



DR JS MOROKA LOCAL MUNICIPALITY

INTERNAL ADVERT

Dr J.S Moroka Local Municipality hereby invites applications from internal experienced, qualified, innovative, committed and energetic employees to fill the under-mentioned positions:

DEPARTMENT: FINANCE (BUDGET & TREASURY OFFICE)

1. POST: SALARIES CLERK

SALARY: R 272 753, 61 per annum (Task Grade 09/1), excluding benefits

REQUIREMENTS: Grade 12. A relevant 3 year tertiary qualification, preferably a National Diploma with financial accounting as a subject. Computer literacy: MS Office. 0-2 years' relevant experience required.

RESPONSIBILITIES: Checking registers and reports (time and attendance, payroll), checking data recording, calculations, and totals for accuracy. Using payroll system applications to prepare and print salary advice notifications. Addressing payroll related queries/ enquiries, explaining, or making available specific information on calculations and deductions and/ or referring complex requirements to the immediate superior for attention.

2. POST: ADMIN CLERK: PROCUREMENT

SALARY: R 272 753, 61 per annum (Task Grade 09/1), excluding benefits

REQUIREMENTS: Grade 12. A relevant 3 year tertiary qualification, preferably a National Diploma with financial accounting as a subject. Computer literacy: MS Office. 0-2 years' relevant experience required.

RESPONSIBILITIES: Checking requisition requirements against budgetary provisions, communicating and securing quotations and, completing and forwarding approved order to suppliers detailing the specification and supply terms for specific items. Capturing information on the system, inserting details into specific fields of the 'purchasing module' and/ or updating the status of orders (issued/ cancelled). Participating in specific Tender processes, recording the applicant's details during the opening of tenders.

3. POST: ADMIN CLERK: ASSETS CONTROL

SALARY: R 272 753, 61 per annum (Task Grade 09/1), excluding benefits

REQUIREMENTS: Grade 12. A relevant 3 year tertiary qualification, preferably a National Diploma with financial accounting as a subject. Computer literacy: MS Office. 0-2 years' relevant experience required.

RESPONSIBILITIES: Keeping records and filling of document within the section. Diarizing important dates and schedule of events during assets verification period. Collecting office stationery at stores unit for operational efficiency. Providing support with logistical arrangements for the assets unit meetings.

DEPARTMENT: TECHNICAL SERVICES

4. POST: OPERATOR BOREHOLE

SALARY: R 307 093, 10 per annum (Task Grade 10/1), excluding benefits

REQUIREMENTS: Grade 12, Valid driver's license- C1 (Code 10), previous work experience working with water/sewer/electrical/mechanical will be advantageous. Standby, working extra hours and during the night. 1-2 experience years.

RESPONSIBILITIES: Basic operation and maintenance of pumps and panels (greasing of pumps, replacing and adjusting packing's and adjusting packing's and adjusting packing's and adjusting V-belts). Understanding the operation of valves. Do general housekeeping at the borehole well field by bush clearing in and around borehole yards. Monitor operation of water pumps. Switch pumps on/off. Must be fit and able to work under pressure and on heights. Ensures work areas are safe and reports safety issues.

5. POST: TLB OPERATOR

SALARY: R 242 249, 45 per annum (Task Grade 08/1), excluding benefits

REQUIREMENTS: Basic literacy / Minimum Grade 10. TLB/ Excavator operator certificate Driver's license code EB and EC, plus a PDP. Willing to work in a team environment. Must be willing and able to do shift work. 0 - 2 years' experience.

RESPONSIBILITIES: Performs the specific tasks associated with operation of heavy mechanical plant (TLB.) Sewer pipe laying and sewer maintenance activities. Digging the ditches for smooth replacing of the old and worn-out bulk water pipes. Driving the vehicles and engaging controls to operating a TLB using manual and hydraulic controls on machinery to raise, lower and maneuver attachments.

6. POST: GRADER OPERATOR

SALARY: R 242 249, 45 per annum (Task Grade 08/1), excluding benefits

REQUIREMENTS: Basic literacy / Minimum Grade 10. Basic literacy. Grader Operator certificate, Driver's license code EB and/or EC, plus a PDP. Willing to work in a team environment. Must be willing and able to do shift work. 0 - 2 years' experience.

RESPONSIBILITIES: Performs tasks/ activities associated with the operation of the Grader at the roads and storm water and/ or construction sites or during general maintenance works related to removing or backfilling. Preparing and leveling the uneven ground/ land for road construction. Controlling and levelling the materials such as sand, stone, crusher run, etc, discharged/ offloaded for repair or re-gravelling roadwork with a grader.

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

7. POST: FOREMAN- DOMESTIC WASTE

SALARY: R 307 093, 10 per annum (Task Grade 10/1), excluding benefits

REQUIREMENTS: Grade 12. Certificate in Environmental or Solid waste Management. Computer Literacy: MS Office. Willing to work in a team environment. Required to work in hazardous environment. Be healthy and psychically fit. 2-5 years' relevant experience.


RESPONSIBILITIES: Responsible for monitoring general domestic waste cleaning services at the refuse section. Identifying problematic area/places and arrange for clean-ups. Implementing the collection route of daily collection. Monitoring the loading and offloading of refuse bags on the truck or vehicle.

8. POST: ADMIN CLERK: CEMETERIES

SALARY: R 272 753, 61 per annum (Task Grade 09/1), excluding benefits

REQUIREMENTS: Grade 12 and Computer Literacy: MS Office. 0-2 years' experience.

RESPONSIBILITIES: Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific Cemetery Digging, Cemetery cleaning etc. Moving or merging files on databases to maintain records of cemetery digging etc. Copy-typing and formatting documents/ reports and creates presentations using Microsoft office processing applications and other related office applications.

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 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: 07th February 2025 @ 13h00



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