

**MOGALAKWENA MUNICIPALITY**

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

**DEPARTMENT OF ELECTRICAL SERVICES  
SECRETARY (Ref. No. 0004EE)  
(RE-ADVERTISED)**

**Duties:**

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

- Provide an efficient and reliable secretarial function
- Provide an efficient personal assistant function to the Manager Electrical Services
- Maintain office procedures
- Perform general administrative function
- Typing of reports and correspondences
- Keep record of meetings and maintaining the manager's diary
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus a three year appropriate qualification and 3 years secretarial experience. Computer literacy and extensive knowledge of WORD and EXCEL is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 40 w.p.m. Candidates will be tested for typing skills and speed and other relevant secretarial functions.

**Salary Scale: R144 489,00 – R164 391,00**

**GENERAL WORKER (Ref. No. 1106EE)  
(11 X POSTS)**

**Duties:**

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

- Perform manual labour tasks by:
  - a) Digging cable trenches lay in cables in trenches and close the trenches
  - b) Manual 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
  - f) Perform any other reasonable task.

**Requirements:**

Grade 8 and be able to read and write.

**Salary: R71 940,00**

**DEPARTMENT OF TRAFFIC AND EMERGENCY  
CONTROL ROOM SUPERVISOR (Ref. No. 1102TE)**

**Duties:**

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

- Control Centre management
- Supervise control center personnel
- Program and revise recorded data system software
- Process evidence and control center security management
- Administer the centre
- Responsible for administration work
- Perform any other reasonable task.

**Requirements:**

Grade 12 plus computer skills, need to work with computerized equipment and 4 years relevant experience.

**Salary scale : R144 489,00 – R164 391,00**

**CLOSING DATE: 28 March 2014**

**BENEFITS:** As applicable to local municipality

**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.**

**The compulsory Mogalakwena Municipality's application form and certified copies of qualifications should be fully completed and 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.**

**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**



54 Retief Street  
Box 34  
**MOKOPANE**  
0600

Notice number 60 /2014  
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