



JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

DEPARTMENT: MUNICIPAL MANAGER`S OFFICE

POSITION: INTERNAL AUDITOR

Salary Level: Task Level T12 (R341 620.64 – R443 442,46)

Minimum Requirements:

- Bachelor's Degree or Diploma in Internal Auditing / Risk Management / Accounting or equivalent.
- At least 2 years' experience in auditing environment.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act.
- Appreciation of accounting principles and auditing technique is essential.
- Understanding of King III Report, COSO Control Framework and Enterprise Risk Management.
- Knowledge of Team Mate will be an added advantage.
- Possess excellent auditing tools and techniques, problem-solving skills and team player.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & PowerPoint).
- Valid Drivers' License.

Duties and Responsibilities include:

- Execute audit procedures and processes for the Joe Morolong Municipality.
- Monitor and evaluate compliance and risk analysis to determine the extent of variation or non-conformance to statutory requirements, policies and procedures.
- Prepare and present comments and opinions and provide guidance on the interpretation of principles to enable re-alignment of Duties and Responsibilities.
- Ensure that activities of the Municipality are conducted and concluded in a credible manner.
- Compile monthly unit plans and reports.
- Ensure that the internal annual audit plan is fully implemented.
- Ensure that the Internal Audit unit provides a value-added service to the Municipality
- Execute all duties as assigned by the Accounting Officer, Council and Audit Committee.

DEPARTMENT OF CORPORATE SERVICES

POSITION: LABOUR RELATION OFFICER

Salary Level: Task Level T10 (R245 098,94 – R318 155,84)

Minimum Requirements:

- Diploma in Labour Relations/Human Resources Management. Minimum of two to three years' experience as a Labour Relations Practitioner or Human Resources Officer.
- Records of appearance at the Bargaining Council or CCMA in conciliation and Arbitration proceedings.
- Experience as presiding and prosecuting officer. Good communication and interpersonal skills. Coordinative, analytical and report writing skills are essential.
- Sounds knowledge, understanding and interpretation of relevant legislation.
- Knowledge and experience in handling conciliations and arbitration cases. Knowledge and understanding of Labour Legislations such as the Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act etc.

Roles and Responsibilities Include:

- Establishing a case management system in respect of disputes in accordance with employment statutes.
- Arranging and interpreting information to formulate summaries and conclusions in dispute resolution and agreements.
- Compile statutory reports for submission to official regulatory bodies.
- Represent the employer in Conciliation and Arbitration proceedings.
- Conducting and arranging for presentations on conditions of employment, organizational rights, codes, policies and regulations.
- Facilitate all activities of the Local Labour Forum and play a secretarial role for the Local Labour Forum.
- Engage with union representatives and management in the interpretation and application of specific Labour relations policies and procedures.
- Introduce controls to monitor organizational compliance with statutory obligations in terms of Employment Law.
- Monitoring the status of current procedures and guiding interventions involving updating and communication with Key Stakeholders.
- Conducting analysis of specific cases, researching relevant case laws and or seeking guidelines and legal opinion to assess options and alternatives for the recommendation.
- Engaging with legal professionals & disseminate guidance and support to departments on the interpretation & formulation of arguments in respect of complex disputes where the Municipality is either the respondent or the applicant.
- Interacting with immediate superior and outlining key issues relating to a settlement that needs consideration before conciliation and arbitration proceedings.

POSITION: HUMAN RESOURCES OFFICER

Salary Level: Task Level T10 (R245 098,94 - R318 155,84)

Minimum Requirements:

- Appropriate B degree or National Diploma in HR Management or industrial psychology
- Minimum of 3-year relevant experience in HR
- Computer literacy
- Candidate must have knowledge in HR functions (pay and benefits training and development etc.)
- Experience as a Skills Development facilitator_ may be advantageous.
- Knowledge of the EMS system will be an added advantage

Duties and Responsibilities Includes:

- Support the Development and implementation of HR initiatives and systems
- Enforce HR policies and procedures
- Assist in the recruitment and onboarding process of new hires.
- Manage employee records like their attendance, time off and leave
- Forster a positive company culture

DEPARTMENT: BUDGET AND TREASURY OFFICE

POSITION: BUDGET MANAGEMENT OFFICER

Salary level: Task Level T10 (R245 098,94 – R318 155,84)

Minimum Requirements:

- Appropriate B degree or National Diploma in Accounting.
- Minimum of 1 year budgeting experience in local government.
- Computer literacy.
- Candidate must demonstrate sound and good customer care.
- Certificate in MFMP/CPMD will be an added advantage.

