



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: CORPORATE SERVICES

POSITION: Secretary Corporate Services

Task Grade Level: 08

Annual Basic Salary: R 231 818.04 per annum (Plus Applicable Benefits)

Minimum Requirements

Grade 12; National Diploma/N6 Certificate in Human Resource management/Public Management, Secretarial/ office Administration. Effective communication skills, interpersonal skills, planning, time management, organizing and typing skills. Computer literacy is a pre-requisite. At least a minimum of one-year work experience in local government.

Roles and Responsibilities

Provide general secretarial and administrative support to the senior manager; coordinate activities in the office of senior manager; managing the diary of senior manager, responsible for minutes taking, record keeping and report writing. Provide support to all divisions in the corporate service department

DEPARTMENT: COMMUNITY SERVICES

Position: Trainee Traffic x10

Duration: 12 Months

Minimum requirements:

Grade 12. Driving license, must have a fitness certificate, No Criminal record, Good communication skills, Computer literacy. Applicants must be between the ages of 18 to 35 years of age and reside within Molemole Municipality. Applicants are required to submit the proof of residence.

DEPARTMENT: TECHNICAL SERVICES

Position: Electrical Artisan x2

Task Grade Level: 12

Annual Basic Salary: R 409 579.20 per annum (Plus Applicable Benefits)

Minimum Requirements

Grade 12 with Mathematics and Science and N6 in Electrical engineering (Heavy Current) with trade test or National Diploma in Electrical Engineering (Heavy Current) or higher qualification. Valid Code C1 driver's license. Knowledge of tools and equipment used by Electrician. Minimum of two years' relevant experience in electrical field.

Roles and responsibilities

Installing, maintaining, and repairing electrical systems and equipment in Municipal electrical network facilities, including power distribution systems and backup generators. Wiring of electrical distribution panels, operation and maintenance of Low Voltage, Medium Voltage and High Voltage apparatus. Perform routine inspections and preventive maintenance to ensure the reliability and safety of electrical systems. Troubleshoot electrical issues and implement

solutions to minimize downtime and optimize performance. Keep accurate records of maintenance activities, equipment inventory, and work orders. Provide technical guidance and support to assistant electricians and electrical section staff as needed. Perform standby duties when required.

Position: General Assistant

Task Grade Level: 6

Annual Basic Salary: R 170 307.48 per annum (Plus Applicable Benefits)

Minimum requirements:

Grade 10 / NQF Level 2; Relevant experience in cleaning and/or maintenance environment. Numerical Accuracy; Good listening and Communication skill; Attention to detail; knowledge of garden or office cleaning or building maintenance, Ability to follow instructions and work well independently as well as in teams.

Roles and responsibilities:

Undertakes general labourer tasks during water and sewer maintenance and repairs, Assist the plumbers with the laying of pipes (water and sewer) and installation of water meters (repairs and new), perform maintenance tasks on sewer systems, pump stations and workshop areas, cleans worksites, stores equipment and tools, cleans worksites, stores equipment and tools and loads materials prior to departure from work site, Cleaning of building and grounds.

DEPARTMENT: BUDGET AND TREASURY

Position: Secretary

Task Grade Level: 08

Annual Basic Salary: R 231 818.04 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 and NQF level 6 Certificate in Accounting/Cost and Management Accounting/Financial Management/Local Government Finance management/Public Finance / Office Administration. Effective communication skills, interpersonal skills, planning, time management, organizing and Computer literacy, minimum of one (01) year work experience in local government.

Roles and Responsibilities:

Provide general secretarial and administrative support to the Chief Financial Officer; coordinate activities in the office of CFO; managing the diary of CFO, responsible for minutes taking, record keeping and report writing. Provide support to all divisions in the Budget and Treasury department

Position: Manager Reporting

Task Grade Level: 16

Annual Basic Salary: R634 300.56 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 and NQF Level 7 in Accounting/Cost and Management Accounting/Financial Management; A minimum of three (3) years' experience at supervisory role; relevant experience in preparation and reviewing of Annual Financial Statements; A valid driver's license; Good communication skills, attention to details and interpersonal skills; Knowledge of GRAP Standards; Knowledge of Case-ware; Analytical skills and people management; Ability to meet deadlines.

