



## **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: EXECUTIVE SECRETARY: OFFICE OF THE SPEAKER**

**SALARY: R 247 635, 09 per annum (Task Grade 09/1), excluding benefits**

**TERM OF OFFICE:** Term of Office of this position is aligned with the current Speaker's term in Office or the Current term of Council that will end in 2026, whichever comes first.

**REQUIREMENTS:** Grade 12. Computer Literacy (excellent typing skills), e.g Microsoft Word, Excel & PowerPoint. Good Communication, Interpersonal & Administrative Skills, Ability to work under pressure. Secretarial Diploma or suitable tertiary qualification will be an added advantage. 0-2 years' experience.

**RESPONSIBILITIES:** Performs specific tasks/ activities associated with the provision of a secretarial service to the Office of the Municipal Manager Function. Scheduling and updating appointment on behalf of the immediate superior. Arranging and scheduling meetings with internal/ external visitors etc and preparing/ circulating notifications and agendas. Receiving and communicating with guests, complainants and/ or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention.

### **DEPARTMENT: TECHNICAL SERVICES**

#### **2. POST: TECHNICIAN: LAND USE & PLANNING**

**SALARY: R 388 594, 56 per annum (Task Grade 12/1), excluding benefits**

**REQUIREMENTS:** Grade 12, National Diploma in Urban and regional planning/ Architecture or Urban design. Registration with SACPLAN will be an added advantage. 2 - 5 years relevant experience required.

**RESPONSIBILITIES:** Displaying a thorough understanding of the planning theory and principles. Demonstrating ability and responsibility for enforcement of City Planning related legislation and policies. Coordinating and integrating urban design processes with other development initiatives and programmes. Monitoring land use management trends on a district level and is able to identify policy and process interventions to support achievement of the municipality's spatial development plans.

### **3. POST: INSPECTOR: LAND USE**

**SALARY: R 278 813, 09 per annum (Task Grade 10/1), excluding benefits**

**REQUIREMENTS:** Grade 12, National Diploma in Urban and regional planning/ Architecture or Urban design. Computer literacy: MS Office. 0-2 year's relevant experience required.

**RESPONSIBILITIES:** Assisting in the processing of land use applications. Maintaining checklists to ensure that all aspects of an application are complied with in processing applications. Capturing information in the corporate GIS database. Demonstrating an understanding of City Planning related legislation and policies. Analyse and evaluate the economic, social, historic and environmental factors that shape and influence urban design responses. Displaying working knowledge of planning policies and legislation, spatial plans and zoning.


### **4. POST: SUPERVISOR: WATER TANKERS**

**SALARY: R 278 813, 09 per annum (Task Grade 10/1), excluding benefits**

**REQUIREMENTS:** Grade 12, equivalent post matric and/or technical qualification. Driver's license code C, plus a PDP and Basic Computer Literacy: MS Word / Excel. 3 - 5 years' relevant experience in a supervisory technical position required.

**RESPONSIBILITIES:** Demonstrating the ability to break down complex problems related to delegated tasks into manageable parts and identify solutions. Responsible for the deployment and control of the necessary equipment, tools, machinery, plant and vehicle to undertake the work. Measuring progress on water tanker deliveries and monitors performance and result. Identifying resource requirements for undertaking specific tasks.

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**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.**

**To apply:** use a prescribed application form (its available on the website titled "**application form for employment**" at [www.moroka.gov.za](http://www.moroka.gov.za) or municipal offices), accompanied by certified copies of qualifications, ID document, (not older than six months), 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 at: A2601/3 Bongimfundo Street, Siyabuswa.

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

**Closing date: 03/02/2023**

**Ms. M.M MATHEBELA  
MUNICIPAL MANAGER**