Duties and Responsibilities Includes:

- Assist the Budget unit in compiling the municipal budget in a prescribed format.
- Prepare and administrate the municipal budget according to the municipal cycle.
- Monitor and implement virement of budget votes.
- Prepare all reporting according to National Treasury requirements.
- Ensure compliance with legislation.
- Advice departments regarding their expenditure patterns.

POSITION: MANAGER REVENUE

Salary Level: Task Level T15 (R499 280,22 – R648 081,41)

Minimum Requirements:

- Bachelor's Degree in Commerce, with accounting major
- Four years' experience in Revenue Management with at least 2 years at the management level.
- Municipal Finance Management Program Certificate will be an added advantage.

Key Performance Areas:

- Identify and define the immediate, short and long-term objectives/plans associated with the Revenue functionality.
- Direct, Manage and Control the key performance indicators and outcomes of personnel within the division.
- Manage, control and direct the implementation of specific financial procedures, systems and controls associated with the various financial activities of the division.
- Manage the revenue division comprising consolidated billing, customer care, prepayment, debt management and rates.
- Controls all accounting administration functions relating to the department.
- Ensuring balancing of control accounts and reconciliation of suspense accounts.
- Prepare estimates of Capital, Income and Expenditure, Assists the CFO with the operations of the Finance Directorate.
- Attend to all revenue related legal matters

POSITION: ASSISTANT MANAGER FINANCIAL CONTROL

Salary Level: T12 (R341 620, 64 – R443 442,46)

Minimum Requirements:

- Relevant B-degree in accounting or equivalent (Minimum NQF level 6)
- Computer literacy completed or in the process of meeting relevant competency requirements laid down by the National Treasury.
- 3-5 years proof record financial management in compiling annual financial statements. Knowledge of CaseWare is essential

Roles and Responsibilities include:

- Managing the total compilation process for the annual financial statement by:
Preparing credible monthly, quarterly and annual GRAP compliant financial statements.
- Perform monthly audit readiness by coordinating monthly the preparation of the audit file for external audit.
- Coordinate and facilitate all internal control procedures associated with the compilation of AFS.
- Ensure that fixed asset register, sub-ledgers, general ledger and all relevant audit controls balance to ensure credible compilation of mandatory statements and reports.
- Update the fixed asset register and balance it with the general ledger monthly.

- Prepare and develop procedures for audit working file information and respond to audit queries out of mandatory audits.
- Assisting with the compilation of the audit action plan.
- Directing the preparation of AFS in terms of chapter 12 of MFMA.

POSITION: SUPPLY CHAIN MANAGEMENT OFFICER (ACQUISITION)

Salary Level: Task Level T10 (R245 098,94 - R318 155,84)

Minimum Requirements:

- Bachelors Degree or National Diploma in Commerce/Purchasing/Supply Chain Management or equivalent.
- 2 years relevant experience in the municipal environment
- Computer literate
- Excellent organizational and administrative abilities
- High level of ethical conduct
- A high level of discipline, responsibility, confidentiality and accuracy is required.
- Good communication and analytic skills.

DUTIES AND RESPONSIBILITIES

- Control and perform tasks/activities with the application of specific supply chain management procedures associated with the procuring of products and/or specific services.
- Applying appropriate procedures and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers.
- Perform supplier audits and evaluations by interacting with suppliers/vendors and evaluating and determining conformity with supply chain management and guidelines and the central supplier database.
- Maintain a sound relationship with service providers/vendors and contractors.
- Communicating and interacting with officials from the user department in respect of specific requirements and priorities.
- Processing of procurement and requisitions on the financial management systems.
- Attend to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keep abreast of the latest legislative changes, developments and emerging trends in the profession.

POSITION: CASHIER

Salary Level: Task Level T06 (R142 057,85 - R184 408,96)

Minimum Requirements:

- Diploma in finance or equivalent qualifications, the candidate must be able to understand calculations, able to write and print reports.
- Computer literacy

ROLES AND RESPONSIBILITIES INCLUDE:

- Receiving and recording cash and banking
- Handling account enquiries, ensuring accuracy.
- Recording and updating clients' accounts.
- Compiling income register

DEPARTMENT: TECHNICAL SERVICES

POSITION: SENIOR PROCESS CONTROLLER (Hotazel)

Salary Level: Task Level T10 (R254 098,94 - 0R318155,84)

Minimum Requirements:

- National Diploma in Civil / Chemical Engineering or equivalent.
- Knowledge and experience in water and wastewater treatment.
- Minimum of 3 years' experience gained in portable water, treatment and waste treatment environment.
- Must be willing to work overtime and be on standby.
- The ability to operate the IRIS system will be an added advantage.
- Knowledge of hydraulics, valves, pumps and motors.
- Registered or eligible to register as a Class V process controller with the Department of Water Affairs.
- Valid drivers' license,

