



MOGALAKWENA LOCAL MUNICIPALITY

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

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DIVISIONAL HEAD: HOUSING**

Duties:

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

- Manage and administer applications for low cost housing
- Provide advisory services to council regarding housing issues
- Manage the personnel function by allocating tasks and providing guidance
- Manage the division's budget
- Maintain quality customer service
- Liaising with stakeholders on a regular basis.

Requirements:

B Tech / B Degree in Civil Engineering / Building / Project Management/Public Admin or equivalent.
5 years relevant experience in which 3 years must be at supervisory level.

Salary Scale: R 468 603, 00 per annum

DIVISIONAL HEAD: TOWN PLANNING (Ref.No.3001DS)

Duties:

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

- Manage land use by conducting forward planning in terms of availability of land
- Report to council on planning issues
- Promote development by advising potential investors
- Manage the personnel function by allocating tasks and providing guidance
- Manage the division's budget
- Perform any other reasonable tasks.

Requirements:

Grade 12 plus an appropriate degree / national diploma in town and regional planning. Technical expertise is required. 5 years relevant experience.

Salary Scale: R 468 603, 00 per annum

COMMUNITY DEVELOPMENT COORDINATOR

Duties:

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

• Coordinate the facilitation of service delivery projects of the municipality • Provide advisory role to service delivery departments on social matters for all projects • Provide inputs to the development and review of policies • Supervise staff • Providing required documents during audit processes.

Requirements:

Bachelor Degree in Social Sciences / Public Administration / Development Studies. Be computer literate and possess a valid driver's license.
3 – 4 years' experience.

Salary Scale: R 424 328, 00 – R 457 104, 00 per annum

COMMUNITY DEVELOPMENT OFFICER

Duties:

Reporting directly to the Community Development Coordinator, the incumbent will perform the following duties:

• Conduct project awareness to communities and relevant traditional leaders • Establish, capacity building/support, monitoring and management of project steering committees and water committees
• Facilitate the training of all project steering committees and community liaison officers for all projects during the implementation of projects • Establish a partnership with the municipality in the conception, planning, implementation of projects • Formulating the ISD operating methodology and communication strategy

Requirements:

National Diploma in Public management / Development Studies. Be computer literate and possess a valid driver's license.
2 - 3 years' experience.

Salary Scale: R 365 715, 00 – R 403 815, 00 per annum

IDP DATA OFFICER

Duties:

Reporting directly to the IDP Officer, the incumbent will perform the following duties:

• Collect all data related to IDP development from various sources • Interpretation of the data into meaningful IDP information • Capturing of information into IDP phases • Keep record of all information in the IDP process plan • Advise IDP Officer of any information that is outstanding in the development of the IDP • Preparation of presentations on IDP for community participation

Requirements:

Grade 12 plus Advanced Computer Literacy certificate.
1 year experience

Salary Scale: R 227 487, 00 – R 247 668, 00 per annum

**MUSEUM AID (Ref.No.4007DS)
2 posts**

Duties:

Reporting directly to the Museum Worker, the incumbent will perform the following duties:

- Perform cleaning and maintenance tasks by removing debris from gutters and roofs
- Perform distilling duties by chopping wood for distilling process
- Perform general duties by collecting small orders and assisting with guiding visitors to the museum
- Perform any other reasonable task.

Requirements:

Grade 10; be able to follow instructions and 6 – 12 months experience

Salary Scale: R 118 188, 00 – R 122 553, 00

**DEPARTMENT OF TECHNICAL SERVICES
SATELLITE MANAGER
(1x Bakenburg)**

Duties

Reporting directly to the Divisional Head: O&M, the incumbent will perform the following duties:

- Manage new capital projects
- Provision of water service
- Perform administrative tasks
- Control the Satellite budget
- Supervise staff within the Satellite

Requirements:

National Diploma in Civil Engineering / Water Care / Community Water and Sanitation or equivalent. Must have 3 – 4 years' experience.

