

MOGALAKWENA LOCAL MUNICIPALITY

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

DEPARTMENT OF CORPORATE SUPPORT SERVICES LEGAL CLERK (Ref. No. 1003CO) 2 posts

Duties:

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

- Drafting summons, judgments, warrants and debt collection documents
- Compiling payments from Sheriffs and Tracers
- Conducting consultations with debtors
- Entering into acknowledgement of debt agreements with debtors
- Compiling statistics
- Maintaining filing system
- Accurately determine property ownership
- Perform any other reasonable tasks.

Requirements:

Grade 12 plus 2 years' experience in debt collection and be computer literate. A degree / diploma Law / Paralegal will be an added advantage.

Salary Scale: R 165 100, 00 – R 187 843, 00

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES TOWN PLANNER (Ref.No.3101DS)

Duties

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

- Implement Spatial Planning and Land Use Management Act, 2013
- Manage all land use control issues within the SDA's and farm areas
- Propose and provide recommendations with regard to land use applications
- Assist the divisional head in formulation of policies and By-Laws
- Perform administrative tasks
- Supervise personnel in the section
- Perform any other reasonable task.

Requirements:

Grade 12 plus a Degree or National Diploma in (Town/Urban and Regional Planning) Regional and Town Planning. A candidate of, or registered with SACPLAN (South African Council for Planners). Technical expertise and a clear understanding on the implementation of Spatial Planning and Land Use Management Act, 2013 is required. 3 years relevant experience in the field of spatial planning and land use management in both rural and urban areas.

Salary: R 307 964, 00 – R 331 747, 00 per annum

IDP PLANNER

Duties:

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

- Assist with management of the Integrated Development Plan by compiling and reviewing IDP for council
- Ensure that the IDP is compiled in accordance with relevant legislation
- Ensure that the IDP is community driven
- Scheduling of meetings of the IDP steering committee and IDP representative forum
- Provide budgetary inputs with regard to all aspects of Integrated Development Plan
- Responsible for all administrative functions relevant to IDP development
- Supervise personnel
- Perform administrative task.

Requirements:

Grade 12 plus National Diploma or NQF Level 5 in Municipal Integrated Development Planning and minimum of 3 years relevant experience.

Salary Scale: R 307 964, 00 – R 331 747, 00 per annum

SENIOR HOUSING OFFICER

Duties:

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

- Develop and implement Housing operational programmes
- Monitor the functionality of committees and other structures
- Perform administrative duties
- Facilitate housing related information to department of COGHSTA

and Human Settlement • Monitor the implementation of housing and sanitation projects within the municipality • Perform any other reasonable task.

Requirements:

National Diploma in Local Government/ National Diploma in Civil Engineering/ National Diploma in Quantity Survey/ National Diploma in Architect and/ or National Diploma in Building Science and a minimum 3 years' experience in building or housing field.

Salary Scale: R 307 964, 00 – R 331 747, 00 per annum

MUSEUM AID (Ref.No.4007DS)

Duties:

Reporting directly to the Museum Worker, the incumbent will perform the following:

- To ensure that museum, exhibitions and offices are kept clean
- To ensure that staff and visitors receive refreshments
- To ensure that the kitchen utensils comply with the required health regulations
- To serve visitors with baked bread, vetkoek and mampoer beer
- To ensure that visitors to the museum are well received and assisted
- To ensure that all entrance fees are paid
- To assist with the effective performance of the museum

Perform any other reasonable task.

Requirements:

Grade 9. Be able to read, write and interact with visitors. 2 years equivalent experience.

Salary scale: R 85 351-00 – R 88 500-00 per annum

Closing date: 5 February 2016

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 and Ms. S Baloyi – (015) 491 9794

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 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.



54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 11 /2016
January 2016