



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

Position: Senior Manager Legal and Compliance Services

Task Level: T18

Salary Range PA: (R825 804.22 – R1 071 969.25)

Minimum Requirements:

- B-Degree in Law (LLB or B Proc) or equivalent tertiary qualification, coupled with extensive relevant legal experience in private practice and local government environment.
- Admission as an Attorney or Advocate will be added as an advantage.
- Computer literacy is a pre-requisite.
- Excellent interpersonal and communications skills, Office administration, Communications and writing skills.
- Ability to draft Legal Opinions, MoU's, SLA's and Court Papers.
- Ability to meet deadlines and perform under pressure, energetic and able to initiate action.
- A motor vehicle driver's license.

Roles and Responsibilities Includes:

- Manages the implementation of the broad legal services and develop specific legal services procedures, systems and controls.
- Develop and manage legal documents and recommends legal advice on MOUs, Contracts according to required prescripts and update timeously.
- Manages and provide legal services in respect of governance and corporate affairs
- Provide comprehensive legal services to the institution relating to litigations, contract management, legal compliance and development of procedures and by-laws.
- Handle and manage all litigations by or against the Municipality and formulate legal opinions so that the municipality's interests are promoted or protected.
- Provide legal advice to Council and Municipal Manager on any matters faced by the municipality in an effort to avoid litigation in all levels of Council.
- Provide legal services regarding property administration, land alienations (sales and leases), servitudes, deeds of sales, debt collections and issuing of summons.
- Manage the flow of legal communication/advice/opinion from/to the Municipality, media, broader communities and stakeholders.
- Prepare concise briefs to external legal practitioners where necessary.
- Prepare capital and operating estimates and controls expenditure against the approved legal services budget allocation.

- Examine all the bills of cost and invoices submitted by the private practitioners for payment purposes.
- Compile reports on the status of current litigations and reflect on their financial implications.
- Manage the Key Performance Indicators and Outcomes within legal services.
- Prepare and submit quarterly performance assessments reports of the Unit as and when required.

Department: Finance Services.

Position: Supply Chain Management Officer

Task Level: T10

Salary Range PA: (R258 334.28 – R335 336.26)

Minimum Requirements:

- Bachelor Degree on National Diploma in Accounting/ Purchasing / Logistics, whilst an additional qualification in supply chain management will be added advantage.
- A minimum of 2-3 years' relevant experience within a procurement/ supply chain management environment.
- Candidate must demonstrate sound and good customer care.
- Computer literacy.

Roles and Responsibilities Includes:

- Candidate will ensure compliance with the MFMA, Supply Chain Regulations and the Council's SCM policies.
- Ensuring effective management of demand acquisition and disposal by performing the following.
- Requesting quotation from suppliers.
- Processing purchase requisitions and forwarding them for approval of material purchase.
- Printing orders and placing them with identified suppliers.
- Following up on orders placed with suppliers.
- Processing and transferring orders for employment payment.
- Developing and updating the supplier database.
- Advising departments on procurement / SCM processes.
- Attending Bid Committee meetings for tenders.
- Perform any other related duties as instructed by supervisor.

Position: Creditors Officer

Task Level: T10

Salary Range PA: (R258 334.28 – R335 336.26)

Minimum Requirements:

- Bachelor's Degree or National Diploma in Accounting or equivalent.
- 3 Years relevant experience

- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed will be an added advantage.
- Computer literacy
- Proficiency in at least 2 or 3 official languages.
- Good management, human relations, interpersonal and communication skills and analytical skills.
- Ability to give attention to detail.
- High level of responsibility.
- Ability to work under pressure.
- Valid driver's License.

Roles and Responsibilities Includes:

- Ensure effective and efficient implementation of the Credit Control & Debt Collection policy and procedure of council.
- Implement credit control and Debt collection by-laws.
- Communicating with respective internal and external role players.
- Advise and report to the Revenue Manager with regards to special debt collection initiatives.
- Responsible for the Performance Management of debt collection ratios and targets.
- Compile write-off and debt collection schedules in accordance with laid down procedures and policy.
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.
- Keeping abreast of developments, emerging trends and latest technologies in the profession.
- Compile report on debt collection and update debtors' information on the systems.

