

VACANCIES

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 : TECHNICIAN
DIVISION : PROJECT MANAGEMENT UNIT
DEPARTMENT : TECHNICAL SERVICES
SALARY : R311,052.00 all inclusive

QUALIFICATIONS & EXPERIENCE

- Grade 12 and S4 in Civil Engineering or equivalent
- Minimum of 2 years' experience
- Driver's License Code 08.

DUTIES:

- Delivering technical support and evaluating projects in alignment with the respective Municipal IDP's and the regional and provincial growth and development plans;
- Project managing, Labour intensive projects in line with the EPWP framework and the related reporting requirements
- Arranging regular project progress meetings
- Ensuring compliance with all legal aspects and conditions, as required by the various spheres of government
- Conducting site visits/meetings to ensure compliance with business plan conditions,
- Managing cash flows and committed project expenditure
- Verify payment certificates and preparing monthly payment schedule documentation
- Maintaining project performance data on a national database
- Assisting with other related Municipal infrastructure programmes
- Implement plan and manage projects covering all civil Engineering discipline with fixed budget and pre-determined project time frame and in accordance with council resolutions
- Reporting directly to the Manager: PMU (Project Management Unit)

POST : PERSONNEL OFFICER POST LEVEL5

DEPARTMENT : CORPORATE SERVICE

SALARY : R160 939.30 – R177 733.26 per annum

QUALIFICATIONS & EXPERIENCE

- Degree/Diploma in personnel management
- At least 3 years in personnel office
- Certificate NQF Level 4 in computer literacy

REQUIREMENTS:

- Understanding of benefits Administration
- Good communication skills
- A desire to be helpful

DUTIES:

- Recruitment and Selection
- Medical Fund Administration
- Pension fund Administration
- Leave register Administration
- Statistics, reporting and filing

POST : SPECIAL PROJECTS OFFICER

POST LEVEL5

DEPARTMENT : CORPORATE SERVICE

SALARY : R160 939.30 – R177 733.26 per annum

QUALIFICATIONS & EXPERIENCE

- Grade 12
- Computer literacy as added advantage
- Knowledge of Local Community
- Appropriate experience with regard to community work
- Code 08 Driver's license
- Willing to travel and work long hours, including over weekends and Public Holidays if needed.
- Interpersonal relations skills.

DUTIES:

Coordinate special projects on HIV/AIDS, disabled, youth development and gender to coordinate youth development programme by forming committees within the municipality.

- Meeting with youth organization and Local Government Committees.
- Conduct site inspections, workshop and establish committees.
- Facilitate hosting of events.

- Report writing.
- Coordinate and manage

POST : ADMIN CLERK POST LEVEL7

DEPARTMENT : MUNICIPAL MANAGERS OFFICE

SALARY : R114 320.72 – R129 676.72 per annum

QUALIFICATIONS & EXPERIENCE

- Grade 12
- Computer Literacy
- 2 years relevant experience

DUTIES:

- Cashier
- Booking of burials
- To type memo's and Agenda's
- Collect stats reports
- Filing and office administration
- Rely complaints from community to the relevant departments/area manager
- Compile monthly reports
- Typing of correspondence and minutes

POST : PERSONAL ASSISTANT TO THE SPEAKER POST LEVEL7

DEPARTMENT : ADMINISTRATION, LEGAL AND PROPERTY SERVICES

SALARY : R114 320.72 – R129 676.72 per annum

DURATION : IN LINE WITH TERM OF OFFICE

QUALIFICATIONS & EXPERIENCE

- Grade 12
- An appropriate secretarial qualification plus 2 years' experience in the field.
- Knowledge and understanding of local Government environment.
- 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

DUTIES:

- All secretarial work for the speaker (typing, filing, faxing and recording of minutes)
- Keeping diary to ensure that engagements are properly coordinated.
- To assist organizing community and council activities.
- Make travel-and accommodation arrangements for the Speaker
- Participate in events committee of council

POST : PERSONAL ASSISTANT TO THE CHIEF WHIP POST LEVEL7

DEPARTMENT : ADMINISTRATION, LEGAL AND PROPERTY SERVICES

SALARY : R114 320.72 – R129 676.72 per annum

DURATION : IN LINE WITH TERM OF OFFICE

QUALIFICATIONS & EXPERIENCE

- Grade 12
- An appropriate secretarial qualification plus 2 years' experience in the field.
- Knowledge and understanding of local Government environment.
- 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 engagements are properly coordinated
- Maintaining correspondence of the Chief whip
- Provide receptionist services and regulate visits.
- Handle all incoming and outgoing correspondence and ensure proper record keeping
- Provide general secretarial services to the office (Typing, filing, faxing and recording of minutes).
- Make travel-and accommodation arrangements for the chief whip
- Participate in events committee of council
- Perform any other duties assigned by chief whip

POST : SECRETARY: TECHNICAL MANAGER POST LEVEL8

DEPARTMENT : TECHNICAL SERVICES

SALARY : R100 630– R112 021.20 per annum

QUALIFICATIONS & EXPERIENCE

- Grade 12
- An appropriate secretarial qualification plus 2 years' experience in the field.
- Knowledge and understanding of local Government environment.
- 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 Heads of department
- Provide receptionists 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 minutes)
- Make travel and accommodation arrangements for officials of the department
- Any other duties assigned by the Head of Department

