements: Grade 12 Certificate, Traffic Diploma, A valid Code B driver's license, 1 year relevant experience, clear criminal record.

Tasks and Responsibilities include: Ensure adherence to traffic law enforcement and flow; Administering road accidents, road safety unit; law enforcement and municipal by-laws. Promote public safety; Administer notices and summons to ensure law enforcement; Perform point duty and control traffic during activities and events; issuing of summons and notices; Execute warrants of arrest; Compile reports; Assist the Municipality in curbing corruption.

DEPARTMENT: CORPORATE SERVICES

Position: Divisional Head Human Resources Management
Post Level: 03
Annual Basic Salary: R322 796.79 - R332 553.32 per annum (Plus Applicable Benefits)
Minimum Requirements: Diploma/Degree Public Administration/Human Resource Man-

ing skills; Negotiation skills; Computer skills preferable excel; spreadsheet and PowerPoint; Working knowledge of PAYDAY.

Tasks and Responsibilities include: Coordinate activities and procedures associated with direct supervision and monitoring of personnel and services; Ensure acceptable level of quality and performance are maintained and appropriate corrective measures are executed; Ensure that HR management and development services are functional and efficiently running. Plan, lead, organize and control the HR management function of the council; Ensure critical performance indicators are identified and specific measures established to ensure and guide the division to plan, manage and prioritize outcomes; Render HR management support services to other departments; Develop divisional vision and strategy; Coordinate the development and maintenance of systems, policies, procedures and processes; Ensure administrative and sectional procedure and guidelines are adopted, applied and completed within all transactions; Manage performance of employees; Plan and manage the utilization of resources of the division; Perform human resources management and related administrative activities; Promote and advance management on labour relations related matters; Ensure labour stability in the municipality; Ensure compliance with the corporate services strategic plan.

Position: Divisional Head Information Technology

Post Level: 03
Annual Basic Salary: R322 796.79 - R332 553.32 per annum (Plus Applicable Benefits)
Minimum Requirements: Diploma/Degree in Computer Studies/Information Technology or equivalent NQF level 7; 4 years minimum relevant experience; Driver's license code B; communication skills, interpersonal skills, report writing skills, problem solving skills, negotiation skills, advanced computer skills, management/supervisory skills; Effective stress and time management skills, financial and budget management skills; Competency in policy development and analysis; A sound understanding of ICT governance framework, trend in the public sector as well as ICT related legislation; Public sector ICT trends and extensive understanding of ICT legislation.

Tasks and Responsibilities include: Execute all business requirements from all directorates; Evaluate and monitor the appropriateness of ICT solutions and alignment between requirements; Assist/train users in new applications; Responsible for maintenance of ICT infrastructure for the municipality; Maintenance of "file server system"; Provide website/intranet support; See to it that the municipality complies with all prescriptions regarding licensing usage; Develop, revise and monitor compliance to all ICT related policies; Ensure compliance to ICT security policy; Provide general on-the-job training to users on the utilization of equipment/applications/networks where necessary; Assist on purchase, installation and maintenance of ICT hardware; Perform technical functions regarding the network administration and maintenance; Maintain user accounts and municipal network; Ensure that proper reporting procedures are executed; Interact with internal & external stakeholders on ICT related issues, identify ICT related hardware for disposal; manage the telephone management system of the municipality; Ensure follow-up and resolution of all ICT audit queries/findings; Ensure compliance to all ICT service level agreements; The incumbent must be prepared to provide ICT support in all the municipal service sites as required from time to time.

Position: Registry Clerk

Post Level: 15
Annual Basic Salary: R89 695.66 - R99 031.26 per annum (Plus Applicable Benefits)
Minimum Requirements: Grade 12 or Recognized NQF level 4; Minimum 1 year working experience; Computer skills in Office applications (MS Word, Excel, PowerPoint, Access and Efficient typing skills); A valid Code B driver's license; Effective interpersonal and good customer relations skills.

Tasks and Responsibilities include: Perform archiving tasks relating to the preparation of incoming and outgoing correspondence, council resolutions and other documents received for filing; Perform routine clerical duties regarding photocopy, faxing and handling of mail; support the registration function; Perform any other related duties as instructed by supervisor; Prepare incoming and outgoing correspondence for distribution; Handling confidential files and documents; Perform routine clerical duties regarding photocopying and handling of mail; Handle enquiries relating to incoming and outgoing correspondence; receive and sort distribution to address; Capture records for incoming and outgoing mail; Daily inventory check to find and account for missing documents/files.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

Position: Secretary

Post Level: 13
Annual Basic Salary: R125 122.87 - R132 177.84 per annum (Plus Applicable Benefits)
Minimum Requirements: National Secretary Diploma/Office Administration or equivalent; 2 years relevant experience; Effective communication skills; Interpersonal skills, planning, time management, organizing and typing skills; Excellent computer skills.

Tasks and Responsibilities include: Perform general secretarial services; Manual & Electronic mail receipt, sorting, distribution and dispatch. Coordinate meetings, workshops, events, travelling and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Management of the manager's diary and the department diary; Provide support to units and divisions within the LEDP department; 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; Prepare notices, agendas and minutes for specific meetings and attending to the distribution thereof and/or arranging for the collection of documents prior to scheduled meetings. Organize, confirm and schedule meetings/appointments, catering and refreshments; Ensure good record management & filing.

IMPORTANT INFORMATION FOR APPLICANTS TO TAKE NOTICE OF:

Forward your application to:
The Municipal Manager, Molemole Local Municipality, Private Bag X44; Mogwadi 0715 or hand deliver to Mogwadi Municipal Offices, 303 Church Street or Morebeng Municipal Morebeng Offices, 25 Cnr Roets & Viviers Street, Soekmekaar.

Applications must be accompanied by a covering letter, a comprehensive CV and certified copies of: identify document, driver's license (where applicable) and qualifications. Applications without the above will not be considered. Molemole Local Municipality reserves the right to not 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. No Z83 forms accepted.

- NB:
1. Candidates will be subjected to personnel suitably checks including qualifications, employment, credit, criminal records, company ownership/directorship and reference checks.
 2. Faxed and E-mailed applications will not be accepted.
 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. Candidates with foreign qualifications must also attach SAQA evaluation report.

Enquiries on the above should be directed to Ms KJ Magongwa: pt.015 501 0243.

CLOSING DATE FOR APPLICATIONS IN RESPECT OF POSITIONS IS: Friday 22 November 2013 at 13:00