




Moretele Local Municipality is an equal opportunity affirmative action employer, and hereby invites suitably qualified and experienced persons for appointment for the under mentioned positions. . All the positions are based within the jurisdiction of Moretele Local Municipality

## ADVERTISEMENT HR & CORPORATE SERVICES

<b>Post</b>	<b>: Driver</b>
<b>Reference number</b>	<b>: 4/1/2/1/5</b>
<b>Post Level</b>	<b>: 08</b>
<b>Salary</b>	<b>: R 265 341.12 – R 277 810.92</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

### Minimum Requirements:

- A minimum of Grade 10.
- A minimum of at least 1-2 Years experience.
- A valid code 10 driver's license with PrDP
- Extensive travelling is required and wellness to work extended hours.

### Key Performance Areas:

- Provide driving/messenger services.
- Maintain accurate and up to date schedule trip sheets, i.e log official trips, daily mileage, fuel consumption.
- Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition.

- Handle routine and ad-hoc administrative tasks relevant to the execution of the function i.e collect office consumables.
- Collect, distribute and control movement of documents.
- Ensure proper and secure control over movement o documents.
- Report incidents and accidents timeously and compile vehicle condition reports and other records required by management.
- Coodinate and liase with fleet manager to ensure that minor/major vehicle mainatance is carried out.

<b>Post</b>	<b>: Supervisor Cleaners</b>
<b>Reference number</b>	<b>: 4/1/2/1/5</b>
<b>Post Level</b>	<b>: 04</b>
<b>Salary</b>	<b>: R374 850.96 – R399 790.56 Exclusive of all allowance</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

### **Minimum Requirements:**

- A Minimum of Grade 12 Coupled with computer literacy.
- Experience in staff and working unsupervised.
- Three (3) years' practical experience as a cleaner.
- Driving License Code 08 (B).

### **Key Performance Areas:**

- Supervising internal cleaning of the Municipal Offices, passages, kitchens, and toilets.
- Implementing good cleaning roster and teach cleaning staff to work efficiently and effectively.
- Ensure that daily and weekly tasks are completed as per checklist.
- Supervise and coordinate team cleaners.
- Monitor service level, cleanliness, and behaviour & Inspecting completed work.

<b>Post</b>	<b>: General Worker</b>
<b>Reference number</b>	<b>: 4/1/2/1/5</b>
<b>Post Level</b>	<b>: 10</b>
<b>Salary</b>	<b>: R229 048.57 – R241 518. 36 Inclusive of all allowance</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

### **Minimum Requirements:**

- Minimum of Standard 6 (Grade 8).
- 1 Year experience in general gardening, Office furniture removal and housekeeping.

### **Key Performance Area:**

- Cleaning all entrances, open spaces, parks, municipal yards, dams, buildings, stadiums.
- Collecting and disposing of grass cut by operators or grass cutters.
- Pushing and slashing shrubs or any unwanted alien trees or weeds.
- Loading / unloading of any items for disposal.
- Always maintain a high level of housekeeping at the Municipality's parks, entrances, open spaces, etc.

**ADVERTISEMENT**  
**BUDGET AND TREASURY OFFICE**

<b>Post</b>	<b>: SCM Bid Committee Clerk</b>
<b>Reference number</b>	<b>: 4/1/2/4</b>
<b>Post Level</b>	<b>: 06</b>
<b>Salary</b>	<b>: R 307 889.76 – R 320 359.56 Exclusive of all allowance</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

**Minimum Requirements: -**

- A minimum of Grade 12 Certificate.
- Computer Literacy.
- Good Interpersonal skills.
- Possession of an accounting background, specifically in the field of Supply Chain Management will be an added advantage.
- One (1) year work experience I SCM (dealing with Bids).
- Local Government experience will be an added advantage.
- Ability to work accurately and under pressure to meet deadlines.
- Good Organizational skills & Good communication and coordinating skills.

**Key Performance Areas: -**

- Assisting administratively at Bid Committees.
- Drafting appointment letter to successful bidders.
- Following up on bid queries/appointment letters.
- Selling of bid documents and verification of bidder's certificate.
- Drafting reports to National Treasury and Municipal committees.
- Opening of bid documents
- Drafting bid documents.

<b>Post</b>	<b>: Finance Graduate Intern X3</b>
<b>Reference number</b>	<b>: 4/1/2/1/4</b>
<b>Stipend/Salary</b>	<b>: Remuneration Package R120 000.00 per Annum</b>
<b>Conditions of Employment</b>	<b>: Fixed Term Contract of 3 Years</b>

### **Requirements:**

- Grade 12 plus BCom in Accounting/ National Diploma in Accounting/Finance/Internal Audit or equivalent qualification.
- Application must reside within Moretele Local Municipality Jurisdiction.

