



DR JS 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

1. POST: PERFORMANCE MANAGEMENT SYSTEMS PRACTITIONER

SALARY: R 316,302.29 per annum (TASK GRADE 12/1)

REQUIREMENTS: Grade 12, National Diploma in HRM/Public administration or equivalent qualification (NQF level 6). Minimum 2- 3 years relevant experience. Good interpersonal and communication skills. Computer literacy. Valid driver's license.

RESPONSIBILITIES

Coordinate the development and review of PMS policy framework. Assist in the development of the Service Delivery and Budget Implementation Plan .Assist and Coordinate the development of Performance Agreements and Performance Plans of Senior Managers and Staff below Senior Managers. Assist in the compilation of institutional quarterly, mid-year and annual performance reports. Facilitate the publication of the performance information on the municipal website. Facilitate the submission of performance information to all relevant sector such as CoGTA, Provincial Treasury and National Treasury. Maintain the PMS record-keeping system.

DEPARTMENT: FINANCE

2. POST: SENIOR OFFICER ASSET MANAGEMENT

SALARY: R356, 114.72 per annum (TASK GRADE 13/1)

REQUIREMENTS: Grade 12, National Diploma in Accounting or equivalent qualification (NQF level 6) Sound knowledge of the MFMA, Treasury Regulations, and other legislations. Minimum 2-3 years relevant experience in asset management. Good interpersonal and communication skills. Computer literacy .Valid driver's license.

RESPONSIBILITIES: Ensure that compilation of the asset registers in terms of GRAP 17. Ensure all Municipal assets are insured. Ensure that all stock and stock movements are managed, controlled and recorded. Review the reconciliation asset registers and general ledge. Review the depreciation run on a monthly basis. Review the reconciliation of the stock control account. Support and contribute to the review of policies. Support the internal and external audit process. Responsible for the preventative maintenance and repair of all vehicles, plant and equipment. Co-ordinate and execute operational plans and procedures associated with the provision of a quality and efficient fleet management service. Performs administrative duties by maintaining accurate work records and related documents (trip authorities, log books, vehicle check list etc). Administers regularly the fuel reconciliation process. Analyze data from the automated fleet management system and prepare regular reports. Perform staff supervision.

DEPARTMENT: ADMIN AND CORPORATE SERVICES

3. POST: COMMITTEE CLERK X2

SALARY: R 201,566.91 per annum (TASK GRADE 09/1)

REQUIREMENTS: Grade 12, Certificate in Office Administration or equivalent qualification (NQF Level 5). Minimum of 1-2 years relevant experience. Good Communication Skills. Computer literacy .Knowledge and skills in recording minutes of meeting and compiling agendas. Valid driver's license.

RESPONSIBILITIES: Perform tasks / activities associate with coordinating the logistical requirements for Council and its committee meetings. Ensure safe keeping of Council records. Typing of Verbatim minutes. Circulating notification, agenda and minutes of previous meetings to members. Provide secretarial support to various committee/ subcommittee sittings. Compiling of annual schedule for Council sittings. Interacting with management teams, municipal councilors to convey information. Perform specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings/discussion proposal and recommendations. Perform other duties as may be delegated by the manager.

DEPARTMENT: TECHNICAL SERVICES

4. POST: ELECTRICAL ASSISTANT x1

SALARY: R 201 556, 91 per annum excluding benefits (Task Grade 09/1)

REQUIREMENTS: Grade 12, National Certificate in Electrical Engineering or equivalent qualification (N3). Trade Certification: Electrician (Engineering). Further Education & Training Certificate Level 4 in Electrical (Engineering) will be an added advantage. Minimum of 1 year experience in electrical environment. Valid Driver's License.

RESPONSIBILITIES: Testing circuits and the functionality of new components using testing and fault detection equipment and communicating outcomes to the immediate superior/ specialist personnel. Removing and replacing burnt out bulbs and/ or damaged or missing cover plates protecting inspection points. Disconnecting/ reconnecting high mass lights services to residential premises using hand held tools (plier, etc) and removing/ inserting seals to stop/ start flow. Insuring workshop electrical maintenance. Terminating cables, wires etc to junction boxes, connecting blocks and/ or terminals including soldering, fitting of plugs and harnessing wires.

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 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 Js Moroka Local Municipality, Private Bag X 4012, Siyabuswa, 0472.**

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

For More information – Human Resource (013) 973 1101 / 1390

Closing date: 15 FEBRUARY 2019



Acting municipal manager

Mrs Rampedi M.R