Department: Municipal Manager

Position: Communication Officer

Task level: 10

Salary Range PA: (R258 334.28 – R335 336.26)

Minimum Requirements:

- Bachelor's Degree or Diploma in Communication/Public Relations or equivalent tertiary qualifications
- At least 3-5 year's relevant experience of which 3 years must be in government environment
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal Systems Act, and Municipal Structure Act.
- Ability to meet the deadlines and perform under pressure.
- Excellent verbal and written communication skills.
- Computer literate (Excel, Word & Power Point)
- Valid Driver's License

Roles and Responsibilities Includes:

- Conduct research on relevant matters of concern by engaging the community members, Ward Committees and Councilors to get accurate and first-hand information.
- Responsible for all communications related matters public relation and marketing of Joe Morolong Local Municipality.
- Define and promote Joe Morolong Local Municipality branding and identity.
- Undertake marketing and advertising campaigns based on Municipality development strategies.
- Develop and implement publication policy (internal & External) and facilitate communication practices.
- Responsible for media liaison and press/ media statements.
- Responsible for speech writing and editing for the Municipal Manager.
- Responsible for management and maintenance of all municipal social media content.
- Development of Public Relations related policies, procedures, practices and structure to ensure consistency.
- Assist and support the Director Corporate Services in the development of Communication channels and motivation of employees.
- Serve on public relations related working groups and sub-committee as required.
- Facilitate relationship and customer services management.
- Ensure the visibility of the Joe Morolong Local Municipality's programme and projects through communication (print and online media).

Position: Protocol Driver in the office of Speaker.

Task Level: T7

Salary Range PA: (R181 017.58 – R234 966.18)

Minimum Requirements:

- Grade 10 qualification
- Valid Code 08 driver's license
- Professional drivers permit
- Five years' experience in both rural and urban roads and knowledge of protocol and office etiquette.
- Experience as a protocol driver in municipal environment will be added advantage.
- The incumbent must be prepared to work beyond working hours and strenuously.

Roles and Responsibilities Includes:

- Driving the speaker to the meetings, workshop, ceremonial events or anywhere the speaker will be executing his/her official duties.
- Interact with the South African Police Services (SAPS) security services in respect of high-profile function and contingency plans in case of emergencies.
- Identify the locations and venues to be visited by the Speaker and established routes to be used, taking into consideration risk/safely aspects.
- Check that specific safely requirements have been complied with prior to departure and use designated routes to specific location.

- Conduct vehicle safely inspection and report any defect or mechanical fault to the fleet management officer.

Department: Technical Services.

Position: Electrician

Task Level: T12

Salary Range PA: (R360 068.16 – R467 388.35)

Minimum Requirements:

- Diploma/ N6 Certificate in Electrical Engineering plus Trade Test or equivalent
- Minimum of 3 year's relevant experience
- Ability to meet deadlines and perform under pressure
- Valid Driver's License

Roles and Responsibilities Includes:

- Conduct prevention maintenance activities and fault finding on electrical systems components.
- Diagnosed causes of electrical problems and failures and undertake repairs.
- Install and repair electrical systems components (e.g lighting, electrical panels and pumps, switches, circuit, distribution boards, timers, street lights, high mast lights, etc) for purpose of providing enhanced and/or upgraded electrical capabilities.
- Repair electrical components and/or systems (e.g Water and Sewer Motors and Panels, Circuit, transformers, generators, compressors, switches, MV "Medium Voltage" and LV "Low Voltage" Network, construction of network, etc) for the purpose of ensuring a safe working condition.

Department: Community Services

Position: Environmental Field Worker

Task Level: T7

Salary Range PA:(R181 017.58 – R234 966.18)

Minimum Requirements:

- Certificates in Environmental Management and Waste Management.
- N6 in Administration
- Knowledge: sound organization and planning skills and be computer literate and good in compiling performance reports.

- Skills: Good communication (verbal and written), management of transformation programmes.
- Sound research, numerical, analytical and presentation.
- Coordination and stakeholder liaison.
- Ability to gather and analyze information.
- Ability to absorb pressure and work difficult environment and to resolve conflict.

Roles and Responsibilities Includes:

- Reporting to the Environmental Manager, you will be required to provide Municipal services to key stakeholders coupled with core environmental support to drive the team's key performance indicators.
- SAWIS data collection and reporting
- Ensure that Environmental programmes Awareness campaigns and programs are rolled out.
- Environmental data management
- Assist with project site audits
- Report writing
- Deliver presentations
- Ensure compliance with all applicable health and safety regulations
- Maintain accurate environmental records and documentation
- Analysis reports and accident control register
- Monitoring of emergency preparedness programs
- Check corrective actions status

Position: Senior Environmental Officer

Salary Level: T12

Salary Range PA: (R360 068.16 – R467 388.35)

Minimum Requirements

- National Diploma or B Tech in Environmental Management or related qualification.
- 5 years' experience as an environmental Officer/manager.
- Computer Literate in MS Office Package
- Demonstrate experience in undertaking due diligence.
- Proven track record and experience with environmental best practices and industrial environmental management.
- Knowledge and understanding of EIA regulations, NEM:AQA and MPRDA will be added advantage.
- Valid South African driver's license
- Good written and verbal communication skills in English

Roles and Responsibilities Includes:

- Establish and maintain relationships with authorities to ensure company objectives in terms of legal compliance are achieved.
- Liaise with project managers on environmental projects and report on progress.
- Monitor and report on environmental indicators to ensure internal objectives and targets are met.
- Lead, organize and conduct compliance audits.
- Manage, maintain, and improve the Municipality's Quality, Health, Safety and Environmental Management System.
- Review Environmental Impact Assessments and participate in Environmental licensing processes.
- Develop and/or implement policies, systems and procedures. Ensure correct application of relevant policies and procedures. Take responsibility for internal and external customer relations. Ensure that Council policies and relevant provincial legislation are implemented. Ensure that the vision and strategies are achieved through co-operation and teamwork.

