



DR J.S MOROKA LOCAL MUNICIPALITY

HEREBY INVITES APPLICATIONS FROM EXPERIENCED, QUALIFIED, INNOVATIVE, COMMITTED, ENERGETIC INDIVIDUALS TO FILL THE UNDER-MENTIONED POSITIONS:

DEPARTMENT OFFICE OF THE MUNICIPAL MANAGER

MANAGER: OFFICE OF THE MUNICIPAL MANAGER Salary: R 547 723, 95 per annum (excluding benefits) (Task Grade 17/1)

Requirements: Grade 12, NQF Level 7 qualification in Public Admin, Public Relations or equivalent related qualification • A minimum of 3 years' relevant experience in the public or municipal environment • Sound working knowledge of municipal environment • Sound knowledge of legislations applicable in the Municipality and its applications • Procedures and interpretative skills of office • Computer Literacy • Valid drivers' license.

Responsibilities: Co-ordinate and manage all Municipal Manager's office responsibilities • Manage the PMS, Risk, Communication & Public Relations as well the Political & Protocol Units • Prepare reports to management/council and attend meetings internally and externally as required • Communicate with the Municipal Manager and administration • Advise the political structures on behalf of the Municipal Manager • Implement legislations and Council resolutions as a matter of compliance • Manage and monitor the budget expenditure and assets.

PROTOCOL AND EVENT OFFICER

Salary: R 197 557, 03 per annum (Task Grade 10/1)

Requirements: Grade 12, NQF Level 5 Certificate • A minimum of 2 years' relevant experience in the public environment • Sound working knowledge of protocol and events organising environment • Procedures and interpretative skills of protocol • Computer Literacy • Valid drivers' license.

Responsibilities: Co-ordinate all council events and related protocol services, e.g. Mayoral Receptions, significant national days, senior citizens events, public buildings opening and etc. • Advice on a protocol and events related matters • Co-ordinate all municipal events • Adhere to the unit's budget expenditure and assets.

SECRETARY: CHIEF WHIP

Salary: R 197 557, 03 per annum (excluding benefits)
(Task Grade 10/1)

Requirements: Grade 12, NQF Level 5 Certificate, Secretarial/Office Administration Certificate • Computer literacy (excellent typing skills), e.g. MS Word, Excel & PowerPoint • Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure • At least 1-2 years relevant working experience.

Responsibilities: Manage the Chief Whip's diary • Schedule and update appointments on behalf of the office of the Chief Whip • Provide secretarial support service for the office of the Chief Whip • Arrange travelling and accommodation, provide reception services • Arrange and schedule meetings with internal/ external stakeholders • Organise, maintain and manage the files and records • Attend to all enquiries and correspondences (either telephonic or personal) directed to the office.

SECRETARY: MMC's

Salary: R 197 557, 03 per annum (excluding benefits)
(Task Grade 10/1)

Requirements: Grade 12, NQF Level 5, Secretarial/Office Administration Certificate • Computer literacy (excellent typing skills), e.g. MS Word, Excel & PowerPoint • Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure • At least 1-2 years relevant working experience.

Responsibilities: Render administrative support services to the Members of the Mayoral Committee • Schedule and update appointments on behalf of the Members of the Mayoral Committee, as well as keeping their diaries up to date • Provide secretarial support service • Arrange travelling and accommodation • Arrange and schedule meetings with internal/ external stakeholders • Organise, maintain and manage the files and records • Attend to all enquiries and correspondences (either telephonic or personal) directed to the MMC's.

DEPARTMENT: ADMIN & CORPORATE SERVICES

SKILLS DEVELOPMENT FACILITATOR

Salary: R 233 227, 85 per annum (Task Grade 11/1)

Requirements: Grade 12, N Diploma: HRM/D, personnel management or any equivalent related qualification (NQF Level 6), 1-2 years relevant training and development experience • Computer literacy • Good Interpersonal and communication skills.

Responsibilities: Advise the Assistant Manager, HRD Sub-Committee on the implementation of the WSP • Liaise with LGSETA with regard to development and implementation of the WSP • Draft annual training report on the implementation of workplace skills Plan • Establishing training and development needs of staff within the by liaising with supervisors and managers and scrutinising performance, conducting skills audits and make recommendations regarding training programmes • Coordinate ABET, internships, learnership programmes; mentor, coach and assess learners on these programmes • Compile inputs for the annual training budget provided for training programmes and aligning training programmes to the budget.

SENIOR ADMIN OFFICER (MATHANJANA UNIT)

SALARY: R 275 344, 27 per annum (Task Grade 12/1)

Requirements: Grade 12, N Diploma: Office management or any equivalent related qualification (NQF Level 6), 1-2 years relevant administrative experience • Computer literacy • Good interpersonal and communication skills.