Roles and responsibilities:

Prepare timely and accurate financial statement in accordance with generally recognized accounting practice; Maintain and align the financial accounting system in terms of generally recognized accounting practice; Document and maintain complete and accurate supporting information for all financial

transactions; Manage day-end, month- end and year end processes in closing on the financial system to ensure all processes are completed and the system remains in balance; Establish and monitor the execution of strategies to create proper financial controls within the Municipality to support Departments in service delivery; Review monthly reconciliations; Overall management and coordination of Annual Financial Statements; Provide support to business units on financial reporting management; Provide support to business units on financial reporting management; Ensure compliance with MFMA, applicable legislation and regulations and compliance with MSCOA.

Position: Asset Manager

Task Grade Level: 16

Annual Basic Salary: R 634 300.56 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12 and NQF 7 Level in Accounting/Financial Management/Information systems and Accounting; A minimum of three (3) years' experience at supervisory role; relevant experience in the Asset Management; A valid driver's license; MFMP/CPMD will be an added advantage.

Good communication skills, attention to details and interpersonal skills; Knowledge of GRAP Standards; Knowledge of MSCOA; Analytical skills and people management; Ability to meet deadlines.

Roles and responsibilities:

To serve as the custodian who is entrusted with the safeguarding and manage the use of all the assets of the municipality. • Compilation and management of GRAP compliant Assets register of the municipality, including correct and proper financial reporting and submission. • Manage the process of compilation of the Asset Management policy, including the review of asset accounting policies to ensure that they fully comply with latest GRAP standards. • Co-ordinate the review of useful lives, residual values, revaluation, impairment and depreciation methods of items of PPE at year end, including the determination of capitalization threshold and threshold amount. • Monitoring, providing assistance and guidance to the municipality with regards to the acquisition, replacement and or disposal of service delivery assets to the people. • Provide assistance and guidance to municipality when compiling the annual financial statements with specific reference to the inclusion and treatment of assets in the AFS.

Position: Internship Credit Control

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12 and NQF level 6 Certificate in Accounting/Cost and Management Accounting/Financial Management/Local Government Finance management/Public Finance. Good communication skills, Computer literacy and ability to interpret legislation.

Roles and responsibilities:

Monitoring of payments and defaulting debtors; issuing of customer accounts, collection of overdue service accounts; keeping sound relations and handling enquiries and correspondence pertaining to credit control and debtors collection, monitoring of customer accounts and recovery of outstanding amounts; Completion of details on reminder of notifications indicating amount outstanding and circulating to account holders; interacting with customers and service department with respect to disconnections/reconnections or resumption of services; preparing documentation and records for hand over to activate legal proceedings and collections; provide support with respect to specific activities/requirements associated with functionality of credit control debtors collection.

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

Position: Senior Internal Auditor

Task Grade Level: 12

Annual Basic Salary: R 409 579.20 per annum (Plus Applicable Benefits)

Minimum requirement:

Grade 12 and National Diploma or higher (NQF: 6) in Internal Audit/Auditing/Accounting; minimum of 3 years' experience in Audit Environment, A member of Institute of Internal Auditors South Africa (IIASA) will be an added advantage; Knowledge of the International Standards for Professional Practice of Internal Auditing; Understanding of Local Government Environment; Computer literacy; Valid driver's license.

Roles and Responsibilities:

Provide administrative support to the Audit Committee, provide inputs to the Annual Audit Plan, and supervise the work of internal auditors to ensure compliance with IIA standards and methodology. Review the municipal performance information to ensure that it is SMART. Review the financial statements of the municipality, the annual report, the municipal SDBIP and budget adjustment, Quarterly /annual performance assessment of municipal employees and the Municipal IDP and annual budget. Manage the planning, execution, and reporting of audit initiatives. Supervise the coordination of the AG activities and compilation of the audit reports.

