

MOGALAKWENA MUNICIPALITY

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

MUNICIPAL MANAGER'S OFFICE INTERNAL AUDIT (INTERN)

Duties:

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

- Assist the audit team in conducting internal audits in line with the audit methodology
- Reporting the audit findings to the Chief Internal Auditor
- Assist in compiling draft audit reports to management summarizing audit findings, root causes, risk and making recommendations
- Assist in compiling audit committee packs
- Perform any other reasonable task.

Requirements:

A tertiary internal auditing qualification or equivalent, with internal auditing / Auditing and financial accounting as major subjects. Practical knowledge of MS Office. No experience is required. Preference will be given to Mogalakwena local residents.

Salary Scale: R102 918-00

DEPARTMENT OF TECHNICAL SERVICES ROADS & STORM WATER DIVISION

SUPERVISOR

Duties:

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

- Supervise staff within the sections
- Perform administrative tasks
- Perform maintenance tasks to the roads and storm water infrastructure.

Requirements:

Grade 12 plus related certificate. Driver's License Code EB. Be able to read and write, take decisions. 3 years experience

Salary Scale: R205 149-00 – R226593-00

TEAM LEADER

Duties:

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

- Supervise allocated teams
- Compile daily production records
- Identify and quantify work
- Driving staff to and from site
- Submit prescribed reports to line function

Requirements:

Grade 12 plus drivers license code C or higher. Be able to read and write. Be physically strong and be able to withstand pressure. 2 years experience

Salary scale: R81 417-00 – R88 944-00

**OPERATORS (Ref 2132TS)
3 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 equipment
- Transporting equipment to site
- Perform any other reasonable task

Requirements:

Grade 8, be able to read and write. Drivers License Code C and above.
2 years experience.

Salary Scale: R144 489-00 – R164 391-00

**DRIVER
2 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 equipment
- Transporting equipment site
- Perform any other reasonable task

Requirements:

Grade 8. Be able to read and write. Drivers License Code C and above. 2 years experience.

Salary Scale: R88 944-00 – R97 863-00

**GENERAL WORKER (Ref. 1305TS)
10 POSTS (RE-ADVERTISED)**

(2 X Nkidikitlana Satellite. 1 x Mahwelereng workshop. 1 x Bakenberg Satellite and 6 x Mokopane)

Duties:

Reporting directly to the team leader. The incumbent perform the following duties:

- Perform manual tasks by digging trenches
- Perform manual tasks by fixing pavements
- Perform manual tasks by assisting plumbers
- Perform any other reasonable tasks.

Requirements:

Grade 8. Be able to read and write.

Salary scale: R71 940-00

**PLANNING AND DEVELOPMENT SERVICES
MUSEUM WORKER**

Duties:

- To ensure that museum, exhibitions and offices are kept clean
- To ensure that staff and visitors receive refreshments
- To ensure that the kitchen utensils comply with the required health regulations
- To serve visitors with baked bread, vetkoek and mampoer beer
- To ensure that visitors to the museum are well received and assisted
- To ensure that all entrance fees are paid
- To assist with the effective performance of the museum
- Perform any other reasonable task.

Requirements:

Grade 9. Be able to read, write and interact with visitors. 2 years equivalent experience.

Salary scale: R74 694-00 – R77 451-00

BENEFITS: As application to local municipality

Closing date: 7 February 2014

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. Baloyi S S – (015) 491 9794 or Ms. L Mogano – (015) 491 9863**

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, Mokokpane, 0600. Only candidates who attach certified copies of qualifications will be considered during short listing.**



54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 7/2014
January 2014