POST : ARTISAN ASSISTANT POST LEVEL12

DEPARTMENT : TECHNICAL SERVICES

DIVISION : MECHANICAL

SALARY : R66 275.51 –R 73 321.17 per annum

QUALIFICATIONS & EXPERIENCE

- Grade 10 or relevant experience
- Fair amount of mechanical experience
- Knowledge of the difference between Petrol/Diesel/Two Stroke
- Knowledge of the difference between hand tools/electrical appliances
- Valid code 10 license + PRDP

DUTIES:

- Assist Artisan: Mechanical in repairs and maintenance of vehicles and equipment
- Assist in cleaning of vehicle components
- Assist in cleaning of vehicles when repaired
- Maintenance and cleaning of workshop and equipment
- Collecting of spares as and when required
- Assist Artisan: Mechanical during breakdowns in the section

- General maintenance and cleaning of allocated vehicle
- Check water and oil levels etc. according to the check list
- Control of tools and equipment (inventory)
- Keeping of log and time sheets
- Adhere to all Municipal and Health and Safety Regulations
- Any other relevant duties as required by the Artisan: Mechanical
- Member of Disaster Management Team

POST : ARTISAN ASSISTANT POST LEVEL12

DEPARTMENT : TECHNICAL SERVICES

DIVISION : WATER AND SEWER

SALARY : R66 275.51 –R 73 321.17 per annum

QUALIFICATIONS & EXPERIENCE

- S4 in Civil Engineering/ chemical and water care equivalent qualification
- Minimum qualification- N3 or Grade 12 with plumbing qualification
- Must have a Code 8 Drivers License
- At least 3 years plumbing and pipe laying experience
- Knowledge of Municipal water and sewer network
- Self-starter and be able to work alone
- Be prepared to locate between Modimolle, Mabaleng and Mabatlane

DUTIES:

- Responsible for maintenance at water network and water pump stations.
- Testing and replacing of water meters.
- Installations of new water connections.
- Manage and control leave, organize and control shifts for personnel at the pump stations.

POST : TRACTOR DRIVER POST LEVEL12

DEPARTMENT : TECHNICAL SERVICES

DIVISION : PUBLIC WORKS

SALARY : R66 275.51 –R 73 321.17 per annum

QUALIFICATIONS & EXPERIENCE

- Grade 10
- Valid Driver's license. Code 10
- 2 years relevant experience

DUTIES:

- Driving tractor
- Assist with supervision of team
- Pothole repair

POST : WATER PURIFICATION ATTENDANT POST LEVEL15

DEPARTMENT : TECHNICAL SERVICES

DIVISION : WATER AND SEWER

SALARY : R56 104.46 –R 58 852.59 per annum

QUALIFICATIONS & EXPERIENCE

- N3 or grade 12 with water or sewer purification qualification
- 2 years relevant experience

DUTIES:

- Taking care of machinery at Water Purification Plant
- Keep record of all meter readings
- Operating water plant to the required standards for 24 hours a day
- Reporting power failures
- Cleaning of Water Purification Plan

POST : MACHINE OPERATOR POST LEVEL15

DEPARTMENT : SOCIAL SERVICES

DIVISION : SPORTS ARTS CULTURE& RECREATION

SALARY : R58 787.77 –R 60 862.12 per annum

QUALIFICATIONS & EXPERIENCE

- N3 or grade 12 with machine operation qualification
- 2 years relevant experience

DUTIES:

- Operate and clean mechanical cutting equipment
- Grass cutting all council premises (cemeteries, parks, sidewalks, etc.)
- Felling and pruning of trees and plants
- Construction of new parks and gardens
- Assist in weed controlling services

POST : PLANT OPERATOR POST LEVEL15

DEPARTMENT : TECHNICAL SERVICES

DIVISION : WATER AND SEWER

SALARY : R58 787.77 –R 60 862.12 per annum

QUALIFICATIONS & EXPERIENCE

- N3 or grade 12 with water or sewer purification qualification
- 2 years relevant experience

DUTIES:

- Taking care of machinery at Water Purification Plant
- Keep record of all meter readings
- Operating water plant to the required standards for 24 hours a day
- Reporting power failures
- Cleaning of Water Purification Plant

POST : GENERAL WORKER X3 POST LEVEL16

DEPARTMENT : TECHNICAL SERVICES

DIVISION : PUBLIC WORKS

SALARY : R58 002.40 per annum

QUALIFICATIONS & EXPERIENCE

- Grade 10
- Diligent and hard working
- Physically strong

DUTIES:

- Maintenance of roads, sidewalks, storm water drains, municipal buildings, fences and landfill
- Digging trenches
- Laying pipes
- General concrete works

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.

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 1 SEPTEMBER 2011 or as soon as possible thereafter.**

- Canvassing is strictly prohibited and proof thereof will disqualify applicants.
- Clearly marked envelopes must reach undersigned not later than.
- CLOSING DATE: 15 JULY 2011 at 12h:00

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**