Position: Communication Officer

Task Grade Level: 11

Annual Basic Salary: R 347 686.56 per annum (Plus Applicable Benefits)

Minimum requirements: Appropriate B Degree in Communication/ Public Relations or equivalent, At least three years' applicable local government experience, Knowledge and understanding of Public Communications, Public relations and Marketing guidelines, Valid driver's license, Advanced Computer Literacy (Ms Word, Excel, PowerPoint, Publisher), Experience in graphic design will be an added advantage, Experience in broadcast and social media, Ability to operate a video and normal camera to capture municipal activities, Excellent public relations skills, Excellent written and verbal communication skills, Ability to function effectively under pressure and be deadline orientated, Ability to function in a political and community environment, Ability to function independently as well as within a team, Should at all times be available and willing to work long hours.

Roles and responsibilities

Compile and distribute press releases, Respond to media queries on a day-to-day basis, Promote the Municipality's brand by running external and in-house media events, Communicate the Municipality's vision by developing and implementing short- and long-term media strategies for specific projects and initiatives, Conceptualize, maintain and create updated content for all communication platforms, including newsletters, publications, website and social media, Liaise with key departments to develop pro-active communications plans to support their business objectives, projects and programmes, Develop suitable ways of communicating complex information to all municipal stakeholders, The production of official speeches for the Mayor and full time Councillors including research, fact checking and editing, Proof reading and editing of public documents and publications, Promote and attend Mayoral, Municipal corporate and community events during and after business hours, Facilitate, mainstream and promote intergovernmental relations (IGR) programmes and projects, Guide and co-ordinate IGR and protocol related action

Position: Internship Municipal Manager's office

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12 and NQF level 6 Certificate/Degree/National Diploma in Communication/Journalism or equivalent. Good communication skills, Computer literacy.

Position: Internship Performance Management System

Duration: 12 Months

Monthly Stipend of: R 3 000.00

Minimum requirements:

Grade 12 and NQF level 6 Certificate/Degree/National Diploma in Human Resource Management or any equivalent qualifications. Good communication skills, Computer literacy and ability to interpret legislation.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT AND PLANNING

Position: Land Use Officer

Task Grade Level: 10

Annual Basic Salary: R293 869.32 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12. B-Degree in Urban/ Town and Regional Planning and Development Studies. Minimum One (01) year experience in land use management/Town planning/Spatial Planning and Urban studies/design. Proof of registration with SACPLAN as a Professional Planner or Candidate Planner. A sound understanding and knowledge of related planning legislations. Valid driver's license. (Code B)

Roles and Responsibilities

Coordinate and process land use applications. Evaluate site development plans and building plans. Develop and implement land use policies and zoning regulations in accordance with municipal bylaws. Conduct land use audits and assessments to ensure compliance with zoning regulations and planning policies. Organize and facilitate public meetings and consultations to gather input on land use planning matters. Liaise with community members, developers, and other stakeholders regarding land use and development issues. Provide advice and information to the public on land use regulations, zoning bylaws, and development processes. Conduct site inspections to ensure compliance with approved land use plans and zoning regulations. Maintain accurate records and databases related to land use applications, approvals, and land use patterns. Prepare and present report for the attention of the Authorized Official, Municipal Planning Tribunal and Appeal Authority.

Position: Building Inspector

Task Grade Level: 12

Annual Basic Salary: R 409 579.20 per annum (Plus Applicable Benefits)

Minimum Requirements:

Grade 12, B-Degree/National Diploma in Civil Engineering / Structural Engineering / Architecture/ Building Control / Building Science OR a relevant / related field. Minimum Three (03) years' experience in Building Plan assessment and Building/structural inspection in local government. A sound understanding and knowledge of related building control legislations. Valid driver's license. (Code B).

Roles and Responsibilities

Examine building plans and construction drawings to ensure compliance with building codes, bylaws, and regulations. Circulate building plans to different internal and external stakeholders for comments. Recommend approval or rejection of building plans to the Senior Manager. Regularly inspect construction sites to monitor progress and verify compliance with approved plans while ensuring safety. Monitor construction progress to ensure adherence to timelines

and quality standards. Recommend and Issue contravention notices. Prepare and maintain up-to-date detailed inspection reports and records, documenting findings, actions taken, and compliance status.

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 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: 26 September 2024 at 16h00.