

## MOGALAKWENA LOCAL MUNICIPALITY

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

### DEPARTMENT OF CORPORATE SUPPORT SERVICES MUNICIPAL LIAISON OFFICER (Ref.No.4201CO) (MAPELA)

**Duties:**

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

- Manage the Thusong Services Centre by ensuring that effective and efficient service is rendered to the community
- Manage service delivery by liaising with the municipal head office
- Liaising and meeting with other sector departments
- Manage personnel function by allocating tasks, administering leave and providing guidance where needed
- Communicate by compiling statistics and reports
- Perform any other reasonable task.

**Requirements:**

Grade 12 and a diploma / degree in administration will be an added advantage. Must have the ability to communicate clearly and 3 years experience.

**Salary Scale:** R 144 489, 00 – R 164 391, 00

### CLERK GRADE 2 (Ref.No.4202CO) (MAPELA)

**Duties:**

Reporting directly to the Municipal Liaison Officer, the incumbent will perform the following duties:

- Act as a receptionist at the Thusong Service Centre
- Assisting the community by directing them to the relevant sections/departments
- Attending to queries relating to service delivery
- Perform any other reasonable task.

**Requirements:**

Grade 12, be able to read, write and communicate clearly and 2 years experience.

**Salary Scale:** R 126 375, 00 – R 141 552, 00

### OFFICE OF THE MUNICIPAL MANAGER SECRETARY TO THE MAYOR (Contractual to the term of the current mayor)

**Duties:**

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

- Provide sufficient and effective administrative services and support to the office of the Mayor
- Administration of incoming and outgoing mail of the Mayor
- Handle the Mayor's invitations and arrange travelling logistics in consultation with the Mayor and other officials in the office
- Manage the diary of the Mayor
- Manage budget for refreshments in the office of the Mayor
- Handle of office stationery and filing
- General typing in the Mayor's office
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Must be familiar with service delivery issues in Mogalakwena Municipality

**Skills:** Organizing executive meetings, Communicating with stakeholders, Time Management and Filing skills.

**Salary Scale:** R 144 489, 00 – R 164 391, 00 together with a role playing allowance

### DRIVER TO THE MAYOR (Contractual to the term of the current mayor)

**Duties:**

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

- Drive the Mayor's vehicle and keeping strictly to the roster assigned;
- Comply with Occupational Health and Safety requirements by ensuring safe operation of the vehicle;
- Maintain vehicle by ensuring it is serviced on time;
- Perform any other reasonable task.

**Requirements:**

Grade 10 plus a valid driver's license and be willing to undergo an internal driving test. Must have the ability to communicate clearly and 2 years experience.

**Salary Scale:** R 126 375, 00 – R 141 552, 00 together with a role playing allowance

**MANAGER IN THE OFFICE OF THE MAYOR  
(Contractual to the term of the current mayor)**

**Duties:**

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

- Planning and overseeing implementation of projects
- Managing and co-ordination of special programmes at local level
- Develop departmental vision and strategy and ensures implementation
- Monitor and supervise activities of staff
- Plan and supervise utilization of resources
- Brief Mayor on political and special programmes matters and matters of concern and secures information required for proper action
- Promote district commitments on special programmes (disability, traditional affairs, HIV/AIDS awareness and gender affairs) to arrange special programmes of the municipality
- Raise awareness about special programmes issues and advocate for special programmes sensitively and equally
- Handles the advising, researching, advocacy and monitoring of legislation / policies / strategies that relate to special programmes development
- Responsible for the financial administration of the special programmes
- Perform any other reasonable task.

**Requirements:**

An appropriate degree / diploma or equivalent. NQF level 6 and possess management skills, strategic planning skills, good interpersonal relations and budgetary skills and experience in working with communities.

**Salary Scale:** R 297 633, 00 together with a role playing allowance

**SECRETARY TO THE CHIEF WHIP  
(Contractual to the term of the current chief whip)**

**Duties:**

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

- Provide sufficient and effective administrative services and support to the office of the Chief Whip
- Administration of incoming and outgoing mail of the Chief Whip
- Handle the Chief Whip's invitations and arrange travelling logistics in consultation with the Chief Whip and other officials in the office
- Manage the diary of the Chief Whip
- Handle of office stationery and filing
- Ensuring that visitors are appropriately attended to
- General typing in the Chief Whip's office
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Must be familiar with service delivery issues in Mogalakwena Municipality

**Skills:** Organizing executive meetings, Communicating with stakeholders, Time Management and Filing skills.

**Salary Scale:** R 144 489, 00 – R 164 391, 00 together with a role playing allowance

**DEPARTMENT OF TECHNICAL SERVICES  
FOREMAN (Ref.No.2102TS)**

**Duties:**

Reporting directly to the Engineering Technician, the incumbent will perform the following duties:

- Supervise and allocate duties to drivers and operators
- Perform general administration duties
- Monitor the use of resources
- Managing costs
- Executing job instructions from technicians or immediate supervisor
- Do a pro-active and preventative inspections on all plants and equipments
- Perform any other reasonable task.

**Requirements:**

Grade 12 and an appropriate/relevant qualification in engineering / construction field. Have at least 3 years experience in construction.

**Salary Scale:** R 205 149, 00 – R 226 593, 00

**CLOSING DATE:** 11 July 2014

**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 OR Ms. S S Baloyi – (015) 491 9794**

The compulsory Mogalakwena Municipality's application form (obtainable from [www.mogalakwena.gov.za](http://www.mogalakwena.gov.za) or from the Mogalakwena municipal offices) and certified copies of qualifications should be sent to The Acting 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.



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

Notice number: 118/2014  
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