

MOGALAKWENA LOCAL MUNICIPALITY

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

DEPARTMENT OF COMMUNITY SERVICES

ASSISTANT LIBRARIAN (Ref. No. 1101CS) Mogalakwena Library

Duties: Reporting directly to the Divisional Head - Library services the incumbent will perform the following duties: • Co-ordinate and control the activities and the operations of the library • Monitor the execution of procedural sequences or requirements to meet customer needs • Attending to the acquisition, organization of information and providing users with information from various media • Supervision and control of subordinates • Executing specific administrative sequences associated with the maintenance of assets, equipment and building • Participating in meetings and presenting information, opinions and advice • Promoting reader awareness through literacy campaigns • Perform any other reasonable task

Requirements: Grade 12 plus Degree or Diploma in Library and information science. Knowledge of Papyrus Library Software. 5 years experience in a supervisory post in a library environment. Be computer literate

Salary scale: R 248 479, 00 – R 274 453, 00 per annum

LIBRARY ASSISTANT (Ref. No. 1102CS)

(2x post at Mogalakwena, 1x post at Bakgoma, 2x post at Mahwelereng and 1x post at 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 153 066, 00 – R 171 450, 00 per annum

SUPERVISOR Sports at Rebone (Ref. No. 2401CS)

Duties: Reporting directly to the Superintendent, the incumbent will perform the following duties:

• Supervise staff at municipal sports facilities • ensuring prompt maintenance of sports facilities
• Maintain machinery • Control of vehicle • Perform any other reasonable task.

Requirements: Grade 12. Basic computer training, knowledge of different sports turf grass. Code C1 drivers' licence. 2 years' experience in the sporting environment.

Salary Scale: R 175 005, 00 – R 199 113, 00 per annum

OPERATOR (EXCAVATOR) (Ref. No. 4302CS)

Duties: Reporting directly to the Supervisor, the incumbent will perform the following duties: • Construct landfill cells • Obtain cover materials • Manage runoff water • Control equipment's • Perform any other reasonable task.

Requirements: Grade 10 plus heavy machine operator's license. 1 year experience

Salary Scale: R 131 636, 00 – R 150 424, 00 per annum

TEAM LEADER / DRIVER (Ref. No. 2113CS) (2 posts)

Duties: Reporting directly to the Supervisor, the incumbent will perform the following duties: • Lead the team • Perform manual tasks in cemeteries • Perform manual labour tasks in sport fields • Perform tasks in parks and gardens • Perform any other reasonable task.

Requirements: Grade 8, code C1 driver's license and be able to read and write. 1 year experience

Salary Scale: R 131 636, 00 – R 150 424, 00 per annum

GENERAL WORKER (Ref.No.1106CS)

(1 post Bakgoma Library, 2xposts Mogalakwena Library)

Duties: Reporting directly to the Senior Library Assistant, the incumbent will perform the following duties: • Collect and distribute parcel and documentation from post office and within departments • Maintain and clean the buildings • Serve refreshments on scheduled tea times • Clean crockery and cutlery • Perform any other reasonable task.

Requirements: Grade 8 and 1 year experience.

Salary Scale: R 87 135, 00 per annum

GENERAL WORKER (Ref.No.4112CS)

(Waste Management Division) 6 posts

Duties: Reporting directly to the Cleansing Vehicle Driver, the incumbent will perform the following duties: • Removal of waste by operating the hopper • Deposit refuse and litterbags into trucks, trolleys and drums • remove litter within residential, CBD and public spaces • Assist the driver with directions while reversing to lift the bulk containers • Perform any other reasonable task.

Requirements: Grade 8, be able to read and write. Be physically strong and withstand all weather conditions.

Salary Scale: R 87 135, 00 per annum

GENERAL WORKER (Ref.No.4112CS) (Parks & Recreation Division) (9 posts)

Duties: Reporting directly to the Team Leader, the incumbent will perform the following duties: • Perform manual tasks by digging and filling graves • Perform manual labour tasks by marking sport field and preparing field for competitions • Perform tasks in parks and gardens by weeding, planting and trenching flowerbeds • Perform any other reasonable task.

Requirements: Grade 8, be able to read and write. Be passionate about serving the community.

