



**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: COMMUNITY SERVICES**

**Position: Traffic Officer X1 (Re-advertisement)**

**Task Grade Level: 09**

**Annual Basic Salary: R154 704.62 – R 162 208.84 per annum (Plus Applicable Benefits)**

**Minimum requirements**

Grade 12 Certificate, Traffic Diploma, Registration as a Traffic Officer, 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 of road accidents, road safety unit; enforcement of municipal by-laws. Promote public safety; Administer notices and summons to ensure law enforcement; perform point duty; issuing of summons and notices; execute warrants of arrest; compile reports; assist the Municipality in curbing of corruption.

**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

**Position: Risk Management Officer (Re-advertisement)**

**Task Grade Level: 11**

**Annual Basic Salary: R205 700.76 – R 212 754.03 per annum (Plus Applicable Benefits)**

**Minimum requirements** A recognized three-year tertiary qualification in Risk Management/Auditing/Accounting or equivalent. A minimum of two years' experience in Internal Auditing, A valid driver's license, Membership with Institute of the Internal Auditors or Risk Management professional body will be an added advantage.

**Competencies and skills**

Must have good interpersonal relations, strong public administration knowledge and experience, Communication skills, report writing skills, problem solving skills, Ability to analyze organizational process to highlight significant risk areas. Presentation, facilitation and financial and risk management skills.

**Tasks and responsibilities include:**

Ensure the development and implementation of the Council Risk Management Strategy. Facilitate the risk workshop and compile risk register on annual basis. Ensure integration of Risk Management with management activities at all levels. Ensure compliance with related risk management matters as contained in the applicable legislations. Conduct Enterprise Risk Management education. Develop risk management related policies and procedures including the fraud prevention strategy. Assist with the facilitation of audit queries. Ensure compliance with applicable legislation and regulations.

**Position: Administration Officer – Municipal Manager’s office (Re-advertisement)**

**Task Grade Level: 11**

**Annual Basic Salary: R 205 632.05 – R 215 615.16 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

National Diploma in Administration or equivalent relevant qualification; Minimum of Two (2) years relevant experience.

**Knowledge; Skills and Personal Attributes:**

Time management; Planning, Communications; Reporting and Interpersonal skills; Excellent Computer Skills.

**Tasks and Responsibilities Include:**

Perform general office admin support functions and services; Mail, Receipt, Sorting, Distribution and Dispatch; Coordinate of meetings, workshops, events, travel and accommodation; Minute taking and record keeping; Responsible for office management including neatness; Manage the Municipal 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 Municipal Manager and the Department; Compile reports and ensure safekeeping of correspondences; Coordinate refreshments for the Municipal Manager and Department; Perform general administrative duties; Perform any other duty as may be delegated from time to time by the Municipal Manager.

**DEPARTMENT: LED & PLANNING**

**Position: Building Inspector**

**Task Grade Level: 12**

**Annual Basic Salary: R 242 765.24 – R 254 552.67 per annum (Plus Applicable Benefits)**

**Minimum Requirements:**

National Diploma in Building and Civil Engineering or equivalent qualification; Two (2) years relevant experience.

**Knowledge; Skills and Personal Attributes:**

Time management; Planning, Communications; Reporting and Interpersonal skills; Excellent Computer Skills.

**Tasks and Responsibilities Include:**

Routine inspections on residential, Business, Industrial construction and buildings in line with National Building Regulations and Safety Act; Inspection of building plans in respect of Town Planning Scheme and Council policies; Execute related administrative duties; Enforce compliance to building plans; Develop designs and drawings of Municipal Structure Plans for new buildings or renovations; Issuing of Building Compliance Notices; Preparations of reports on contraventions of the Town Planning Scheme.

**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 & 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 not be 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. Candidates with foreign qualifications should attach SAQA evaluation reports with the applications.**

**Enquiries on the above should be directed to Mr. RB Ramohlale at 015 501 0243/44.**

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: Friday 19 June 2015 at 16h00.**