



MOGALAKWENA LOCAL MUNICIPALITY

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

**DEPARTMENT OF TRAFFIC AND EMERGENCY SERVICES
DIVISIONAL HEAD: TRAFFIC**

Duties:

Reporting directly to the Manager Traffic and Emergency Services, the incumbent will perform the following duties:

- Traffic management and enforcement
- Manage human resources in the section
- Manage the division's budget
- Manage communication of the division
- Integrated development planning

Requirements:

Grade 12 plus B Tech/ B. Degree in Traffic Management or equivalent.

Valid drivers' license

5 years relevant experience (of which 3 years should be at supervisory level)

Salary Scale: R 468 603, 00 per annum

DIVISIONAL HEAD LICENSING

Duties:

Reporting directly to the Manager Traffic and Emergency Services, the incumbent will perform the following duties:

- Management of testing, registration and licensing
- Management of systems and administration
- Stakeholder management
- Manage staff in the division
- Manage the division's budget
- Identification of key deliverables and immediate goals of the division

Requirements:

Bachelor's degree in Public Administration / Management or equivalent.

Valid drivers' license

5 years relevant experience (of which 3 years should be at supervisory level)

Salary Scale: R 468 603, 00 per annum

**DEPARTMENT OF ELECTRICAL SERVICES
MANAGER ELECTRICAL SERVICES**

Duties:

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

- Plan, organize, lead and control energy services activities
- Prepares capital and operating estimates and controls expenditure against the approved budget allocations
- Provide strategic

direction in the department • Manage all projects allocated • Manage human capital • Ensure safety and compliance in the department

Requirements:

BSc Honours in Electrical Engineering.

Code B driver's license

Computer Literacy and 7 years' experience of which 5 years should be at middle management level in a municipal or public service environment

Salary Scale: R 716 700, 00 per annum

TECHNICIAN (Ref. No. 2101EE)

Duties:

Reporting directly to the Divisional Head: Metering, Loss Control & Maintenance, the incumbent will perform the following duties:

- Provide quality service to the public by addressing consumer complaints regarding meters and installations
- Controlling disconnection and re-connection of electricity
- Performing routine inspections of all Council buildings
- Maintain equipments by testing, repairing and replacing faulty electrical meters, street lights, traffic lights and highmast lights
- Perform administrative tasks by scheduling and coordinating tasks to be done and checking that tasks are done
- Managing staff by issuing job instructions and supervising the work standards

Requirements:

Grade 12 or equivalent. National Diploma in Electrical Engineering (Heavy Current), electrician trade test and wireman's license. Ability to test installations according to SABS 0142 standards. Must have at least 3 years relevant experience.

Salary Scale: R 424 338, 00 – R 457 104, 00 per annum

ELECTRICIAN x 4 Posts (Ref.No.1102EE)

Duties:

Reporting directly to the Technician, 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

Requirements:

National Diploma in Electrical Engineering plus Trade Test certificate, valid code C1 driver's license and 2 years' experience.

Salary Scale: R322 995, 00 – R356 757, 00 per annum

ELECTRICIAN ASSISTANT (Ref. No. 2108EE)

Duties:

Reporting directly to the Electrician, the incumbent will perform the following duties

- Assist with manual labour tasks
- Clean vehicles and substations
- Assist electrician

Requirements:

Grade 12, ability to read and write and identify tools. 1 year experience

Salary Scale: R 140 037, 00 – R154 080, 00 per annum

DRIVER / TEAM SUPERVISOR

Duties:

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

- Supervise labour teams
- Perform transportation duties
- Safe installation and removing of equipments
- Supervise staff

Requirements:

Grade 12, driver's license code C or higher and PDP, Crane operator license
9 – 12 months experience

Salary Scale: R 140 037, 00 – R154 080, 00 per annum

HANDYMAN (Ref.No.2106EE)

Duties:

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

- Maintenance and repairs of ights, traffic lights and pre-paid meters
- Maintenance of connections
- Supervision of staff

Requirements:

Grade 12, code C1 drivers license and 6 – 12 months' experience.

Salary Scale: R 171 111, 00 – R 195 531, 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

Requirements:

Grade 12 and 6 – 12 months' experience.

Salary Scale: R 123 399, 00 – R 128 184, 00 per annum

GENERAL WORKER (2 posts)

(Ref No. 1106EE)

Duties:

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

Perform manual labour tasks by:

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

Requirements:

Grade 10 and 0 – 6 months experience.

