



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

Position: Divisional Head Integrated Development Planning

Post level: 03

Salary: R 300 627.89-R 309 714.37 per (Plus Applicable Benefits)

Minimum Requirements:

B Degree or National Diploma in Planning or Public Administration or Administration or relevant equivalent tertiary qualification, 3 years relevant experience; A valid Code B drivers license; Good interpersonal & Communication and Computer Skills.

Tasks and Responsibilities Include:

Develop and coordinate implementation of operational policies, procedures, systems and plans for the division. Manage and co-ordinate the development and implementation of the IDP. Facilitate processes to ensure participation, involvement and report-back by relevant departments. Setup systems and processes to ensure community and stakeholder participation. Ensure proper documentation, recording and safe keeping of records of all phases of the IDP process. Liaise and engage with domestic and external stakeholders and role-players. See to it that sectoral development is integrated in the planning projects and that strategic planning actions are applied in accordance with new developments through sector alignment. Collect data, capturing thereof and optimal usage/availability. Facilitate IDP Technical Committee meetings. Continuous liaison with development role-players through IDP representative forum meetings. Initiate the annual review of the IDP by developing an IDP review process plan. Prepares and communicates the Process Plan to ensure understanding of the phases and activities. Monitor the expenditure of the strategic development projects that were identified. Prepare reports for the municipality. Manage expenditure of budget funds in respect of development planning projects. Supervise sub-ordinates activities and report all activities or progress. Advise council, investors and developers about development opportunities. Monitor approval of building plan with the National Building Regulation and Building Standards. Ensure compliance with applicable legislations, regulations and policies.

DEPARTMENT: BUDGET & TREASURY

Position: Divisional Head Income / Revenue

Post Level: 03

Annual Basic Salary: R 300 627.89 – R 309 714.37 per annum (Plus Applicable Benefits)

Minimum Requirements:

National Diploma / B Com ? B Compt / Degree in Financial Management or relevant equivalent tertiary qualification; 3 years relevant experience; A valid Code B drivers license; Advanced Computer Skills; Excellent Writing & Communication Skills.

Tasks and Responsibilities Include:

Coordinate the development and maintenance of systems, policies, procedures and processes. Co-ordinates activities and procedures associated with direct supervision and monitoring of personnel and services of the Revenue division, Develops divisional vision and strategy and ensure implementation, Ensure that council's credit control policy and indigent policy are implemented. Responsible for the revenue budgeting process. Manage and implement the municipality's indigent policy. Balance revenue control accounts in the ledger. Deal with daily enquiries on revenue related issues. Control over the creation of all new transaction codes. Overarching responsible for the control of journalisation of all cheques referred back by the bank. Management of the community liaison function. Control the capturing procedures and protocols to ensure that all data processes are done in accordance with prescribed requirements, e.g. time frames, balancing. Provide advice to senior management and council on performance related matters. Maintain appropriate performance management records.

DEPARTMENT: COMMUNITY SERVICES DEPARTMENT

Position: Traffic Officer

Post Level: 12

Annual Basic Salary: R 134 223.16 – R 142 020.16 per annum

Minimum Requirements:

Grade 12 Certificate; Traffic Diploma; A valid Code b driver's license; 1 year relevant experience; A 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; Compile reports; Assist the Municipality in curbing corruption.

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 & Vivirers Street; Soekmeaar.

Applications must be accompanied by a covering application letter, a comprehensive CV and certified copies of: identity document, driver's license (where applicable) and qualifications. *Applications without the above will not be considered. 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. (A SAQA evaluation report must accompany foreign qualifications).**
- 2. Fax and E-Mail applications will be not 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.**

Enquiries on the above should be directed to Ms. K.J Magongwa at 015 501 0243. **CLOSING DATE FOR APPLICATIONS IN RESPECT OF POSITION OF IS: Wednesday 17 October 2012 at 13h00.**