Salary: R 424 328, 00 – R 457 104, 00 per annum

SUPERINTENDENT – ROADS (Ref.No.2301TS)

Duties

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

- Supervise staff within section
- Implement plans for maintenance of road and storm water infrastructure
- Liaise with communities by evaluating their needs
- Control the quality of work done

Requirements:

National Diploma in Civil Engineering or equivalent and 1 - 2 years' experience in roads and storm water. Project management and municipal background will be an added advantage. Code B driver's license

Salary Scale: R 365 715, 00 – R 403 815, 00 per annum

SUPERINTENDENT - WATER (Ref.No.1206TS)

Duties:

Reporting directly to the Engineering Technician: Water & Sanitation, the incumbent will perform the following duties:

- Supervise staff within section
- Monitor water levels at reservoir's and boreholes
- Perform administrative tasks
- Perform maintenance tasks

Requirements:

National Diploma in Water Care and 1 - 2 years' experience in water treatment. Project management and municipal background will be an added advantage.

Code B driver's license

Salary Scale: R 365 715, 00 – R 403 815, 00 per annum

SENIOR PLANT SUPERVISOR (Ref.No.1202TS)

3 posts

Duties:

Reporting directly to the Engineering Technician: Sewer Purification the incumbent will perform the following duties:

- Conducting bacteriological analysis
- Allocating tasks
- Monitoring mechanical equipment
- Perform administrative duties.

Requirements:

N6 in Water Quality Management / Civil Engineering and 18 months experience.

Salary Scale: R 322 995, 00 – R 356 757, 00 per annum

PLANT OPERATOR (Ref.No.1203TS)

2 posts

Duties:

Reporting directly to the Senior Plant Supervisor the incumbent will perform the following duties:

- Supervise day shift
- Perform flow of related tasks
- Check mechanical equipment

Requirements:

N3 plus Operators Certificate in Waste Water Treatment and 1 year experience.

Salary Scale: R 271 587, 00 – R 315 090, 00 per annum

**DEPARTMENT OF TRAFFIC & EMERGENCY SERVICES
LICENSING ADMINISTRATION OFFICER (Ref. No. 3202TE)**

Duties:

Reporting directly to the Senior Licensing Officer, the incumbent will perform the following duties:

- Provide an efficient, reliable and effective Licensing service in accordance with relevant laws and by-laws
- Processing and issuing licenses
- Marking card licenses;
- Registration and renewals of motor vehicle licenses
- Keeping record of ISS forms and keeping registers
- Keeping cash float and cashing up at the end of the day
- Answering telephonic enquiries and assisting public

Requirements:

Grade 12 plus computer literacy and 1 year experience.

Salary Scale: R 227 487, 00 – R 247 668, 00 per annum

CLERICAL ASSISTANT (Ref.No.3203TE)

Duties:

Reporting directly to the Information Clerk, the incumbent will perform the following duties:

- Liaise by assisting the public in driving and vehicle section
- Perform administrative duties by assisting with filing, typing and updating of records on systems.

Requirements:

Grade 12 and 6 – 12 months experience.

Salary Scale: R 140 037 – R 154 080, 00 per annum

**DEPARTMENT OF COMMUNITY SERVICES
SUPERINTENDENT – PARKS & RECREATION (Ref.No.2002CS)**

Duties:

Reporting directly to the Divisional Head: Parks & Recreation, the incumbent will perform the following duties:

- Supervise staff
- Asset Management. Fleet Management. Inventory Control. Perform administrative functions
- Liaise with subordinates about issues of Health & Safety
- Perform any other reasonable task.

Requirements:

National Deiploma in Horticulture/ Sport Management or equivalent. 2 - 3 years' experience

Salary Scale: R 365 715, 00 – R 403 815, 00 per annum

Closing date: 18 May 2021

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

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 Frontdesk / 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.

**Acting Municipal Manager
H.S.M Ngoepe**

**54 Retief Street
Box 34
MOKOPANE
0600**

Notice number: 126/2021