Duties and Responsibilities Includes:

- Conduct routine inspections of plant and equipment, assessing plant condition and the status of predictive and planned maintenance interventions, reporting breakdowns and/or communicating urgent repair work necessary to restore functionality.
- Coordinate, monitors and evaluates the technical requirements of the work.
- Ensure the implementation and assurance of health, safety and environment system.
- Ensure that the plant meet the Green Drop requirements.
- Supervise and operate wastewater treatment works, including monitoring and implementing procedures, establishing resource requirements, and scheduling maintenance programs.

- Monitor and attend to deviations in productivity, performance, administrative, information reporting requirements and maintenance records.
- Evaluate and correct deviations or non-compliance with safety and standard operating procedures
- Monitor stock movement and attending to the replenishment of chemical and other stock items for the operations at specific site or locations.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

POSITION: TECHNICIAN ROADS & STORM WATER

Salary Level: Task level 10 (R245 098,94 - R318155,84)

Minimum Requirements:

- Bachelor's degree/ national diploma in Civil Engineering or N6 certificate in Civil Engineering / construction; code C1 driver's license; 2 years relevant experience

Roles and Responsibilities Include:

- Management of roads project.
- Develop and implement maintenance plans for municipal road networks.
- Develop and implement procedures, systems and controls for the functions.
- Regulate specific work sequences and general practices/ processes as appropriate to the functional area.
- Evaluate the functionality of operating plant and equipment.
- Develop plans, systems and procedures through perusal of inspection checklists, services records and registers with a view of identifying risks, deviations systems and the availability of alternative courses of action / corrective measures.
- Co-ordinate, monitor and control transactional documentation (e.g., tally sheets log sheets, progress reports, etc.) and related performed according to work plan, job-cards and ad-hoc instructions received from supervision and reports on activities performed.
- Controlling the utilization of materials (sand, stone, crusher run etc.) and discharging/offloading required quantities of material for repair or reconstruction work.

POSITION: TECHNICIAN WATER AND SANITATION

Salary Level: Task level 10 (R245 098,94 - R318155,84)

Minimum Requirements:

- Bachelor's degree/ national diploma in Electrical Engineering or N6 certificate in Electrical Engineering/construction; 2 years relevant experience

Roles and Responsibilities Include:

- Perform daily water & sanitation maintenance activities.

- Develop and implement plans to ensure the effective provision of water and sanitation services.
 - Operate and maintain plants in accordance with operational requirements.
 - Develop and implement procedures, systems and controls for the functions.
 - Regulate specific work sequences and general practices/ and equipment. Control and inspect stock items.
- Develop plans, systems and procedures through perusal of inspection checklists, services records and registers with a view of identifying risks, deviations systems and the availability of alternative courses of action / corrective measures.
- Co-ordinate, monitor and control water and sanitation repair and construction work at specific sites. Complete internal transactional documentation, (e.g., tally sheets log sheets, progress report, etc.) and related forms (vehicle checklist), Monitor and supervise activities of staff to ensure that work is performed according to work plan, job-cards and ad-hoc instructions received from supervision and reports on actives performed.
 - Controlling the utilization of materials (sand, stone, crusher run etc.) and discharging/offloading required quantities of material for repair or reconstruction work.

POSITION: FLEET MECHANIC

Salary Level: Task Level T9 (R217 702,60 - R282 597,83)

Minimum Requirements:

- Degree or diploma in mechanical or automotive engineering.
- ASE Diesel Certification is advantageous.
- Valid driver's license.
- Aptitude for mathematics and science.
- Advanced knowledge of diesel engine components.
- Good IT and diagnostic skills.
- Physically fit and able to lift up to 150 pounds.
- Proficiency with maintenance and repair tools.
- Attention to detail.
- Good interpersonal skills.
- Excellent verbal communication skills.
- Good organization skills.

Duties and Responsibilities includes:

- Running diagnostic tests on vehicles.
- Analyzing diagnostic test results.
- Replacing vehicle engines, steering mechanisms, transmissions and braking systems.
- Checking vehicle lighting systems.
- Test driving vehicles to gauge performance.
- Performing preventative maintenance on service trucks.
- Maintaining detailed records of serviced vehicles.
- Adhering to an inspection procedure checklist.
- Maintaining a parts inventory.
- Ensuring the cleanliness of the workshop.