Salary Scale: R113 835, 00 – R116 823, 00 per annum

OFFICE OF THE MUNICIPAL MANAGER
MANAGER IN THE OFFICE OF THE MAYOR
(Contractual to the term of the current Mayor)

Duties:

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

- Planning and overseeing implementation of projects
- Managing and co-ordination of special programmes at local level
- Develop departmental vision and strategy and ensures implementation
- Monitor and supervise activities of staff
- Plan and supervise utilization of resources
- Brief Mayor on political and special programmes matters of concern and secures information required for proper action
- Promote district commitments on special programmes (disability, traditional affairs, HIV/AIDS awareness and gender affairs) to arrange special programmes of the council
- Raise awareness about special programmes issues and advocate for special programmes sensitively and equality
- Handles the advising, researching, advocacy and monitoring of legislation / policy/ strategy that relate to special programmes development
- Responsible for the financial administration of the special programmes
- Perform any other reasonable task.

Requirements:

An appropriate three year tertiary qualification in Public Admin / Local Government and possess management skills, strategic planning skills, good interpersonal relations and budgetary skills and experience in working with communities.

Salary Scale: R 468 603, 00 together with a role playing allowance

DRIVER TO THE MAYOR
(Contractual to the term of the current mayor)

Duties:

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

- Drive Mayor by keeping strictly to the roster assigned;
- Comply with Occupational Health and Safety requirements by ensuring safe operation of the vehicle;
- Maintain vehicle by ensuring it is serviced on time;
- Perform any other reasonable task.

Requirements:

Grade 10 plus a valid driver's license, ability to communicate clearly and 2 years' experience. Certificate in advanced driving will be an added advantage

Salary Scale: R 198 966, 00 – R 222 864, 00 together with a role playing allowance

**BODY GUARD TO THE MAYOR (Ref.No.5003MM)
(Contractual to the term of the current Mayor)**

Duties:

● Assess risks by identifying possible threats ● Analysis of security threats ● Protect and guard the Mayor at all times ● Liaise with relevant stakeholders

Requirements:

● Grade 10 or equivalent ● Driver's license ● Knowledge in criminal justice, laws, legal codes and court procedures ● Trained in the field of combat defense and weaponry ● Fire-arm license ● PSIRA Compliance ● Certificate in advanced driving will be an added advantage

Skills: Active thinking, critical analysis and communication skills

Salary Scale: R 198 966, 00 – R 222 864, 00 together with a role playing allowance

**SECRETARY TO THE MAYOR
(Contractual to the term of the current Mayor)**

Duties:

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

Act as personal assistant and receptionist ● Perform general administrative functions ● Keep record of meetings ● Provide an efficient and reliable secretarial function ● Provide an efficient and friendly reception function ● Typing of reports and correspondences ● Maintain office procedures ● Maintain the Mayor's diary ● Perform any other reasonable task related to the office.

Requirements:

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Skills: Knowledge of Planning, Organizing, Communication, Time Management and Filing skills.

Salary Scale: R 227 487, 00 – R 258 825, 00 together with a role playing allowance

**SECRETARY TO THE SPEAKER
(Contractual to the term of the current Speaker)**

Duties:

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

Act as personal assistant and receptionist ● Perform general administrative functions ● Keep record of meetings ● Provide an efficient and reliable secretarial function ● Provide an efficient and friendly reception function ● Typing of reports and correspondences ● Maintain office procedures ● Maintain the Speaker's diary ● Perform any other reasonable task.

Requirements:

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Skills: Knowledge of Planning, Organizing, Communication, Time Management and Filing skills.

Salary Scale: R 227 487, 00 – R 258 825, 00 together with a role playing allowance

**SECRETARY TO THE CHIEF WHIP
(Contractual to the term of the current Chief Whip)**

Duties:

Reporting directly to the Chief Whip, the incumbent will perform the following duties:

Act as personal assistant and receptionist • Perform general administrative functions • Keep record of meetings • Provide an efficient and reliable secretarial function • Provide an efficient and friendly reception function • Typing of reports and correspondences • Maintain office procedures • Maintain the Chief Whip's diary • Perform any other reasonable task.

Requirements:

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Skills: Knowledge of Planning, Organizing, Communication, Time Management and Filing skills.