### **Key Performance Areas:**

- Performs reconciliations.
- capturing of financial transactions
- Performance financial reports within Budget and Treasury department/ Internal Audit.

### **Areas that maybe covered during Internship:**

- Supply Chain Management
- Assets Management
- Reporting
- Expenditure
- Salaries Unit
- Revenue Management
- Internal Audit

**ADVERTISEMENT**  
**COMMUNITY DEVELOPMENT SERVICES**

**Post** : Community Development Services Secretary  
**Reference number** : 4/1/2/1/7  
**Post Level** : 06  
**Salary** : R 307 889.76 - R 320 359.56 Exclusive of all allowance  
**Conditions of Employment** : Permanent

**Minimum Requirements:**

- Grade 12 or Matric
- Diploma in Office Administration
- Proficiency in Microsoft packages (Word, Excel, PowerPoint etc.)
- Previous Secretarial experience will be a definite advantage.

**Key Performance Areas:**

- Administer Community Development Services office by assisting visitors with direction to various units
- Answer and direct promptly both external and internal calls directed to the of the Director
- Assist on an ad hoc basis, with the email, scanning and photocopying of documents, correspondences etc. as determined by the Director & Schedule meetings for the Director and other relevant stakeholders
- Take and keep records of all minutes, all correspondences that are directed to Community Development Services Office
- Keep and update the Director's diary in respect of meetings with external stakeholders & Liaise on behalf of the Director with other Department / Units on municipal issues & Maintain housekeeping in the Director's office by keeping proper files of records of all municipal matters.

**ADVERTISEMENT**  
**INFRASTRUCTURE AND DEVELOPMENT SERVICES OFFICE**

**Post** : Semi-Skilled Labourer  
**Reference number** : 4/1/2/1/8  
**Post Level** : 10  
**Salary** : R229 048.57– R241 518.36 Inclusive of all allowance  
**Conditions of Employment** : Permanent

**Minimum Requirements:**

- Grade 10/Standard 08.
- Must have knowledge of the villages and wards around Moretele.
- Must have a minimum of three (3) months related experience.
- Must be able to work under extreme workload and be able to deliver work within the required time planned.
- Must be able to plan effectively and be able to work with minimum supervision and assistance.

**Post** : Water Tanker Driver  
**Reference number** : 4/1/2/1/8  
**Post Level** : 06  
**Salary** : R 307 889.76 - R 320 359.56 Exclusive of all allowance  
**Conditions of Employment** : Permanent

**Minimum Requirements:**

- Grade 10 or standard 08.
- Must have knowledge of the villages and wards around Moretele.
- A valid Driver's License Code 10 with PrDP.
- Minimum of at least 1-2 years working experience.

## Key Performance Areas:

- Safely operate a water tanker truck.
- Provide communities with water in a timeous manner.
- Maintain accurate and up to date schedule for trip sheets and logbooks.
- Perform daily truck inspections ensure that the truck is always in the best condition.
- Report incidents and accidents timeously and compile truck condition reports and other records required by management.
  
- Properly lifts and maneuvers hoses on and off the tanker truck to load and unload water.
- Ability to drive through all weather, road and traffic conditions.
- Produce high quality work, safely and productively at all times.
- Maintain positive working relationships with all members of the crew.
- Take orders from the Infrastructure and Development Services office.
- Truck drivers liaise with their phones and it is important that they stay in touch with their supervisors while they are doing their duties.
- The drivers need to adhere to speed limits at all times. The driver is also expected to keep a safe following distance while driving.

**Post** : Multi Skilled Operator (Heavy Duty Operator)  
**Reference number** : 4/1/2/1/8  
**Post Level** : 06  
**Salary** : R 307 889.76 - R 320 359.56 Exclusive of all allowances  
**Condition of Employment** : Permanent

## Minimum Requirements:

- Minimum Matric Certificate
- Driver's License Code 14 with Professional Driving Permit (PDP)
- Certificate of operating any machines will be added advantage.



## **Experience**

- Minimum of 2yrs experience of operating heavy machines in construction or related industry
- Experience of road construction will be added advantage

## **Duties**

- Operate variety of heavy machines on site e.g. grader, excavator, roller, tipper truck etc.
- Assist with maintenance support by reporting defects and breakdowns of the machines
- Work with various stakeholders on road maintenance
- Perform road maintenance on community roads
- Work closely with other operators on performing tasks.

