

## MOGALAKWENA MUNICIPALITY

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

### DEPARTMENT OF TRAFFIC & EMERGENCY SERVICES CONTROL ROOM OPERATOR (Ref.No.1103TE)

#### **Duties**

Reporting directly to the Control Room supervisor, the incumbent will perform the following duties:

- Responding to all emergencies, incidents and complaints
- Report all incidents and emergencies
- Deal with the public regarding the services rendered by the council by receiving all complaints and enquiries
- Manage communication by responding to the direct linked alarm system, responding to the radio system communications and monitoring the CCTV camera system
- Perform any other reasonable task.

#### **Requirements:**

Grade 10 plus computer knowledge, be able to communicate in English and be able to work shifts

**Salary:** R 117 696, 00 – R 131 829, 00 per annum

### DEPARTMENT OF COMMUNITY SERVICES LIFEGUARD (2 posts)

#### **Duties**

Reporting directly to the Swimming Pool Caretaker, the incumbent will perform the following duties:

- Preventing drowning by means of rescue, resuscitation and / or first aid
- Monitor bathers and visitors to the pool
- Perform any other related task assigned by the Pool Caretaker
- Perform any reasonable task.

#### **Requirements:**

The candidate must have a Lifesaver qualification, least Level 1 First Aid, a minimum of 3 years experience and be able to communicate in at least two official languages and be willing to work overtime and shifts. Must be willing to complete a swim and rescue practical.

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

### DEPARTMENT OF FINANCE FINANCIAL MANAGEMENT INTERNS (2 years fixed contract) 2 posts

#### **Duties:**

Reporting directly to the Divisional Head: Budget and Treasury, the incumbent will perform the following duties:

- Assist in the implementation of GRAP and budget reform;
- Developing statistical reporting module;
- Electronic data capturing and general financial administration;
- Assist in all areas of financial management within the department.

#### **Purpose:**

The project is an initiative of National Treasury's Financial Management and Budget Reform Program for the appointee to gain practical experience in local government financial management and geared towards a career in local government.

#### **Requirements:**

Applicants must be from previously disadvantaged community and graduates who are unemployed. Must also have a B Comm. Degree or equivalent preferably majoring in Accounting, Economics or Business Economics. The applicant must also have good oral and written communication skills and be computer literate.

**Salary Scale:** R 90 000, 00 per annum

**DEPARTMENT OF CORPORATE SUPPORT SERVICES  
FRONTLINE RECEPTIONIST**

**Duties:**

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

- Stationed at the front desk of the municipality
- Ensuring that the front desk is aesthetically pleasing
- Attending to visitors and their enquiries in a courteous manner
- Directing visitors to various offices
- Communicating routine information to the enquirer referring to municipal calendar, directory and programmes
- Registering visitors in a record book
- Perform any other reasonable tasks.

**Requirements:**

Grade 12, be computer literate, be fluent in English, Sepedi and Afrikaans, must have good communication skills and 2 years experience as front desk officer or receptionist. Must have a friendly and helpful attitude towards people.

**Salary Scale:** R 117 696, 00 – R 131 829, 00 per annum

**CLOSING DATE:** 2 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.**

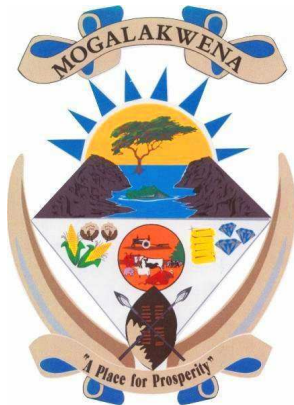
**Enquiries should be directed to:**

**Ms. K Bontsi – (015) 491 9634 OR Mr. N 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 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: 249/2012  
October 2012