

**MOGALAKWENA MUNICIPALITY**

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

**DEPARTMENT OF COMMUNITY SERVICES  
LANDFILL COMPACTOR OPERATOR (Ref.No.4302CS)**

**Duties:**

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

- Construct landfill cells
- Obtaining cover materials
- Manage runoff water
- Control equipments
- Perform any other reasonable task.

**Requirements:**

Grade 8 plus Heavy Machine Operator License / Certificate. Be able to operate landfill compactor and must have at least 3 years experience.

**Salary Scale:** R 118 284, 00 – R 132 489, 00 per annum

**LIBRARY ASSISTANT (Ref. No. 1102CS)  
(Babirwa Library)**

**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 3 years experience working in the library.

**Salary Scale:** R 101 724, 00 – R 116 241, 00 per annum

**DEPARTMENT OF ELECTRICAL SERVICES  
SECRETARY (Ref. No. 0004EE)**

**Duties:**

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

- Provide an efficient and reliable secretarial function
- Provide an efficient personal assistant function to the Manager Electrical Services
- Maintain office procedures
- Perform general administrative function
- Typing of reports and correspondences
- Keep record of meetings and maintaining the manager's diary
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus a three year appropriate qualification and 3 years secretarial experience. Computer literacy and extensive knowledge of WORD and EXCEL is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 40 w.p.m. Candidates will be tested for typing skills and speed and other relevant secretarial functions.

**Salary Scale:** R 135 240, 00 – R 153 867, 00 per annum

**DEPARTMENT OF TRAFFIC AND EMERGENCY SERVICES  
ADMINISTRATION CLERK (Ref. No. 0004TE)**

**Duties:**

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

- Perform administrative duties relating to all traffic fines
- Control monies
- Liaise by answering telephonic queries
- Perform general administrative functions
- Supervise staff
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus computer literacy. At least 1 year experience on the Traffic Contravention System.

**Salary Scale:** R 135 240, 00 – R 153 867, 00 per annum

**CLOSING DATE:** 3 May 2013

**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 Mr. N M Mankga – (015) 491 9756**

Mogalakwena Municipality's application form **OR** covering letter accompanied by CV and certified copies of qualifications should be sent to **The Acting 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: 63 /2013  
April 2013