

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.

POST : IT OFFICER POST LEVEL 05

DIVISION : COMMUNICATION AND IT

DEPARTMENT : CORPORATE SERVICES

**SALARY : R170 724.42- R188 539.45 per annum
(Including Travelling allowance 650km)**

QUALIFICATIONS & EXPERIENCE

- Grade 12
- 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

POST : SKILLS DEVELOPMENT FACILITATOR POST LEVEL 05

DIVISION : HUMAN RESOURCE

DEPARTMENT : CORPORATE SERVICES

**SALARY : R170 724.42- R188 539.45 per annum
(Including Travelling allowance 650km)**

REQUIREMENTS

- Three year tertiary qualification in Human Resource or Human Resource Development and five years experience in training or skills development, accreditation as a skills development facilitator/ assessor will be advantageous. Sound Computer literacy on Microsoft Office. Advanced knowledge of the Skills Development Act, Employment Equity Act, Skills Development Levy Act, Basic Conditions of Employment Act, Municipal Finance Management Act.

DUTIES

- Interacts and presents the Municipality on aspects related to Education, Training and Development.
 - Co-ordinates sequences associated with establishing the skills capacity of the Municipality.
 - Co-ordinates and conduct training course based on relevant topics and functionalities.
 - Performs activities associated with administration.
 - Develop and implement workplace skills plan.
 - Submit implementation reports of WSP to the relevant stakeholders.
 - Review and implement training policy.
 - Draft and submit an Annual Training Plan.
 - Plan and conduct training needs analysis of the staff.
 - Monitor and provide feedback in terms of training and development indicators.
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- Conduct Work Skills Audit
 - Assist the Municipality to invest successfully in people.
 - Advise the employees on the quality assurance requirements set by LGSETA.
 - Serve as a resource with regard to all aspects of skills development.
 - Prepare and submit reports
 - Provide secretariat at training committee and EE Forum
 - Prepare, compile and ensure submission of EE Plan/Report to DOL

NOTE:

- All posts will follow TASK Job Description System when approved
- All salaries are subject to wage curve implementation and annual negotiated salary adjustments.
- Shortlisted applicants may be subjected to operation applicable testing before or at the interview.
- Vetting of shortlisted applicant will be done
- Appointees will be on a 6 month probation period.
- Faxed or emailed applications and those without the relevant accompanying documents will be automatically disqualified
- The Municipality subscribes to an affirmative Action Programme, which is non sexist, non racist, non discrimination and based solely on merit.
- If no communication has been received from us within 2 months (60 days) of the closing date, Please regard your applications as being unsuccessful.
- Canvassing is strictly prohibited and proof thereof will disqualify applicants.
- Clearly marked envelopes must reach undersigned not later than 17 FEBRUARY 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 01 MARCH 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.

**K S LEKALA
MUNICIPAL MANAGER**