




Moretele Local Municipality is an equal opportunity affirmative action employer, and hereby invites suitably qualified and experienced persons for appointment for the under mentioned position. 

ADVERTISEMENT

Post: Personal Assistant to EXCO

Salary: R383 210, 64 – R360 654,00 per annum

Conditions of Employment: 5 Year Contract

This is a Fixed Term Contract of employment which runs concurrently with the term of office of the current EXCO

Minimum Requirements: -

- Matric / Grade 12
- Computer literacy skills as an added advantage
- In-depth understanding and knowledge of the Local Government Sector
- At least 2 (Two) years relevant experience in the secretarial field

Key Performance Areas: -

- Manage Exco Member's diary
- Typing reports, Documents, letters, and notices
- Attend to customers/visitors and calls by directing them to relevant personnel
- Organizes and files documents by creating a file system
- Attend to incoming mail
- Arrange travelling and accommodation and meetings
- Liaise for ceremonial activities
- Confirm attendance and logistical arrangement

PERSONAL ATTRIBUTES

- Must be able to communicate effectively (Verbal, Written)

Post: Pay-Roll Assistant

Post Level: 04

Salary: R339 033, 60 – R361 590,12 per annum Inclusive of All Benefits

Minimum Requirements: -

- National Diploma in Financial Management or equivalent qualification coupled with at least 2 years relevant experience.
- Certificate in payroll administration will be added advantage
- Computer Literacy: (MS Word, Excel, PowerPoint etc.).

Key Performance Areas: -

- Processing salaries and claims for both Councillors and Officials;
- Ensure proper administration of and allowances for both Councillors and Officials;
- Ensure timeous payment of third parties;
- Responsible for compilation and printing of salary advices
- Preparation of salary reports
- Responsible for sending proof of payment to Third parties

Post: Secretary : Infrastructure Development Services

Post Level: 06

Salary: R278 470, 56 – R289 748,88 per annum Inclusive of All Benefits

Minimum Requirements: -

- Matric/ Advanced Computer Programme
- Professional Secretary Certificate/Higher Certificate in Public Management
- 5 years relevant experience of municipal environment

Key Performance Areas: -

- Manages Director's diary by arranging appointments with consultation of Director to avoid clash and to see to it that they are all attended to.
- Type agenda of Standing Committee to prepare for the items to be discussed
- Type reports, documents, letters. Notices for the Department to ensure that reports are compiled properly.
- Arranges workshops/meetings by inviting relevant participants on that issue to attend the meeting.

- Attends to queries on behalf of the Director whenever there is complaint or task to be done so that it could be carried out.
- Organizes and files documents by creating a filing system for the safe keeping of the records.

Post: Cleaners

Post Level: 10

Salary: R207 162, 72– R218 441, 04 per annum Inclusive of All Benefits

Minimum Requirements: -

- Minimum of Standard 6
- At least 6— 12 months cleaning
- To be able to communicate with other staff and understand instructions

Key Performance Areas: -

- General Housekeeping
- Preparation for Council meetings by cleaning the hall/meeting area
- Preparing refreshments for clients and management
- Dust furniture, equipment, partitions, floors, toilets, mirrors, tables, chairs, refrigeration's, microwaves, breakrooms, mops, and vacuum cleaners

Post: Mayoral Driver/ Protector

Salary: R383 210, 64 – R360 654,00 per annum

Conditions of Employment: 5 Year Contract

This is a Fixed Term Contract of employment which runs concurrently with the term of office of the current mayor

Minimum Requirements: -

- A minimum of Grade 12 Certificate
- A minimum of at least 5 years driving experience.
- Proof of advanced driving certificate.
- Maintain a high level of confidentiality on Mayoral issues such as travelling and routes to be undertaken etc.
- Competency certificate in the possession of a firearm.

Key Performance Areas: -

- Ensure the safe travelling of the mayor to and from scheduled public events and functions.
- Perform both static and in-transit protection to the mayor
- Ensuring that personal Mayoral safety requirements are complied with prior to departure,
- Conducting and recording inspection details of Mayoral vehicle's roadworthiness.
- Inform the Fleet Manager on any maintenance required on the Mayoral vehicle
- Continuously communicate with the Municipal Security Manager in respect of the mayor's traveling schedule

Post: Driver Council Speaker

Salary: R383 210, 64 – R360 654,00 per annum

Conditions of Employment: 5 Year Contract

This is a Fixed Term Contract of employment which runs concurrently with the term of office of the current Speaker

