

MOGALAKWENA MUNICIPALITY

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

DEPARTMENT OF CORPORATE SUPPORT SERVICES MESSENGER (Ref. No. 4103CO)

Duties:

Reporting directly to the Team Leader, the incumbent will perform the following duties:

- Perform delivery duties
- Assist to maintain and clean the buildings
- Perform any other reasonable task.

Requirements:

Grade 8 and be able to read and write. 1 year relevant experience and must also have a valid driver's license and be willing to undergo a driving test.

Salary Scale: R 67 335, 00 – R 69 102, 00 per annum

GENERAL WORKER (Ref.No.4203CO) (1 in Mokopane Civic Centre and 1 in Rebone SDA)

Duties:

Reporting directly to the Team Leader, the incumbent will perform the following duties:

- Maintain and clean buildings by sweeping and vacuuming
- Prepare for and clean after functions by laying and cleaning tables
- Perform general cleaning duties
- Perform any other reasonable task.

Requirements:

Grade 8, be able to read and write and 1 year experience.

Salary Scale: R 67 335, 00 per annum

DEPARTMENT OF TRAFFIC AND EMERGENCY SERVICES CLERICAL ASSISTANT (Ref.No.3203TE)

Duties:

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

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

Requirements:

Grade 10, must be able to read, write and communicate clearly. 2 years experience.

Salary Scale: R 83 250, 00 – R 91 599, 00 per annum

DEPARTMENT OF TECHNICAL SERVICES ENGINEERING TECHNICIAN (Ref.No.1301TS) (Water & Sewerage Infrastructure Maintenance)

Duties

Reporting directly to the Divisional Head: Water & Sanitation, the incumbent will perform the following duties:

- Supervising and allocating tasks within the section
- Maintaining discipline
- Reports, maintenance plans, working schedules and inspections
- Ensure adherence to occupational health and safety regulations
- Operating GIS i.e. collect data and capturing / uploading data on GIS and analyze data
- Understanding and implementation of municipal by-laws at all times or as and when necessary
- Knowledge of legislation pertaining to local government
- Perform any other reasonable tasks.

Requirements:

A diploma / degree in civil engineering. Sound knowledge of GIS (Geographic Information system), Knowledge of Blue and Green Drop requirements by regulator and 2 years experience.

Salary: R 252 261, 00 – R 271 743, 00 per annum

**ARTISAN – PLUMBER
(Nkidikitlana Satellite)**

Duties

Reporting directly to the Divisional Head: Operation and Maintenance, the incumbent will perform the following duties:

- Manage and supervise team leaders at operational levels.
- Allocation of tasks to team leaders and monitoring of progress
- Provide guidance and assistance
- Prepare schedule for stand-by shifts
- Ensure adherence to occupational health and safety regulations
- Perform any other reasonable task.

Requirements:

Plumber's Trade Test certificate. Be prepared to work under pressure and after hours when it would be necessary. Be in the possession of a code 8 or 10 driver's license. 2-5 years experience in similar environment or position.

Salary: R 192 015, 00 – R 212 085, 00 per annum

OPERATOR - EXCAVATOR (Ref.No.1203TS)

Duties:

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

- Perform administrative tasks by maintaining log sheets of oil and fuel
- Check the machinery and equipment by executing pre and post journey inspection
- Perform exposing (by digging) of broken water pipe and sewerage pipe
- Backfill and clear site after pipe repair
- Load soil and unwanted soil material on truck
- Perform any other reasonable tasks.

Requirements:

Grade 8, be able to read and write. Drivers license code EB and above. 2 years experience and be physically strong and withstand all weather conditions.

Salary Scale: R 118 284, 00 – R 132 489, 00 per annum

PUMP OPERATOR

3 posts

(1xMasodi, 1x Masehlaneng and 1xSekgakgapeng)

Duties:

Reporting directly to the Engineering Technician (Bulk Water Supply), the incumbent will perform the following duties:

- Operate borehole water pumps
- Supply water to communities by pumping water into the system and dedicated water tanks
- Monitor pumps and record any faults and report immediately
- Keep pump houses and premises clean at all times
- Liaise with councilors and water committees regarding water supply challenges
- Perform any other reasonable tasks.

Requirements:

Grade 10, be able to read and write and must be able to withstand all weather conditions. A valid driver's license code B and 2 years experience.

Salary Scale: R 67 335, 00 – R 69 102, 00 per annum

**DRIVER
7 posts**

(1xMahwelereng, 1x Nkidikitlana Satellite, 1x Salem Satellite, 1x Mapela Satellite, 1x Bakenburg Satellite and 2 xMokopane Area)

Duties:

Reporting directly to the Divisional Head: Operation & Maintenance the incumbent will perform the following duties:

- Responsible driving trucks and other vehicles in all the villages
- Responsible for delivering water in all the villages
- Responsible for keeping records of water delivered
- Ensuring that work is completed and provide guidance where required
- Ensuring the safety and security of staff and equipment
- Driving staff to and from site
- Transporting equipments to site
- Will be working shifts
- Perform any other reasonable tasks.

Requirements:

Grade 12 plus Drivers license – minimum Code EC1 plus PDP and 2 years experience

Salary Scale: R 83 250, 00 – R 91 5993, 00 per annum

CLERICAL ASSISTANT (Ref.No.1304TS)

Duties

Reporting directly to the Divisional Head: Operation and Maintenance, the incumbent will perform the following duties:

- Liaise with the public by receiving all complaints regarding operations and maintenance
- Perform typing duties by typing all related correspondences
- Opening files and maintaining them
- Perform general duties by arranging meetings and keeping the diary
- Perform any other reasonable task

Requirements:

Grade 12 plus a secretarial qualification. Must be able to read, write and communicate with the public. 3 years experience.

Salary: R 101 724, 00 – R 116 241, 00 per annum

GENERAL WORKER (Ref.No.1305TS)

8 posts

(2x Nkidikitlana Satellite, 1 x Mahwelereng Workshop, 1 x Babenberg Satellite and 4x Mokopane)

Duties:

Reporting directly to the Team Leader, the incumbent will 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: R 67 335, 00 per annum

CLOSING DATE: 22 February 2013

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 M 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: 1/2013
January 2013