



DR J.S MOROKA LOCAL MUNICIPALITY

Hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned positions: Women and disabled are encouraged to apply.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

MANAGER: LED & TOURISM, Salary: R 516 720, 72 pa (excluding benefits)
(Task Grade 17)

Requirements: Grade 12, NQF level 7 qualification in LED /IDP or equivalent qualification, plus 3-5 years working experience preferably in Local Government. Minimum competency qualification will be an added advantage. Sound knowledge of legislation applicable in the Municipal environment and in depth knowledge of applications, procedures and interpretative skills to formulate and implement plans and programmes. Computer Literacy. Valid drivers' license.

Responsibilities: Manages and controls key performance areas associated with the formulation and execution of programmes and initiatives to drive Local Economic and Social Development. Formulating and aligning local Economic Development and Tourism Plans. Implementing tourism strategy and sector plan. Develop and review the Integrated Development Plan (IDP) of the municipality. Ensures approval of the IDP by council. Monitors performance of the municipality in-line with the approved IDP. Conducting research into opportunities and formulating marketing plans and strategies. Monitors the functionality of LED for and LED working groups.

SENIOR IDP OFFICER, Salary: R 292, 454.14 (Task grade 13)

Requirements: Grade 12, National Diploma: Town Planning or Development or equivalent qualification (NQF level 6). A minimum of 3 years' relevant experience. Sound working knowledge of IDP background. Computer Literacy. A valid driver's license.

Responsibilities: Provide development planning function to the Municipality. Implement and manage the Integrated Development Plan. Identifies and defines the immediate, short and long term objectives/plans of Development Planning. Liaise with relevant stakeholders on integrated catchment's management process.

SENIOR LED OFFICER, Salary: R 292, 454.14 (Task grade 13)

Requirements: Grade 12, National Diploma: Economic and Management Sciences or equivalent qualification (NQF level 6). A minimum of 3 years' relevant experience. Sound working knowledge of LED background. Computer Literacy. A valid driver's license.

Responsibilities: Identifies with key dimensions and opportunities with regards to Local Economic Development. Improving local infrastructure and service provision to enhance economic and employment opportunities. Assisting with the creation of channels of communication with and development of SMME's. Providing support to rural traders, agricultural and the craft market. Coordinating the allocation of the Indigent Relief Fund. Coordinate the planning and arrangement of LED workshops.

TOURISM OFFICER, Salary: R 186 374, 56 (Task Grade 10)

Requirements: Grade 12, National Diploma: Tourism or equivalent relevant qualification. A minimum of 2 years' related experience. Good understanding and knowledge of the principles and practices associated with the functionality. Computer Literacy. A valid driver's license.

Responsibilities: Co-ordinates specific project with respect to tourism projects/ events. Handling the Tourism project budget. Assisting with tourism related marketing projects. Preparing and submitting funding proposals for projects to Provincial and National Government Departments and the District Municipality. Liaising with tourism associations, establishments, tour operators and other tourism bodies on tourism related issues. Co-coordinating and distributing of brochures as well as other promotional material

AGRICULTURE OFFICER, Salary: R 186 374, 56 (Task Grade 10)

Requirements: Grade 12, National Diploma: Tourism or equivalent relevant qualification. A minimum of 2 years' related experience. Good understanding and knowledge of the principles and practices associated with Agriculture & Farming functionality. Computer Literacy. A valid driver's license.

Responsibilities: Analyze, manage and review existing agricultural programs. Align and ensure the implementation of agriculture projects as per the municipal IDP. Ensure implementation of crop and livestock production programs to enhance local economic development in the area. Assist farmers to link with relevant markets for their produce and provide relevant training interventions and assist farmers to register as legal entities.

EXECUTIVE SECRETARY: OFFICE OF THE MUNICIPAL MANAGER,
Salary: R 186 374, 56 (Task Grade 10)

Requirements: Grade 12, Diploma: Office management or equivalent relevant qualification. A minimum of 2 years' secretarial or administrative experience. Good communication and interpersonal Skills. Administrative Skills. Professionalism. Computer Literacy. A valid driver's license.

Responsibilities: Schedule and update the Municipal Manager's diary. Assist with administrative work (such as typing, printing, photocopying, faxing and emailing). Ensure appropriate documents filing and the audit trail thereof. Timeously prepare and distribute internal and external correspondence (memos /letters/reports). Arrange meeting (including venues, presentations, refreshments and etc.), taking minutes, and distribute accordingly and maintain records

DEPARTMENT: ADMIN & CORPORATE SERVICES

SENIOR HUMAN RESOURCES OFFICER, SALARY: R 259 758, 75 (Task Grade 12)

Requirements: Grade 12, National Diploma: HR/ Public administration or equivalent qualification (NQF level 6). A minimum of 3 years' HR experience. Sound working knowledge of recruitment, selection and conditions of services. Computer Literacy. A valid driver's license.

Responsibilities: Planning and managing human resources related issues for the municipality as a whole. Assist in development and implementation of all institutional policies and procedures related to corporate governance. Assist with recruitment and selection processes. Manage the development and implementation of the Council's Employment Equity strategy. Liaise with stakeholders (newspapers, internal & external applicants and etc) Reporting and managing risk factors relating to HR. Conduct exit interviews.

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 – Human Resource (013) 973 1101 / 1390

CLOSING DATE FOR APPLICATIONS:
18 March 2016

We welcome applications from persons with disAbilities

