

**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:** Branch Manager – Morebeng Branch Offices

**Task Grade Level:** 17

**Annual Basic Salary:** R560 787.60 – R574 258.08 per annum (Plus Applicable Benefits)

**Minimum Requirements:**

Grade 12, an appropriate Degree/Diploma (NQF Level 7) or an equivalent qualification. Two (2) years' relevant experience.

**Knowledge; Skills and Personal Attributes:**

Time management; Planning, Good Communication skills; Reporting and good Inter-personal skills; Ability to meet deadlines and perform under pressure and work odd hours. Energetic and able to initiate action

**Tasks and Responsibilities:**

To perform functions, exercise power and discharge duties on behalf of the Municipal Manager as delegated by the Municipal Manager; To control, coordinate and manage the Branch Office; To render support to the Municipal Manager; To liaise and interact with the Office of the Mayor, Senior Managers; Officials and councillors

**Position:** Administration Officer – Municipal Manager's office (Re-Advertisement)

**Task Grade Level:** 11

**Annual Basic Salary:** R 250 939.32 – R 325 035.00 per annum (Plus Applicable Benefits)

**Minimum Requirements:**

Grade 12, National Diploma in Administration, Office administration or equivalent qualification; Two (2) years' relevant experience.

**Knowledge; Skills and Personal Attributes:**

Time management; Planning, Communications; Reporting and good Inter-personal skills; Excellent Computer Skills.

**Tasks and Responsibilities Include:**

Perform general office admin support functions and services; Mail, Receipt, Sorting, Distribution and Dispatch; Coordination 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: CORPORATE SERVICES**

**Position:** Cleaner x 4

**Task Grade:** 06

**Annual Basic Salary:** R 122 917.68 – R 159 570.96 per annum (Plus Applicable Benefits)

**Minimum Requirements:**

Grade 8/10, relevant experience in cleaning will be an added advantage.

**Competencies:** Ability to read and write, Ability to operate electrical cleaning machines, good time management skills, Good communication skills, Ability to work under pressure.

**Tasks and Responsibilities Include:**

Provision of cleaning services, Keep and maintain cleaning materials and equipment, Performing any other duty delegated by supervisor, refill water bottles, check and empty waste bags, provide refreshment during meetings in the board room, Tidy, dust and maintain a high standard of hygiene and cleanliness at municipal premises, clean offices, carpets, windows to the frequency and standards set out, keep a check on cleaning materials and re-order via the Manager- Administration.

**DEPARTMENT: COMMUNITY SERVICES**

**Position:** General Assistant – Parks, Cemetery, Refuse and Waste Management X 1

**Task Grade Level:** 06

**Annual Basic Salary:** R 122 917.68 – R 159 570.96 per annum (plus applicable benefits)

**Minimum requirements:** Grade 8/10, relevant experience in cleaning will be an added advantage.

**Competencies:** Ability to read and write, Ability to operate electrical cleaning machines, good time management skills, Good communication skills, Ability to work under pressure.

**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 handles bulk refuse containers; Clean illegal dumping; Washes refuse truck daily; Relieves staff on other trucks during mechanical breakdowns; Controls traffic when necessary during loading; Assist with refuse related work when trucks are being serviced.

**Position:** General Assistant – Waste Management X 2

**Task Grade Level:** R 122 917.68 – R 159 570.96 per annum (Plus Applicable Benefits)

**Minimum requirements:**

Grade 8/10, relevant experience in cleaning will be an added advantage.

**Competencies:** Ability to read and write, Ability to operate electrical cleaning machines, good time management skills, Good communication skills, Ability to work under pressure.

**Task and Responsibilities include:**

Perform labourer activities associated with providing support during refuse removal tasks, removes domestic, commercial, industrial and garden waste, Operates compactor mechanism and handles bulk refuse containers, Clean illegal dumping, washes the refuse truck daily, Cleans up spillages, Guides drivers when reversing, Relieves staff on other trucks during mechanical breakdowns, Controls traffic when necessary during loading procedure, Assists with refuse related work when trucks are being serviced and perform any other general duties the immediate superior may assign to the incumbent.

**DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT & PLANNING**

**Position:** Internship Town & Regional Planning x 1

**Duration:** 12 Months

**Monthly Stipend of:** R 3 000.00

**Minimum Requirements:**

Grade 12, B Degree or National Diploma in Town & Regional Planning / Urban and Regional Planning or relevant equivalent qualification, good interpersonal, communication and computer skills.

**Position:** Internship Integrated Development Plan (IDP) x 1

**Duration:** 12 Months

**Monthly Stipend of:** R 3 000.00

**Minimum Requirements:**

Grade 12, B Degree or National Diploma in Planning/ Developmental studies or relevant equivalent qualification, good interpersonal, communication and computer skills.

**DEPARTMENT: TECHNICAL SERVICES**

**Position:** Data Capture Project Management Unit x 1

**Duration:** Three Year Fixed Term Contract

**Total Annual Package:** R 150 000

**Minimum Requirements:**

Grade 12, National Diploma in Computer science or relevant equivalent qualification. Effective communication skills, computer skills, and interpersonal relationship skills. Geographic Information System/Computer Aided Design Qualifications/ will be an added advantage.

**Task and Responsibilities:**

To ensure the effective and efficient recording of Technical Services associated with the preparation, issuing, updating and processing of data using database procedures for planning and maintenance purposes. Ensuring that the Geographic Information System provides comprehensive and complete information supporting analysis.

**Position:** Internship Water and Sanitation x 1

**Duration:** 12 Months

**Monthly Stipend of:** R 3 000.00

**Minimum Requirements:**

Grade 12, B Degree/ National Diploma in Water Sanitation/ Water Care/ Tertiary equivalent qualification at NQF Level 5. Report writing, effective communication. Excellent interpersonal skills, computer skills.

**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 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 applicants.**
- 6. Candidates with foreign qualifications should attach SAQA evaluation reports with their applications.**

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

**CLOSING DATE FOR APPLICATIONS IN RESPECT OF ALL POSITIONS IS: MONDAY 11 JUNE 2018 AT 16:00.**