



Molemole Municipality

Molemole Municipality VACANCIES

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: Manager Project Management Unit
Duration: Five (5) Years or Sixty (60) Months Fixed Term Employment Contract
Salary: A negotiable all inclusive remuneration package

Minimum Requirements:
Bachelors Degree in Civil Engineering or National Diploma in Civil Engineering or equivalent; Registration as an engineer and/or engineering technologist; Minimum 3 years experience with at least 2 years managerial experience; Excellent Computer Skills; A valid Code B driver's license.

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

Position: Admin Assistant Speaker & Chief-whip's Office

Duration: (Fixed Term Employment Contract Linked to the Speaker & Chief-whip's term of Office)

Post Level: 14
Salary: R 105 889.45 - R 112 370.73 Per annum (Plus applicable Benefits)

Minimum Requirements:
Grade 12, Computer Skills. Effective communication skills. Excellent Computer Skills.

Tasks and Responsibilities Include:
Perform general secretariat services for the offices of the speaker and chief-whip. Coordinate mail for the speaker and chief-whip. Perform typing duties. Coordinate meetings, workshops, events, travelling and accommodation for the speaker & the chief-whip's office. Responsible for office management including neatness. Provide support to structures linked to the speaker and chief-whip's functions. Compile reports and ensure safekeeping of correspondences. Coordinate refreshments and logistics for the speaker and chief-whip's office. 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.

DEPARTMENT: CORPORATE SERVICES

Position: Registry Officer
Post Level: 8
Salary: R 191 573.73 - R198 142.60 Per annum

Minimum Requirements:
Diploma/Degree in Records or Administration Management or equivalent NQF Level 6 qualification, A valid Code B driver's license. Knowledge of registry and archiving functions, Knowledge of Registry & Archiving Systems and applicable legislation / regulations. 2 years relevant experience, Excellent Computer Skills particularly Ms Word, Excel, PowerPoint, Outlook and Typing. Effective communication skills. Excellent interpersonal and facilitation skills, including negotiation and conflict management.

Tasks and Responsibilities Include:
Coordinate registry and archiving tasks, Perform tasks associated with registering, recording, circulation and retrieval of documents and correspondence, Perform routine administrative tasks in accordance with laid down procedures directing applications associated with the registry and records functionality, Perform archiving tasks relating to the preparation of incoming and outgoing correspondence, council resolutions and other documents received for filing, Perform routine duties regarding photocopying and handling of mail to support the registration function.

Position: Administrative Assistant Council Support & Secretariat

Post Level: 14
Salary: R 105 889.45 - R 112 370.73 Per annum (Plus applicable Benefits)

Minimum Requirements:
Grade 12, Diploma or Certificate in Secretariat or Office Administration or Computer & Typing Skills or Public Admin or Equivalent qualification. Minimum 1 year relevant experience. Basic Computer Skills. A valid Code B driver's license.

Tasks and Responsibilities Include:
Provide secretariat support to Council Support & Secretariat Division. Provide Secretariat Support to council committees, forums, structures and meetings. Generate minutes, reports and documents. Typing and distribution of notices, agendas

and minutes. Take and maintain records for the division. Make logistical arrangements for the division, council, council committees and structures. Circulation of documents. Perform routine secretariat duties for the department.

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 hand deliver to 303 Church Street; Mogwadi or Molemole Local Municipality Morebeng Branch Office; 25 Cnr. Roets & Viviers Street; Soekmekeaar.

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 other reference checks. (A SAQA evaluation report must accompany qualifications acquired from foreign learning institutions)

2. Fax and E-Mail 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.

Enquiries on the above should be directed to Ms KJ Magongwa at 015 501 0243. CLOSING DATE FOR APPLICATIONS IN RESPECT OF THE ABOVE POSITIONS IS: Friday, 30 November 2012 at 13:00.

CP000287