POSITION: ASSISTANT FLEET MECHANIC

Salary Level: Task Level T6 (R142 057,85 - R184 408,96)

Minimum Requirements:

- Relevant NQF level 5 qualification or equivalent
- 3 years relevant experience
- Valid Driver's License
- Attention to detail
- Ability to work under pressure
- Good communication skills
- Good supervisory skills
- Must be medically fit
- Must be able to speak, read and write in at least two of the official languages
- Automotive mechanics
- Diagnostics and troubleshooting

Duties and Responsibilities includes:

- Support Lead Mechanics
- Perform Preventive Maintenance Tasks
- Repair and Replace Automotive Parts
- Provide Diagnostic Support
- Maintain Customer and Vehicle Records
- Support Shop Cleanliness and Safety

DEPARTMENT: COMMUNITY SERVICES

POSITION: SUPERINTENDENT (TESTING AND LICENSING)

Salary Level: Task Level T14 (R433 041,30 - R562 135,07)

Minimum Requirements:

- Traffic Diploma, Qualified examiner of driver's license with Grade-A
- 3 - 5 years relevant experience
- Knowledge of the eNatis system and registered as an eNatis user.
- Registered Traffic Officer.
- Sound and good knowledge of traffic law enforcement.
- Ability to meet deadlines and perform under pressure.
- Good verbal and written communication skills.
- Computer literate (Excel, Word & PowerPoint).
- Valid Drivers' License.

Duties and Responsibilities Includes:

- Manage and control the provision of administrative traffic and licensing services through the implementation of legislation, policies, procedures and systems.
- Ensure compliance to relevant traffic and licensing legislations and guidelines and management of critical interventions and applications.
- Provide strategic legal and statutory advice and support with respect to specific traffic and licensing functional areas to council.
- Control the operational dimensions and outcomes ensuring that traffic and licensing priorities are adequately addressed and attended to.
- Ensure that all key functional areas are aligned towards sustaining and improving the efficiencies of the traffic and licensing department.
- Manage the budget of the traffic and licensing Department.
- Effective management of all licensing and testing centers.
- Manage records to ensure compliance with the National Road Traffic Act and the National Archives Act.
- Oversee management and security of the licensing and registering authorities in the municipality.
- Develop and maintain of traffic management guidelines documentation.
- Creating and managing traffic using various traffic management software.
- Develop and implement internal traffic management processes and systems.
- Enforce adherence to work-flow processes and deadlines.
- Provide support in the implementation and monitoring of Traffic Disaster Management Plans.

POSITION: DISASTER MANAGEMENT CO-ORDINATOR

Salary Level: Task Level T10 (R245 098,94-R318 155,84)

Minimum Requirements

- National Diploma in Disaster Management or Equivalent.
- 3 years relevant experience
- Required to be on standby and work in all weather conditions
- Required to work outside working hours during emergencies and planned overtime
- Ability to meet deadlines and perform under pressure.
- Must be mentally and physically fit
- Must have the capability to operate under pressure extreme hazardous and traumatic conditions
- Knowledge of the Disaster Management Act
- Knowledge of the Fire Brigade Services Act
- Good verbal and written communication Skills
- Computer literate (Excel, Word, PowerPoint).
- Valid Driver's license

Duties and Responsibilities

- Coordinate Disaster management activities within the municipality

- Visit and assess sites and households affected by disaster and compile report for intervention
- Liaise with the district municipality and relevant department and stakeholders regarding disaster management related matters
- Develop, guide, review and implement a disaster management strategy plan
- Develop, coordinate, and integrate a disaster management contingency plan in order to ensure that the municipality reacts appropriately in cases of disaster
- Assess the municipality's disaster risks and probabilities and develop contingency plans to manage disaster
- Facilitate and coordinate the integration of various stakeholder's inputs into an integrated strategic response to disaster management within the municipality
- Coordinate the interface between the municipality and all relevant stakeholders during disaster management operation

BENEFITS: As applicable for local government employees.

Applications in the form of Curriculum Vitae, covering letter and certified copies of certificates must reach the office on or before Friday, 02 June 2023. No facsimile will be accepted. Applications must clearly specify the post applied for, and be forwarded to the attention of:

**The Municipal Manager
Joe Morolong Local Municipality
Private Bag X117
Mothibistad
8474**

Further information can be obtained from Mr T.J Gopetse: Director Corporate Services @ Tel: (053) 773 9300 or 0769467824. If you do not hear from us within three weeks after the closing date, please consider your application as unsuccessful.

**Mr TJ Gopetse
Acting Municipal Manager**

Joe Morolong Local Municipality is an equal opportunity and affirmative action employer