Salary Scale: R 87 135, 00 per annum

DEPARTMENT OF ELECTRICAL SERVICES

DIVISIONAL HEAD: NEW PROJECTS AND RURAL MAINTENANCE

Duties: Reporting directly to the Manager Electrical Services, the incumbent will perform the following duties: • Plan, prioritize and execute maintenance of electrical networks up to 33kV • Manage projects, contracts and tenders • Manage divisional budget • Perform administrative tasks • Manage staff and fleet • Perform any other reasonable tasks.

Requirements: National diploma or T3/S4 diploma in Electrical Engineering, Valid Drivers License. Good knowledge of safety and effective distribution of electricity networks and have at least 3 years relevant experience. Wireman's license will be added advantage, must be computer literate.

Salary Scale: R 360 494, 00 per annum

ELECTRICIAN (Ref.No.1102EE) (8 posts)

Duties: Reporting directly to the Senior Technical Assistant, the incumbent will perform the following duties: • Perform installation, maintenance and repair tasks by making new electrical connection and maintaining existing infrastructure • Ensure that all legal instructions, procedures, by-laws and council resolutions are complied with • Do switching up to 33000 Volts • Supervise staff • Perform any other reasonable task.

Requirements: N3 in Electrical Engineering, appropriate Electrician trade test certificate, completed an apprenticeship, valid code 10 driver's license and have at least 2 years' experience. Wiremans license and PDP will be added advantage.

Salary Scale: R 281 344, 00 – R 310 657, 00 per annum

HANDYMAN (Ref.No.2104EE)

Duties: Reporting directly to the Loss Control Technician, the incumbent will perform the following duties: • Manage maintenance and repairs lights, traffic lights and pre-paid meters by responding to call outs • Manage the maintenance of connections by performing installations and providing connections

• Supervise staff by issuing instructions • Perform overhead lines construction by stringing conductors and planting holes • Perform any other reasonable task. (All tasks listed above will be carried out under the supervision of an authorized person)

Requirements: Grade 12 and valid code 10 driver's license and have 2 years relevant experience in the maintenance of electrical networks. Be able to read, write and communicate clearly.

Salary Scale: R 131 636, 00 – R 150 424, 00 per annum

ELECTRICIAN ASSISTANT (Ref. No. 2108EE) (8 posts)

Duties: Reporting directly to the Electrician, the incumbent will perform the following duties: • Assist with manual labour tasks • Clean vehicles and substations • Assist electrician • Perform any other reasonable task.

Requirements: Grade 10, ability to read and write and identify tools. 1 year experience

Salary Scale: R 107 729, 00 – R 118 535, 00 per annum

OPERATOR (Ref.No.1105EE)

Duties: Reporting directly to the Driver / Team supervisor, the incumbent will perform the following duties: • Operate specialized tools and equipment's (compressor, jackhammer, hoses, tarred road cutter, chainsaw etc.) • Daily maintenance of tools i.e. inspection and cleaning • Supervise tasks • Perform general tasks by painting and boiler making • Perform any other reasonable task.

Requirements: Grade 10 plus Operator's certificate and two years' experience.

Salary Scale: R 98 615, 00 – R 107 729, 00 per annum

HANDYMAN ASSISTANT (Ref.No.2108EE)

Duties: Reporting directly to the Handyman, the incumbent will perform the following duties: • Assist with manual labour tasks • Clean the vehicles • Assist the Handyman • Perform any other reasonable task.

Requirements: Grade 10 and be able to read and write and identify tool plus 2 years' experience.

Salary Scale: R 95 415, 00 – R 98 615, 00 per annum

GENERAL WORKER (Ref No. 1106EE) (8 posts)

Duties: Reporting directly to the Operator, the incumbent will perform the following duties: • Perform manual labour tasks by:

- a) Digging cable trenches, lay cables in trenches and close the trenches
- b) Manually load and offload material and equipment
- c) Vegetation control near overhead power lines
- d) Clean the area where work had been performed
- e) Clean council's vehicles and substations

• Perform any other reasonable task.

Requirements: Grade 8 and be able to read and write.

Salary Scale: R 87 135, 00 – R 89 425, 00 per annum

Closing date: 17 October 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 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

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 three 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.

**M P NAKE
ACTING MUNICIPAL MANAGER
54 Retief Street
Box 34
MOKOPANE
0600**



**Notice number: 139/2016
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