




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 OFFICE OF THE MAYOR

Post : Mayoral Driver/ Protector
Salary : R378 326.04 - R401 987.88 per annum excluding benefits
Conditions of Employment : 3 Years Contract
This is a fixed term contract of employment which is attached to the term of Office of the current Mayor.

Minimum Requirements: -

- A minimum of Grade 10 Certificate
- Grade B Security Officer 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.
- 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

ADVERTISEMENT OFFICE OF THE MUNICIPAL MANAGER

Post : Internal Audit Assistant
Post Level : 03
Salary : R378 326.04 - R401 987.88 per annum excluding benefits
Conditions of Employment : Permanent

Minimum Requirements:

- Matric / Grade 12
- A recognized three-year tertiary qualification in Internal Auditing or equivalent.
- A minimum of three years' experience in Internal Auditing,
- Sound knowledge of International Standards for the Professional Practice of Internal Auditing (ISPPA), Municipal Finance Management Act (MFMA), Treasury Regulations, Municipal Systems Act (MSA) and related legislation.
- Computer literacy
- Valid driver's license.

Key Performance Areas:

- Maintain all organizational and professional ethical standards.
- Assist in identifying and evaluating the organization's risk areas and provide input to the development of the annual audit plan.
- Perform audit procedures, including identifying and defining issues, developing criteria and document client processes and procedures.
- Conduct interviews, review documents, develop and administer surveys, assists in composing summary memos, and prepare working papers.
- Identify, develop and document audit issues and recommendations concerning areas being reviewed.
- Communicate the results of audit and consulting projects.
- Performs related work as assigned by the internal auditor manager

**ADVERTISEMENT
OFFICE OF THE SPEAKER**

Post : Municipal Public Accounts Researcher
Post Level : 04
Salary : R355 646. 16 - R379 308 .00 per annum excluding benefits
Condition of Employment: Permanent

Minimum Requirements:

- Post Matric qualification preferability in Public Administration, Local Government
- Knowledge in the field of research
- Basic Computer Literacy
- Three 3 Years' experience in the field of Local Government

Key Performance Areas:

- Obtain and gather documents from the subjects
- Performs varied forms of analysis and statistical data

- Prepare databases and manage dates
- Use technology such as computers to perform varied forms of analysis and statistical data
- Provide research coordination to the organisation by collecting and assessing the qualitative data and preparing reports based on it
- Prepare analytical reports mentioning the key observations from the data
- Conduct interviews to gather information
- Maintain a record of all the essential data

ADVERTISEMENT HR & CORPORATE SERVICES

Post : Cleaner
Post Level : 10
Salary : R217 313.64 – R229 144.56 per annum all-inclusive package
Condition of Employment: Permanent

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 : Drivers X 2
Post Level : 08
Salary : R251 746.80 – R263 577.72 per annum all-inclusive package
Condition of Employment: Permanent

Minimum Requirements:

- Grade 10
- A valid code 10 driver's license with PrDP
- 1 – 2 years' experience in a similar environment
- 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 in the best condition at all times
- 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 of documents
- Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management
- Coordinate and liaise with Fleet Manager to ensure that minor/major vehicle maintenance are carried out

Post	: Receptionist
Post Level	: 08
Salary	: R251 746.80 – R263 577.72 per annum all-inclusive package
Conditions of Employment	: Permanent

Minimum Requirements:

- Matric
- Computer literacy
- Certificate in Receptionist/Switchboard/Call Centre/Office Administration
- 2 Years' experience
- Telephone skills, verbal communication, listening, professionalism, customer focus and handling pressure.