Salary Scale: R 227 487, 00 – R 258 825, 00 together with a role playing allowance

Closing date: 07 January 2022

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:

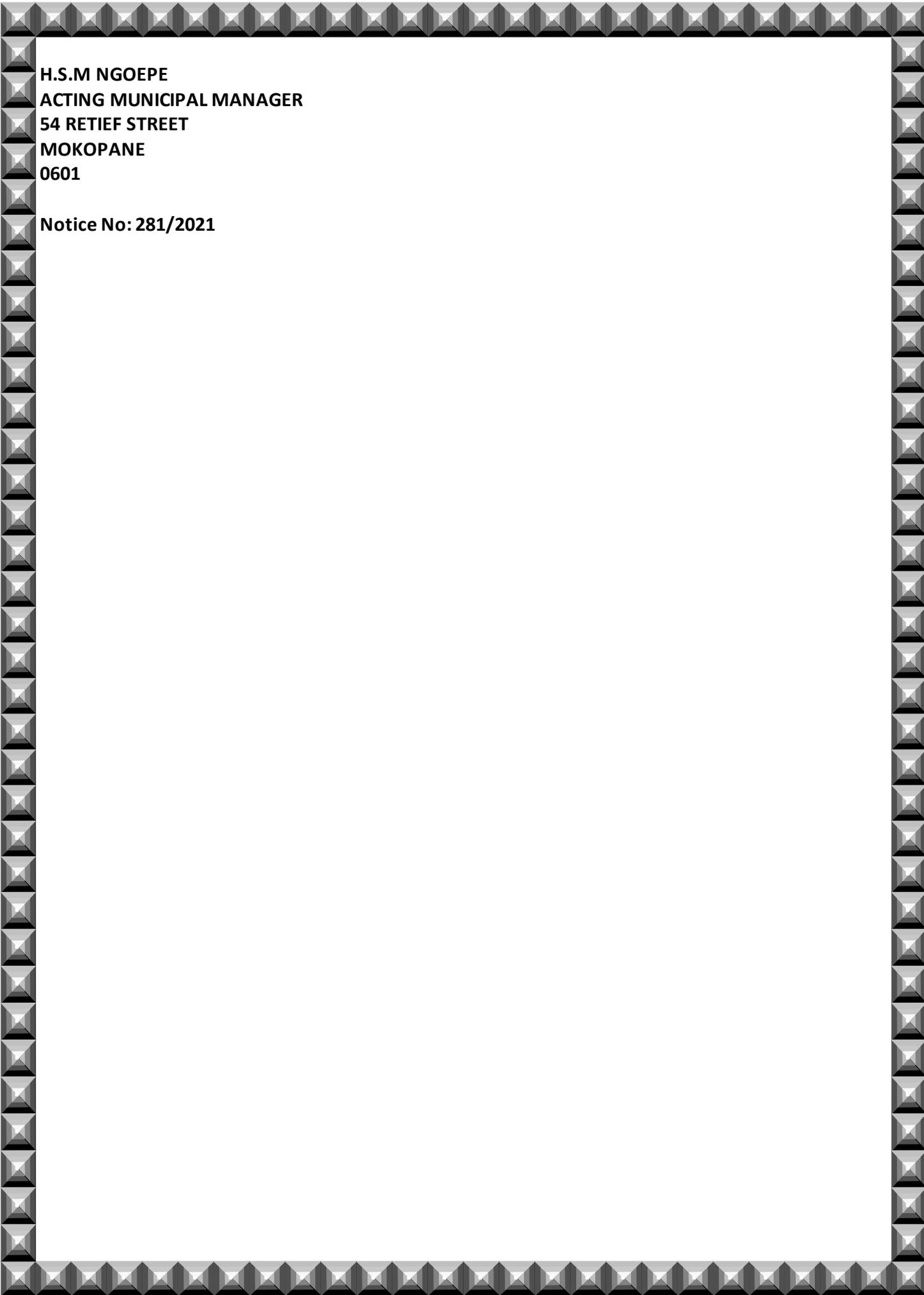
Ms. K Bontsi – (015) 491 9634 or Ms. S Baloyi – (015)4919794

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 or hand deliver at the Front desk / Reception area of 54 Retief Street Mokopane. 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.



**H.S.M NGOEPE
ACTING MUNICIPAL MANAGER
54 RETIEF STREET
MOKOPANE
0601**

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