

MOGALAKWENA LOCAL MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

OFFICE OF THE MUNICIPAL MANAGER INTERNAL AUDITOR

Duties

Reporting directly to the Chief Internal Auditor, the incumbent will perform the following duties:

- Assist the chief internal auditor in preparing the risk based audit plan for each financial year
- Performing audit in different departments within the municipality
- Reporting the finding to the chief internal auditor
- Discuss audit findings with management
- Perform any other duties as may be assigned by the chief internal auditor
- Act as a secretariat to the audit committee
- Perform any other reasonable tasks.

Requirements:

B.Comm with auditing as one of the major subjects or Diploma in Internal Auditing and must have at least 3 years' experience in local government auditing.

Salary Scale: R 323 192, 00 – R 356 865, 00

INTERNAL AUDIT ASSISTANT

Duties:

Reporting directly to the Internal Auditor, the incumbent will perform the following duties:

- Assist the chief internal auditor in preparing the risk based audit plan for each financial year
- Performing audit in different departments within the municipality
- Reporting the findings to the chief internal auditor
- Discuss audit findings with management and the audit committee
- Perform any other duties as may be assigned by the chief internal auditor
- Act as secretariat to the audit committee
- Perform any other reasonable task.

Requirements:

B.Comm with auditing as one of the major subjects or Diploma in Internal Auditing and must have at least 2 years' experience in local government internal auditing

Salary Scale: R 285 440, 00 – R 315 277, 00 per annum

DEPARTMENT OF TECHNICAL SERVICES PLAN ROOM ASSISTANT (Ref.No.3104TS)

Duties:

Reporting directly to the Building Control Officer, the incumbent will perform the following duties:

- Making photocopies, filing and retrieving of plans
- Perform messenger duties
- Maintain and clean office and ablutions
- Perform general office duties
- Perform any other reasonable task.

Requirements:

Grade 10, be able to read and write and 0 – 6 months' experience

Salary: R 100 097, 00 per annum – R 102 726, 00

DEPARTMENT OF FINANCE ACCOUNTS CLERK (Ref. No. 2122FD) 3 posts

Duties:

Reporting directly to the Accountant, the incumbent will perform the following duties:

- Process documentation on new connections and disconnections
- Control meter readings
- maintain accounts by installing new meters and removing old meters from the system
- Control deposits by checking if a deposit has been charged for a new connection
- Perform any other reasonable task.

Requirements:

Grade 12 plus National Certificate in Finance / Accounting and have 1 year experience.

Salary Scale: R 201 036, 00 – R 228 732, 00 per annum

CREDITORS CLERK (Ref.No.1104FD)

Duties:

Reporting directly to the Senior Clerk, the incumbent will perform the following duties:

• Perform reconciliation; • Maintain records; • Liaise with clients; • Perform any other reasonable task.

Requirements:

Grade 12 plus National Certificate in Finance / Accounting and have 1 year experience.

Salary Scale: R 201 036, 00 – R 228 732, 00 per annum

CASHIER (Ref. No. 2212FD)

Duties:

Reporting directly to the Senior Clerk, the incumbent will perform the following duties:

• Control payments by receiving it over the counter and issuing receipts • Liaise with the public by dealing with enquiries • Conduct a day-to-day close by closing and balancing of the main system • Perform administrative functions by ensuring that all reconnections are executed • Perform a month end procedure by assisting with balancing registers at the end of the month • Perform any other reasonable task.

Requirements:

Grade 12 plus National Certificate in Finance / Accounting and have 1 year experience.

Salary Scale: R 201 036, 00 – R 228 732, 00 per annum

**DEPARTMENT OF COMMUNITY SERVICES
SENIOR LIBRARIAN ASSISTANT (Ref.No.1002CS)**

Duties:

Reporting directly to the Assistant Librarian, the incumbent will perform the following duties:

• Develop library collections • Render a reader guidance and reference services • Perform administrative duties • Supervise staff in the division • Perform any other reasonable tasks.

Requirements:

National Certificate in Library and Information Science or equivalent. 1 - 2 years' experience working in the library.

Salary Scale: R 175 834 – R 196 953, 00 per annum

LIBRARY ASSISTANT (Ref. No. 1102CS)

Duties:

Reporting directly to the Senior Librarian Assistant, the incumbent will perform the following duties:

• Perform duties relating to library collection • Render a reader service to the public and the Old Age home • Market the library services through outreach programmes and orientations • Perform administrative tasks • Processing new books. Controlling funds by taking money, supplying change and monies for the photocopy machine, membership fees and lost books • Managing photocopy machine • Perform any other reasonable task.

Requirements:

Grade 12. Be able to work with library resources and the public and must have 6 – 12 months experience.

Salary Scale: R 151 217, 00 – R 172 798, 00 per annum

**DEPARTMENT OF CORPORATE SUPPORT SERVICES
REMUNERATION ASSISTANT OFFICER (Ref No. 4005CO)**

Duties:

Reporting directly to the Remuneration and Benefits Officer, the incumbent will perform the following duties:

- Administration of leaves
- Medical Aid Administration
- Perform administrative tasks including inter alia filing
- Employee benefits administration.

Requirements:

National Certificate in Human Resources Management / Public Administration, Must be computer literate and have 1 year experience.

Salary Scale: R 201 036, 00 – R 228 732, 00 per annum

OFFICE ASSISTANT (Ref No. 4005CO)

Duties:

Reporting directly to the Support Services Officer, the incumbent will perform the following duties:

- Perform mail collecting and delivery service
- Perform transportation tasks
- Perform administrative tasks including inter alia filing
- Perform any other reasonable task.