Key Performance Areas:

- Receiving all telephone calls at the switchboard from persons (members of the public, customers, officials of other institution)
- Forwarding the calls to the secretary of the relevant department if the relevant official or Councillor is not available; taking messages from the persons who phone when the secretary of the relevant department is also not available or out of office
- Receiving all visitors, public or any persons external to the Unit
- Keeping an easy accessible record of the telephone contact details of persons, organizations, government bodies, municipalities, local businesses, etc who are regularly contacted.
- Responding to all general enquiries and directing them and visitors to appropriate staff.
- Responsible for all general correspondence of the Unit.
- Assist with the activities of the Messenger/Office Assistant.
- Assist with other administrative tasks as required by the Administrative Officer

ADVERTISEMENT COMMUNITY DEVELOPMENT SERVICES

Post : Disaster Management Coordinator X 2
Post Level : 04
Salary : R355 646.16 - R379 308.00 per annum exclusive of all benefits
Condition of Employment: Permanent

Minimum 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

Key performance Area

- 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;

ADVERTISEMENT INFRASTRUCTURE DEVELOPMENT SERVICES

Post	: Civil Engineering Technician
Salary	: R581 769.00 per annum excluding benefits
Condition of Employment	: 5 Year Fixed Contract

Minimum Requirements:

- Grade 12 or Matric
- B-Tech Civil/ Bsc in Civil Engineering or equivalent.
- 2 – 3 Years proven experience in civil engineering field
- Knowledge of Local Government policies and transcripts
- Must have a valid code C/ C1 driver's license.
- Must be computer literate.

Key Performance Area:

- Compiling Technical business plans, provide technical support and evaluation of projects in alignment with the Municipal IDP, as well as the regional and provincial growth and developmental plans.
- Provide inputs to contracts for construction and maintenance activities to ensure effective and efficient operations of contracts.

- Liaising with Provincial and Senior Government Officials as well as the other line functioning departments through formal regular evaluation/ progress meetings on an adhoc basis on matters relating to roads and stormwater activities.
- Assist with other related municipal Infrastructure programs
- Arrange regular projects progress meeting
- Verify payment certificates and preparation of monthly payment schedule documentation
- Ensure compliance of all legal aspects and conditions required from the different spheres of government
- Maintain project performance data on national database
- Manage cashflows and committed project expenditure

**ADVERTISEMENT
OFFICE OF THE LOCAL ECONOMIC DEVELOPMENT & PLANNING**

Post : LED & Planning Secretary
Post Level : 06
Salary : R292 115.52 – R303 946.56 inclusive of all benefits
Condition of Employment: Permanent

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

Key Performance Areas:

- Administer LED/Planning 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 LED/Planning 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 BUDGET & TREASURY OFFICE

Post	: Finance Graduate Intern X2
Stipend/Salary	: Remuneration Package R120 000.00 per Annum
Condition of Employment	: Fixed Term Contract of 3 Years

Minimum Requirements:

- Grade 12 plus BCom in Accounting/ National Diploma Accounting/Finance/Internal Audit or equivalent qualification.
- Application must be currently unemployed

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 Expenditure
 Payroll Administration Revenue Management
 Internal Audit Assets Management
 Budget Expenditure AFS Reporting

Post	: SCM Bid Committee Clerk
Post Level	: 06
Salary	: R292 115.52 - R303 946.56 per annum inclusive of all benefits
Condition of Employment:	Permanent

Minimum Requirements:

- Grade 12
- 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 in 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 letters to successful bidders.
- Following up on bid queries/appointment letters.
- Selling of bid documents and verification of bidders' certificates.
- Drafting reports to National Treasury and Municipal committees.
- Opening of bid documents.
- Drafting bid documents.

Post : Sub Accountant: Payments
Post Level : 04
Salary : R355 646.16 - R379 308.00 per annum exclusive of benefits
Condition of Employment: Permanent

Minimum Requirements:

- A recognized tertiary qualification in Financial Accounting/Cost Management Accounting or equivalent.
- A minimum of 2 years' experience in Creditors and Payment, sound knowledge of the Municipal Finance Management Act, Treasury Regulations.
- Computer literacy.

Key Performance Areas:

- Ensure expenditure document complies with supply chain checklist prior processing.
- Capture vouchers for payment on the financial system
- Assign payment reference numbers to transactions for further processing.

- Recording data and capturing on the system eg payments data, journals, or retentions etc.
- Providing information on electronic fund transfer
- Reconciliation of bank statement with cash book.
- Ensure safety keeping of documentation.
- Perform any ad hock function in relation to the department or the function which will be seen as a career development.

Applications Forms clearly indicating 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/ 1317. Contact person: Mr. Jerry Mabasa.

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.

Closing Date: 03 February 2023



Mr. S. Ngwenya

Municipal Manager