

MODIMOLLE LOCAL MUNICIPALITY
AN EQUAL OPPORTUNITY EMPLOYER



INTERNAL / EXTERNAL VACANCIES

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

(Three year contract)

1. POST	: DATA CAPTURER	[Post No. 37]
SECTION	: PROJECT MANAGEMENT UNIT	
DEPARTMENT	: TECHNICAL SERVICES	
SALARY	: R 89 185.39 – 107 805 .50 per annum	Post level 08

QUALIFICATIONS & EXPERIENCE:

- Grade 12.
- Computer Literacy.
- Communication Skills.
- Typing – at least 50 words per minute.

DUTIES:

- Management and maintenance of the national monitoring database
- Liaise with Provincial and National IT specialist on related issues.
- Provision and quality control of data and information
- Manipulation of data for the preparation of all necessary reports to Municipal and relevant Provincial and National Departments.
- Support and assist with all administrative duties required by the PMU team.
- Processing of related correspondence and assistance in report generation.
- Assisting with the capturing of EPWP projects information and Data audits
- Register maintenance: site-visit reports, OHS register etc.
- Administrative and co-ordination support to the Project Manager.

2. POST : SWITCHBOARD OPERATOR
DIVISION : COMMUNICATIONS AND INFORMATION TECHNOLOGY
DEPARTMENT : CORPORATE SERVICES
SALARY : R49 820 – R 54 452 Per annum [Post level 10]

QUALIFICATIONS AND EXPERIENCE

- Grade 12.
- Computer Literacy.
- 3Years relevant experience
- Should be conversant in at least 3 official languages.

DUTIES

- Operate the switchboard and other communications media.
 - Refer public enquiries to relevant departments.
 - Responsible for telephone computer system.
 - Execute any other relevant departmental duties that may be instructed from time to time.
 - Be able to compile a report for telephone usage [TOPA].
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- An Application Form/Letter accompanied by a comprehensive CV and certified copies of certificates must be handed in at the Human Resource Offices at Modimolle Municipal Offices or be posted to Modimolle Municipality, P/Bag X 1008, Modimolle 0510.
 - **NB. NO FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED.**
 - The successful candidates will commence duties on 01 June 2010 or as soon as possible thereafter.
 - Enquiries can be directed to the HR Office at this number (014) 718 2037/68.
 - Canvassing is strictly prohibited and proof thereof will disqualify applicants.
 - Clearly marked envelopes must reach the undersigned not later than 21 May 2010 at 12h00.

Municipal Offices
Private Bag X 1008
MODIMOLLE
0510

M J SELAMOLELA
ACTING MUNICIPAL MANAGER

IF YOU ARE NOT INVITED FOR INTERVIEWS WITHIN 30 DAYS FROM THE CLOSING DATE, IT MUST BE ACCEPTED THAT YOUR APPLICATIN WAS UNSUCCESSFUL

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1. POST : WATER PURIFICATION ATTENDANT X2

DIVISION : WATER AND SEWER

DEPARTMENT: TECHNICAL SERVICES

SALARY : R 52 409 – R 54 863.21 per annum

Post Level 15

QUALIFICATIONS & EXPERIENCE

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

DUTIES

- Taking care of machinery at Water Purification Plant.
- Keeping 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.

2. **POST : CLEANER**

DIVISION : SPORTS,ARTS AND CULTURE

DEPARTMENT : SOCIAL SERVICES

SALARY : R 52 285.37 per annum

Post Level 16

QUALIFICATIONS & EXPERIENCE

- Literate
- Diligent and hard working

DUTIES

- Cleaning municipal buildings.
 - Making tea and coffee for officials and guests.
 - Assist during meeting functions.
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