Minimum Requirements: -

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

Key Performance Areas: -

- Ensure the safe travelling of the Speaker to and from scheduled public event and functions.
- Conducting and recording inspection details of Speaker vehicle's roadworthiness.
- Inform the Fleet Manager on any maintenance required on the Speaker's vehicle

Personal Attributes Required: -

- Be able to work under pressure and long hours
- Good interpersonal skills
- Ability to write and read to fill a vehicle log sheet

Post: EPWP & Housing Data Capturer

Post Level: 06

Salary: R278 470, 56 – R289 748,88 per annum Inclusive of All Benefits

Minimum Requirements: -

- Post Matric Qualification
- Plus 2-3 years relevant experience in Expanded Public Works Project (EPWP)
-

Personal Attributes Required: -

- Implements rural housing, emergency housing, informal settlement upgrading, social housing, FLISP, project linked, rectification program and any other program in relation to community resident's unit.
- Process all aspects of the application once the client becomes a potential qualified applicant
- Implements the plans of the unit
- Perform any other relevant duty / task assigned by the superior

Post : Sports & Recreation Officer

Salary : R360 654.00 – R 383 210.64

Post level : 03

Conditions of Employment: Permanent

Requirements:

- Matric and other relevant qualifications in sports management (sports Recreation, facility management and leadership)
- A minimum of 1- 3 years' experience, preferably in Local Government.
- Good and understanding of pieces of legislations governing local government and regulations.
- The ability to interact at all levels of Government and stakeholders.
- Valid driver's license (Code B)
- Computer literacy skills

Duties

- Manage sporting facilities
- Manage the establishment of sporting codes
- Ensure support of all functional sporting codes
- Liaise with all relevant sporting associations and stakeholders
- Mobilize and manage resources matters at the recreation facility.
- Collate and record revenue daily.
- Initiate and manage programs including outreach programs and activities.
- Manage and/or assist with the managing of staff, schedules and activities.

Manage the facility and administration. Implement research and development results

Post : Disaster Management Coordinator
Salary R339 033, 60 – R361 590,12 per annum Inclusive of All Benefits
Post level : 04

Requirements

- Matric and other relevant qualifications in disaster management and emergency recoveries
- A minimum of 1- 3 years' experience, preferably in Local Government.
- Good and understanding of pieces of legislations governing local government and regulations.
- The ability to interact at all levels of Government and stakeholders.
- Valid driver's license (Code B)
- Computer literacy skills

Duties

- Assist in risk assessment and hazard mapping.
- conduct of awareness and sensitization campaigns;
- Assist in development of contingency plans in consultation with all stakeholders;
- identification of resources for deployment during emergency situation;
- engagement and assistance in educating local communities on disasters by conducting drills and simulation exercises.
- To coordinate with all stakeholders during disasters by communicating regular situation reports to Emergency

- (ii) with local communities during evacuation exercises; and
- (iii) with all stakeholders during response and relief phase.
- To coordinate activities with all stakeholders during recovery phase by:-
 - (i) liaising with local communities on post-crisis rehabilitation and social reintegration.
 - (ii) implementing lessons learnt during preparedness and recovery phases.
 - To prepare a Local Disaster Management Plan for the Municipality and an annual plan for preventive measures to be undertaken and formulate strategies towards attaining set objectives.
- To keep proper records pertaining to disaster.
- To use ICT in the performance of his duties.
- To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected in the roles ascribed to them.

Post: Marketing & Investment Coordinator

Post Level: 04

Salary: R339 033, 60 – R361 590,12 per annum Inclusive of All Benefits

Requirements:

- Matric plus National Diploma in Business Management Plus four years in SMME development environment.
- A valid driver's license and sound computer skills

Key Performance Areas: -

- Identify opportunities for economic development in order to develop sectors, products And initiatives.
- Assist local organizations and businesses to take advantage of economic development opportunities and major projects. Conduct surveys and research on market opportunities.
- Research private and public sectors economic development funding opportunities.
- Assist SMME's with establishing development plans and business proposals.
- Promote the SMME's to expand economic development opportunities.
- Assist in the establishment and functionality of a business incubator as well as support for SMME's committee.
- Develop economic profile of SMME's.

Applications on a prescribed application form accompanied by a detailed Curriculum Vitae and Certified copies of Qualifications; ID, should be addressed and submitted to:

The Human Resource Directorate, Private Bag X367 MAKAPANSTAD 0404, All Enquiries related to this position should be directed to the Human Resources Manager (J Mabasa) at (012) 716 1319. 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 unsuccessful. Communication will be limited to shortlisted candidates only.

Closing Date: 30 June 2022

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line extending to the right.

Mr. S. Ngwenya

Municipal Manager