

MOGALAKWENA MUNICIPALITY

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

DEPARTMENT OF FINANCE COLLECTIONS CLERK (Ref. No. 2112FD)

Duties:

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

- Compiling reminder notification as well as cut off list
- Attending to enquiries
- Receiving and controlling dishonored cheques
- Compilation of detailed accounts
- Answering of memorandums (interdepartmental communication)
- Execute write off sequence for unrecoverable debts upon arrival
- Analysis of accounts
- Interacting with other departments with respect to disconnections/reconnections of services
- Perform any other reasonable task.

Requirements:

Grade 12 and computer literacy. Must have the ability to communicate well and relate to people / liaise with the public.

Salary Scale: R 134 568, 00 – R 153 102, 00 per annum

DEPARTMENT OF COMMUNITY SERVICES ASSISTANT LIBRARIAN (Mahwelereng)

Duties:

Reporting directly to the Divisional Head: Library, the incumbent will perform the following duties:

- Co-ordinate and control the activities and operations of the library
- Monitor the execution of procedural sequences or requirements to meet customer needs
- Attending to the acquisition, organization of information and providing users with information from various media
- Supervision and control of subordinates
- Executing specific administrative sequences associated with the maintenance of assets, equipments and building
- Participating in meetings and presenting information, opinions and advice
- Promote reader awareness through literacy campaigns
- Perform any other reasonable task.

Requirements:

Grade 12 plus degree / diploma in library and information science. Five years experience in a supervisory post in a library environment. Must also be computer literate and have knowledge of Papyrus Library Software.

Salary Scale: R 191 058, 00 – R 211 029, 00 per annum

GENERAL WORKER (Ref.No.1106CS) (2 posts in Mahwelereng Library)

Duties:

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

- Collect and distribute parcel and documentation from post office and within departments
- Maintain and clean the buildings
- Serve refreshments on scheduled tea times
- Clean crockery and cutlery
- Perform any other reasonable task.

Requirements:

Grade 8 and 1 year experience.

Salary Scale: R 66 999, 00 per annum

SENIOR SUPERINTENDENT: WASTE MANAGEMENT

Duties:

Reporting directly to the Divisional Head: Waste Management, the incumbent will perform the following duties:

- Inspections of premises, vacant sites and parks for unsightly accumulation and general littering including when problems arise with regard to waste management services
- Develop service plans for waste management services
- Ensure that waste management service is performed according to work plan by

performing spot inspections and by receiving verbal reports and supervisors or public • Ensure that safe working procedures are applied by performing spot inspections on plant and equipments • Develop and implement education and awareness programme on waste and promote waste management services • Perform quality control on services rendered by physical observation and spot inspections and addressing non adherence to, with the service providers • Ensuring that landfill sites are operated in compliance with legislation • Perform administrative and human resources related activities • Perform any other reasonable task.

Requirements:

National Diploma in Environmental Management or Environmental Health or equivalent. Three (3) years experience and a valid driver's license.

Salary Scale: R 216 333, 00 – R 238 872, 00 per annum

CLOSING DATE: 23 November 2012

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

NB: The language policy of the Council is English

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

**Enquiries should be directed to:
Ms. K Bontsi – (015) 491 9634**

Mogalakwena Municipality's application form **OR** covering letter accompanied by CV and certified copies of qualifications should be sent to **The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. Only candidates who 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.



The Municipal Manager
S W Kekana
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 257/2012
November/ 2012