Requirements:

Grade 10, drivers' license and have one year relevant experience in a similar position. Must be computer literate.

Salary Scale: R 100 097, 00 – R 102 726, 00

**DEPARTMENT OF PLANNING AND DEVELOPMENTAL SERVICES
DEPUTY MANAGER: PLANNING AND DEVELOPMENTAL SERVICES (Ref.No.0002DS)**

Duties:

Reporting directly to the Manager Planning and Developmental Services: the incumbent will perform the following duties:

- Managing Town Planning Scheme
- Coordination of the Integrated Development Plan
- Oversee the Local Economic Development and Tourism
- Liaise with internal and external stakeholders on matters pertaining to planning and development services
- Perform any other reasonable task.

Requirements:

B.degree in Developmental Studies or equivalent. 5 years' experience (which 4 years is of supervisory position). Possession of a valid driver's licence

Salary Scale: R 633 372, 00 per annum

**DEPARTMENT OF TRAFFIC AND EMERGENCY SERVICES
LICENSING ADMINISTRATION OFFICER (Ref. No. 3202TE)**

Duties:

Reporting directly to the Senior Licensing Officer, the incumbent will perform the following duties:

- Provide an efficient, reliable and effective Licensing service in accordance with relevant laws and by-laws
- Processing and issuing licenses
- Marking card licenses;
- Registration and renewals of motor vehicle licenses
- Keeping record of ISS forms and keeping registers
- Keeping cash float and cashing up at the end of the day
- Answering telephonic enquiries and assisting public
- Perform any other reasonable task.

Requirements:

Grade 12 plus Diploma in Licensing or Public Administration, 1 year experience.

Salary Scale: R 201 036, 00 – R 228 732, 00 per annum

**DEPARTMENT OF TECHNICAL SERVICES
DIVISIONAL HEAD: BUILDINGS**

Duties:

Reporting directly to the Deputy Manager Technical Services, the incumbent will perform the following duties:

- Provide technical support and advisory service on building issues
- Develop and implement strategic and operational policies
- Oversee and manage building plan processes and systems

Requirements:

BTech / B Degree in Building Science or equivalent, be registered with SACPCMP and possess a valid driver's license. Must have 5 years' experience (which 3 years is in supervisory position)

Salary Scale: R 414 119 00 per annum

**FACTOTUM / HANDYMAN
2 posts**

Duties:

Reporting directly to the Plumber – W & S the incumbent will perform the following duties:

- Perform administrative functions
- Provide an auxiliary function to the plumbers
- Repairing and maintaining water and sewer lines and construct new services
- Maintaining discipline
- Maintaining and cleaning all equipment's
- Training subordinates
- Perform any other reasonable tasks.

Requirements:

Relevant Plumber certificate and 2 years' experience. Must also have a valid driver's license.

Salary Scale: R 151 217, 00 – R 172 798, 00 per annum

**TEAM LEADER
2 posts**

Duties:

Reporting directly to the Supervisor, the incumbent will perform the following duties:

- Supervise allocated teams
- Compile daily production records
- Identify and quantify work
- Driving staff to and from site
- Submit prescribed reports to line function
- Perform any other reasonable task.

Requirements:

Grade 12 plus driver's license code C or higher. Be able to read and write. Be physically strong and be able to withstand pressure. 1 - 2 years' experience

Salary Scale: R 113 284, 00 – R 123 755, 00 per annum

**DRIVER
(Roads and Stormwater)
3 posts**

Duties:

Reporting directly to the Supervisor (Roads & Stormwater), the incumbent will perform the following duties:

- Responsible for driving trucks and other vehicles
- Ensuring that work is completed and provide guidance where required
- Ensuring the safety and security of staff and equipment
- Transporting equipment to site
- Perform any other reasonable task

Requirements:

Grade 8.Be able to read and write. Driver's License Code EC plus PDP and above. 2 years' experience.

Salary Scale: R 123 755, 00 – R 136 168, 00 per annum

**OPERATOR
(Roads and Stormwater)
3 posts**

Duties:

Reporting directly to the supervisor, the incumbent will perform the following duties:

- Responsible for driving trucks and other vehicles
- Ensuring that work is completed and provide guidance where required
- Ensuring the safety and security of staff and equipment
- Transporting equipment to site
- Perform any other reasonable task

Requirements:

Grade 8, be able to read and write. Driver's License Code C and above.
1 year experience.

Salary Scale: R 175 834, 00 – R 196 953, 00 per annum

**GENERAL WORKER (Ref.No.2113TS)
(7posts)**

Duties

Reporting directly to the Driver (R & S), the incumbent will perform the following duties:

- Perform manual tasks by digging trenches, doing road patching tasks and fixing pavements
- Perform any other reasonable task.

Requirements:

Grade 8, be able to read and write. Be physically strong and withstand all weather conditions

Salary: R 100 097, 00 per annum

Closing date: 30 November 2018

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments on the above-mentioned positions will be on the competency of the Acting Municipal Manager and no canvassing will be allowed.

**Due to high crime rate/fraud enquiries should strictly be directed to:
Ms. K Bontsi – (015) 491 9634**

The compulsory Mogalakwena Municipality's application form (obtainable from www.mogalakwena.gov.za or from the Mogalakwena Municipal offices) and certified copies of qualifications should be sent to The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. If there is insufficient space on the application form, a CV could be attached for additional information.

ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL BE CONSIDERED DURING SHORT LISTING.

PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



54 Retief Street
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0600
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