

## VACANCIES

### INTERNAL/EXTERNAL

### MODIMOLLE LOCAL MUNICIPALITY



Modimolle Local Municipality is an equal opportunity subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled are encouraged to apply.

<b>1. POST</b>	<b>: IT OFFICER</b>	<b>POST LEVEL 05</b>
<b>DIVISION</b>	<b>: COMMUNICATION AND IT</b>	
<b>DEPARTMENT</b>	<b>: CORPORATE SERVICES</b>	
<b>SALARY</b>	<b>: R188 539 45 PER ANNUM</b>	
<b>BENEFITS</b>	<b>: INCLUDING 650KM TRAVELLING ALLOWANCE</b>	

#### **QUALIFICATIONS & EXPERIENCE**

- Grade 12
- An appropriate degree or National Diploma in Information technology or equivalent
- 1 year experience in the Information Technology field

#### **DUTIES:**

- Performs activities regarding the use of Information Technology tools, machines, computers or software
- Assist in the maintenance of hardware and software
- Maintenance of Service Level Agreement
- Installation of internet and software
- Ordering and purchasing of hardware and software
- Monitoring the Information Technology for the entire Municipality

**2. POST : SECRETARY: MANAGER CORPORATE SERVICE  
(POST LEVEL 08)**

**DIVISION : LEGAL AND ADMINISTRATION**

**DEPARTMENT : CORPORATE SERVICES**

**SALARY : R118 832.18- R131 700.02 per annum**

### **QUALIFICATIONS & EXPERIENCE**

- Grade 12
- An appropriate secretarial qualification plus 2 years experience in the field
- Knowledge and understanding of local government
- The incumbent will also be expected to have sound understanding of computer packages (Microsoft word, Excel and Power Point)
- Organizing skills
- Good Interpersonal and communication skills
- Ability to type at least 40 words per minute

### **DUTIES:**

- Keeping diary to ensure that engagement are properly coordinated.
- Maintaining correspondence of the Head of the Department.
- Provide receptionist service and regulate visits
- Handle all incoming and outgoing correspondence and ensure proper record keeping
- Provide general secretarial services to the department (Typing, filing, faxing and recording of minutes.)
- Make travel and accommodation arrangements for officials of the Department
- Any other duties assigned by the Head of Department

### **NOTE:**

- All posts will follow TASK Job Description System when approved
- Shortlisted applicants may be subjected to operation applicable testing before or at the interview.
- Appointees will be on a 6 month probation period.
- The Municipality subscribes to an affirmative Action Programme, which is non sexist, non racist, non discrimination and based solely on merit.
- Canvassing is strictly prohibited and proof thereof will disqualify applicants.
- Clearly marked envelopes must reach undersigned not later than 25 NOVEMBER 2011 at 12h:00

An Application Form accompanied by a detailed CV and certified copies of certificates must be handed in at the Human Resources Office at Modimolle Municipal Offices.

**NB. Faxed and E-mailed applications will not be accepted.**

The successful candidates will **commence duties in 03 JANUARY 2012 or as soon as possible thereafter.**

**IF YOU ARE NOT INVITED FOR AN INTERVIEW WITHIN 2 MONTHS FROM THE CLOSING DATE, IT MUST BE ACCEPTED THAT YOUR APPLICATION WAS UNSUCCESSFUL.**

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**K S LEKALA  
MUNICIPAL MANAGER**

**VACANCIES**  
**INTERNAL/EXTERNAL**  
**MODIMOLLE LOCAL MUNICIPALITY**



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<b>1. POST</b>	<b>: CLEANER</b>	<b>POST LEVEL16</b>
<b>DIVISION</b>	<b>: SPORTS, ARTS, CULTURE AND RECREATION</b>	
<b>DEPARTMENT</b>	<b>: SOCIAL SERVICES</b>	
<b>SALARY</b>	<b>: R61 528 per Annum</b>	

**QUALIFICATIONS & EXPERIENCE**

- Literate
- Diligent And Hardworking

**DUTIES**

- Cleaning municipal buildings
- Making tea and coffee for officials and guests
- Assists during meeting functions
- Any relevant duties assigned by the supervisor

**2. POST : GENERAL WORKER (MABATLANE) POST LEVEL 16**  
**DIVISION : REFUSE**  
**DEPARTMENT : SOCIAL SERVICES**  
**SALARY : R61 528.95 – R63 806.72**

**QUALIFICATIONS & EXPERIENCE**

- Literate
- Diligent and hard working

**DUTIES:**

- Household refuses removal
- Worker on refuse compactor
- Cleaning the municipal pavements
- Picking up of litter using stick pick

**3. POST : GENERAL WORKER (MODIMOLLE) POST LEVEL 16**  
**DIVISION : REFUSE**  
**DEPARTMENT : SOCIAL SERVICES**  
**SALARY : R61 528.95 – R63 806.72**

**QUALIFICATIONS & EXPERIENCE**

- Literate
- Diligent and hard working

**DUTIES:**

- Household refuses removal
- Worker on refuse compactor
- Cleaning the municipal pavements
- Picking up of litter using stick pick

4. POST : GENERAL WORKER POST LEVEL 16  
DIVISION : PARKS  
DEPARTMENT : SOCIAL SERVICES  
SALARY : R61 528.95 – R63 806.72

#### **QUALIFICATIONS & EXPERIENCE**

- Literate
- Diligent and hard working

#### **DUTIES:**

- Remove overgrown grass
- Watering of plants
- Felling and pruning of trees
- Assist in weed control services
- Grass cutting at all Council Premises (e.g. Parks, Cemeteries, sidewalks and sports field)

#### **NOTE:**

- All posts will follow TASK Job Description System when approved.
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- Vetting of shortlisted applicant will be done
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MUNICIPAL MANAGER**