Responsibilities: Evaluating the adequacy of current office and Information Technology systems, procedures and controls • Maintaining the efficiency and quality of communication and office support applications • Implementing and correcting procedural applications with respect to the receipting of incoming, circulation and outgoing correspondence.

ADMIN CLERKS (X3)

Salary: R 175 465, 99 per annum (Task Grade 09/1)

Requirements: Grade 12, Certificate in Office Management or equivalent qualification (NQF Level 5) • A minimum of 2 years admin experience will serve as a strong recommendation.

Responsibilities: Performs administrative tasks associated with verifying information recorded on procedural forms (registration, application, status change, etc) • Interacting with the applicant with respect to outstanding/ incomplete documentation and/ or information and/ or checking the accuracy of processed information • Checking and circulating Land Development planning's Committee agendas, reports, correspondence and/ or minutes to officials • Attends to queries/ complaints associated with the allocation of land use and sites from the general public/ officials, etc.

DEPARTMENT: TECHNICAL SERVICES

ARTISAN FOREMAN (X3)

Salary: R 197 557, 03 per annum (Task Grade 10/1)

Requirements: Grade 12, 2-3 years relevant experience in the municipal environment • Computer literacy • Valid driver's license • Must be prepared to work abnormal hours.

Responsibilities: Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders • Interacting and checking allocated components and materials against job cards and, monitoring and correcting deviations from safety procedures during the loading sequence prior to departure to the site • Providing guidelines and specific instructions to personnel with respect to the preparation of work site for major/ minor works and/ or setting up/ erecting work structures (scaffolding) • Attending to deviations in performance, standard procedures or disciplinary/ conflict issues and providing verbal guidance on correct applications, rules and requirements • Reporting to the superior in regard to the work progress.

DEPARTMENT: FINANCE

BULK WATER METER READER

Salary: R 138 418, 07 per annum (Task Grade 7/1)

Requirements: Grade 12, relevant clerical experience up to one month • Code EB Driving Licence Computer literacy.

Responsibilities: Commencing with locating consumption meters, reading and recording and verifying accumulated totals on display with figures inserted on prescribed forms/ registers • Preparing consumer accounts for postage, separating, folding and inserting statements into envelopes • Checking the status of connections and identifying and recording any acts of tampering and damages incurred on connections and flow meters • Perform data cleansing duties. Perform any house visits for verification and distribution of information.

COMMUNITY DEVELOPMENT SERVICES

OPERATOR LANDFILL (MBIBABE)

Salary: R 155 842, 26 per annum (excluding benefits)
(Task Grade 08/1)

Requirements: Grade 12, NQF Level 5 Certificate • A minimum of 2 years' experience in waste management

Responsibilities: Ensure that the landfill site operates in accordance with conditions and legislation • Screen incoming waste • Prepare and submit monthly reports to SAWIs • Weigh vehicles entering the site and collect dumping fees • Schedule work and assign personnel to specific duties • Direct incoming vehicles to dumping area.

FACILITIES BOOKING CLERK

Salary: R 155 842, 26 per annum (excluding benefits)
(Task Grade 08/1)

Requirements: Grade 12, NQF Level 5 certificate • At least 1-2 years' of relevant working experience • Computer Literacy • Job requires clerical and administration skills Good Organisation Skills and Communication Skills.

Responsibilities: Communicating with the immediate superior on specific requirements with respect to the arrangements for specific functions • Opening and closing the Facilities • Filling forms for bookings • Undertakes activities associated with bookings of the Facilities and attending to organization of the facilities for events/functions In accordance with instructions in order to ensure an acceptable standard of service is made available contributing to customer satisfaction.

Note: Employment Equity candidates are encouraged to apply as the Municipality seek to achieve its employment equity targets.

Security clearance (vetting) will be conducted on all successful candidates.

No faxed or emailed applications will be considered.

The selection process will be influenced by the municipality's Employment Equity Principles. Please note that correspondence will be limited to shortlisted candidates only.

Applicants who have not been contacted within six weeks after the closing date should assume that their applications were unsuccessful.

The Municipality reserves the right not to make any appointment.

Application form (available on the website - www.moroka.gov.za or municipal office in Siyabuswa; HQ), accompanied by certified copies of qualifications, ID document, driver's license (where applicable), and a detailed CV, must be addressed to: The Municipal Manager, Dr. J.S Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472.

Applications can also be hand delivered in our Head office: A2601/3 Bongimfundo Street, Siyabuswa.

For More information contact: Human Resource, at tel: (013) 973 1101 / 1390

CLOSING DATE: 21 OCTOBER 2016