Position: Motor Vehicle Registration Officer x2**Task Level T10****Salary Range PA: (R258 334.28 – R335 336.26)****Minimum Requirements:**

- Grade 12 Certificate (Matric) and E-Natis Certificate
- One – three (2 – 3) years' experience in a similar environment

Roles and Responsibilities Includes:

- Computer literacy (MS Office Applications).
- Good human relations, interpersonal, analytical and communication skills.
- Ability to give attention to detail in terms of reading and writing.
- High level of responsibility.
- Ability to work under pressure, after normal working hours, during emergencies and planned overtime.
- Supervise cashier
- Draw daily reports for cashiers (RD323)

Position: Traffic Officer x2**Task Level: T12****Salary Range PA: (R360 068.16 – R467 388.35)****Minimum Requirements:**

- Grade 12 Certificate (Matric) and Diploma plus examiner of Driving Licenses
- (3 – 5) years' experience in a similar environment
- No criminal records or previous convictions
- Valid C1 Driving license
- Registration as road traffic law enforcement officer

Roles and Responsibilities Includes:

- Computer literacy (MS Office Applications).
- Good human relations, interpersonal, analytical and communication skills.
- Ability to give attention to detail in terms of reading and writing.
- High level of responsibility.
- Ability to work under pressure, after normal working hours, during emergencies and planned overtime.
- Understanding of Law enforcement principles
- Knowledge of Road traffic systems, practices, and processes

Department: Economic Development, Planning and Tourism.

Position: Building Inspector

Task Level: T12

Salary Range PA: (R360 068.16 – R467 388.35)

Minimum Requirements:

- National Diploma qualification as stipulated in the national building regulations (Building Science or Architecture) a degree will be an added advantage
- Registration with the relevant body or illegible for registration
- Must have a trade test in one of the building trade test, whether plumbing, carpentry but preferably bricklaying.
- Two to three years building industry experience in local Government
- Code B Driver's License
- Computer Literacy (Microsoft Office)
- Theoretical and practical background in Building Control and SABS 0400/1990 standards.
- Knowledge of the National Building Regulations and Building Standards Act, No 103 of 1977
- A technical and operational understanding of the Building Control functions including the technical natures of Tracking Systems
- Knowledge of laws, regulations and policies relating to Land Use Management and the Building Control function

Roles and Responsibilities Includes:

- Scrutinizing of all building plans and approval of residential building plans.
- Approval of business and public building plans.
- Making regular building inspections of various building works.
- Approving building demolitions.

- Conducting physical inspections on mass excavations, foundation, sewer and building constructions.
- Confirm the zoning of the property to the land use regulations.
- Calculate the submitted building plan prior to any commencement of building construction.
- Verifying of building plans with the public.
- Handling of complaints and enquiries.
- All proceedings as determined according to the Act on National Building regulations.
- Enforcement of the Occupational Health & Safety Act.

Department: Corporate Services.

Position: Council Committee Coordinator

Task Level: T10

Salary Range PA: (R258 334.28 – R335 336.26)

Minimum Requirements:

- Grade 12 plus NQF level 6 qualification preferably Public Administration, Public Management (National Diploma).
- 2 years' experience
- Valid driver's license.

Roles and Responsibilities Includes:

- Initiate and manage projects, reports, oversights, visit, conferences and workshops.
- Monitor and coordinate the implementation of committee resolutions at meetings
- Manage the administrative function of committee work.
- Meeting coordination and planning through execution of the council mandate and support to oversight structures.

Position: Senior Administrative Officer (Hotazel)

Task Level: T12

Salary Range PA: (R360 068.16 – R467 388.35)

Minimum Requirements:

- Grade 12
- N6 Administration or Equivalent qualifications.
- Computer literate (MS Office).
- Code B Driver's License.
- 2 years relevant experience with supervisory experience.
- Excellent communication and interpersonal abilities.

Roles and Responsibilities Includes:

- Manage day-to-day administrative tasks.
- Serve as the primary point of contact for client communications.
- Coordinate and assist current employees with their administrative needs.
- Oversee and support current employees, ensuring tasks are completed efficiently.
- Report directly to the Supervisor on all tasks and responsibilities.
- Facilitate clear and effective communication between the Supervisor and staff.

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, 30 August 2024. 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 M Segami Manager: Human Resources @ Tel: (053) 773 9300/ (072) 542 4271. If you do not hear from us within three months after closing date, please consider your application as unsuccessful.

**BD Motlhaping
Municipal Manager**

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