<b>Post</b>	<b>: Water and Sanitation Technician</b>
<b>Reference number</b>	<b>: 4/1/2/1/8</b>
<b>Post Level</b>	<b>: 02</b>
<b>Salary</b>	<b>: R 413745.42 – R 438685.26 exclusive of all benefits</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

## **Minimum Requirements:**

- National Diploma in Civil Engineering or equivalent qualification.
- A minimum of at least 2-3 years relevant work experience.
- Code B driver's license.
- Computer Literacy.

## **Key Performance Areas:**

- Collect and convey waterborne sewerage.
- Plan and practice future provision of new conveyance.
- Treat sewerage
- Plan and priorities future provision of basic sanitation or augmentation of

existing services.

- Plan the maintenance, replacement, improvement and upgrading of existing extensive plant and equipment.
- Control engineering contracts for the construction of new infrastructure, maintenance and upgrading existing infrastructure.
- Assess and implement new systems and techniques for sewerage and sanitation delivery and treatment or package sewage treatment plants.
- Ensure that all treatment works are correctly operated.

**ADVERTISEMENT**  
**OFFICE OF THE MUNICIPAL MANAGER**

<b>Post</b>	<b>: Internal Communication Officer</b>
<b>Reference number</b>	<b>: 4/1/2/1/1</b>
<b>Post Level</b>	<b>: 03</b>
<b>Salary</b>	<b>: R 398 755, 56- R423 695,16 Inclusive of all benefits</b>
<b>Conditions of Employment</b>	<b>: Permanent</b>

### **Minimum Requirements**

- Matric and Formal Qualification in Public Relations/ Communications or equivalent Computer Literacy Higher Certificate in Public Administration and Higher Certificate in Marketing.
- Computer Literacy
- Minimum of at least 1-2 years working experience.

## Key Performance Areas

- Devising creative ways to convey messages to keep staff up to date with important news and to share information.
- Writing meeting briefing notes and e-mails to cascade information from senior staff to employees across the organisation.
- Managing the compilation and distribution of internal staff newsletters, writing and editing content, arranging photography, overseeing design, print and production.
- Managing the development of an intranet and its content - proofing, editing and posting articles.
- Encouraging two-way and multi-way communication through, for example, surveys, suggestion schemes, workshops and social networking tools. • Gauging reactions to internal communications, using feedback to recommend and implement new initiatives.
- Providing advice to employees regarding the organisation's branding and identity.
- Organising and managing seminars, events and presentations, which could involve booking facilities and equipment, working with agencies and preparing management slideshows and presentations.
- Working with colleagues across the organisation to contribute to specific projects, especially employee engagement work.

**ADVERTISEMENT**  
**OFFICE OF THE SPEAKR**

**Post** : Driver to the Speaker  
**Reference Number** : 4/1/2/1/2  
**Salary** : R 527 451.84 – R 659 080.54: Total Cost to company  
**Conditions of Employment** : Contract  
**This is a fixed term contract of employment, which is attached/linked to the term of office of the current Whip of the Council**

**Minimum Requirements:**

- A minimum of Grade 12 Certificate.
- A minimum of at least 5 years driving experience.
- Maintain a high level of confidentiality on Speaker issues such as travelling and routes to be undertaken etc.

**Key Performance Areas:**

- Ensure the safe travelling of the Speaker to and from scheduled public events and functions.
- Ensuring that personal Speaker safety requirements are complied with prior to departure.
- Conducting and recording inspection details of Speaker vehicle's roadworthiness.
- Inform the Fleet Manager on any maintenance required on the Speaker vehicle.
- Continuously communicate with the Municipal Security Manager in respect of the Speaker traveling schedule.
- Collect, distribute and control movement of documents.

Applications Forms, available on the website: [www.moretele.gov.za](http://www.moretele.gov.za), clearly indicating the reference number and the position that you are applying for, accompanied by a comprehensive CV, copies of qualifications, ID and must be hand delivered to:

**Municipal Offices ,4065B, Mathibestad Or sent by post to: The Human Resource Directorate, Private Bag X367 MAKAPANSTAD 0404.** All Enquiries related to this position should be directed to the **Human Resources Manager at (012) 716 1319/ 1313.**  
**Contact person: Mr. Jerry Mabasa.**

Only Shortlisted candidates will be required to submit certified copies. Faxed and e-mailed applications will not be considered. If you do not hear any response from the Municipality within 30 days from the date of closing, please consider your application as unsuccessful.

Communication will be limited to shortlisted candidates only. Canvassing with Councilors and whoever, is not permitted and proof thereof will result in disqualification. The Council of Moretele Local Municipality reserves the right not to make an appointment in whole or in part.

**Closing date: 06<sup>th</sup> September 2024**



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**Mr. S Ngwenya**  
**Municipal Manager**