

MOGALAKWENA MUNICIPALITY

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

DEPARTMENT OF CORPORATE SUPPORT SERVICES DIVISIONAL HEAD: HUMAN RESOURCES (Ref. No. 5001CO)

Duties:

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

- Provide a human resource service by developing policies
- Manage labour relations
- Manage benefit schemes
- Manage occupational health and safety
- Manage recruitment and selection
- manage training and development
- Manage personnel function in the division
- Manage the division's budget
- Provide an advisory service to management and council on hr related issues
- Perform any other reasonable task.

Requirements:

Grade 12 and a diploma / degree in human resources management and knowledge of legislations applicable to Human Resources Administration and Management. 5 years relevant experience. The candidate must be computer literate.

Salary Scale: R 260 273, 00 per annum

DIVISIONAL HEAD: SUPPORT SERVICES

Duties:

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

- Manage secretarial duties for Council
- Executing Council Resolutions
- Provide Conveyancing and Deeds Office services
- Property and Fleet Management
- Maintenance of Buildings and Halls
- Manage archives
- Manage divisional staff
- Manage divisional budget
- Management of SDA's and fleet management
- Perform any other reasonable tasks.

Requirements:

Grade 12 plus a Diploma / B Degree in Administration or equivalent qualification and 5 years relevant experience.

Salary Scale: R 260 273, 00 per annum

DEPARTMENT OF COMMUNITY SERVICES LIBRARY ASSISTANT (Ref. No. 1102CS)

(2 posts in Mahwelereng Library, 1 post in Bakenburg Library and 1 post in 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 95 039, 00 – R 108 603, 00 per annum

**DEPARTMENT OF TECHNICAL SERVICES
BUILDING INSPECTOR (Ref.No.3102TS)**

Duties:

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

- Scrutinizing of building plans
- Conducting building and drainage inspections
- Consultations with clients on building related issues
- General administrative functions
- Ensuring adherence to the National Building Regulations
- Perform any other reasonable task.

Requirements:

National Diploma in Building and a thorough knowledge and understanding of the National Building Regulations and Building Standards Act 103 of 1977. Computer literacy in Ms Word and Ms Excel. Minimum 2 years experience in local government.

Salary Scale: R 179 398, 00 – R 198 149, 00 per annum

**OPERATOR (Ref.No.2132TS)
6 posts**

Duties

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

- Performing administrative tasks by maintaining log sheets of oil and fuel
- Check machinery and equipments by executing pre and post journey inspection
- Perform road construction tasks with the following equipments, excavator, backhoe loaders, rollers and graders
- Perform any other reasonable task.

Requirements:

Grade 8, be able to read and write. Drivers licence code EB and above. 2 years experience and be physically strong and withstand all weather conditions.

Salary: R 110 512, 00 – R 123 783, 00 per annum

**DRIVER (Ref.No.2133TS)
4 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 equipments
- Transporting equipments to site
- Perform any other reasonable task.

Requirements:

Grade 8, be able to read and write. Drivers licence code EC and 2 years experience.

Salary: R 77 781, 00 – R 85 581, 00 per annum

CLOSING DATE: 24 August 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: 183 /2012
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