



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

**Task Level: T12 - Salary Range PA: (R360 068.16 – R467 388.35)**

#### Minimum Requirements:

- B Com/B Tech or National Diploma in Internal Auditing or Cost and Management Accounting or Financial Accounting.
- Two - three years' experience in Auditing Environment.
- Knowledge of relevant legislation, including Constitution, Municipal Finance Management Act, Municipal System Act.
- Appreciation of the Global Internal Audit Standards.
- Good verbal and written communication skills.
- Analytical skills.
- Possess an excellent auditing and problem-solving skills coupled with the ability to work under pressure.
- A self-starter who is capable of working with minimal supervision.
- A professional manner that will reflect positively on Internal Audit and ability to function under stress.

#### Roles and responsibilities include:

- Ensure that the internal annual plan is fully executed.
- Compile monthly unit plans and reports.
- Evaluate risk management process. Process all duties as assigned by the accounting officer, Council and Audit Committee.
- Ensures that the internal Audit Department provides a value-added service to the Municipality by giving assurance and consulting activities.

### POSITION: RISK MANAGEMENT OFFICER

**Task Level: T10 - Salary Range PA: (R258 334.28 – R335 336.26)**

#### Minimum Requirements:

- B Com/National Diploma in Risk Management, Internal Auditing or Financial Accounting.
- At least two-years' experience in risk management field.
- Understanding of COSO module.
- Understanding of risk measurement instruments and their application.

#### Roles and Responsibilities Includes:

- The incumbent will be responsible for the application of the Joe Morolong Municipality risk Management.
- Responsible for facilitation of risk identification, mitigation as well as monitoring and reporting in respect to all risk areas.
- Compilation of risk profiles and qualification of risk value.
- Report to Manager Internal Audit and Risk/Audit Committee.
- Review of risk Management and Anti-Corruption Policies.
- Perform an hoc function as required by the Manager Internal Auditor.

## DEPARTMENT: CORPORATE SERVICES

### POSITION: MANAGER: RECORDS MANAGEMENT

**Task level: T15 - Salary Range PA: (R526 241.36 – R683 077.80)**

#### Minimum Requirements:

- B. Degree in records management, or equivalent.
- Minimum 3 years' experience in Records Management field.
- Clear understanding of National Archives and Records Services Act 43 of 1996.
- Clear understanding of POPIA and PAIA Act.

#### Roles and Responsibilities Includes:

- Performing and coordinating records management function.
- Planning the information needs.
- Developing a records storage plan, which includes the short term and long-term housing.
- Identifying, classifying and storing records.
- Coordinating access to records internally and outside of the organization.
- Preserving corporate memory and heritage.
- Providing a policy framework to guide staff in the Management of their records and the use of record system.
- Creating and enforcing policies and practices regarding records.
- Ensuring compliance with relevant legislation. Overseeing the management of electronic information.
- Manage records management department and provide necessary training to staff.
- Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary.
- Manage budgets, resources and unit staff.
- Provide strategic leadership.
- Establish and maintain cooperation with internal stakeholders to ensure effective implementation of records management within the organization.

### POSITION: HUMAN RESOURCE OFFICER

**Task Level: T10 - Salary Range PA: (R258 334.28 - R335 336.26)**

#### Minimum Requirements:

- B. Degree or National Diploma in HR Management or industrial psychology.
- Minimum of two-years' experience relevant experience in HR.
- Candidate must have a knowledge in HR functions (pay and benefits training and development etc.)
- Experience as a skills Development facilitator, may be advantageous.
- Knowledge of Inzalo EMS system will be an added advantage.

#### Roles and Responsibilities Includes:

- Enforce HR policies and procedures.
- Assist in the recruitment, selection and onboarding process of new employees.
- Capture new employees on Inzalo EMS system.
- Oversee employees' personal records, time and attendance register, time off and leave.
- Oversee medical aids.
- Resolve all HR administrative related queries, e.g. overtime, stand-by etc.
- Foster a positive company culture.

### POSITION: SECURITY OFFICER

**Task Level: T10 - Salary Range PA: (R258 334.28 - R335 336.26)**

#### Minimum Requirements:

- Senior Certificate (Grade 12), coupled with a Security Officers Board/PSIRA Grade A certification or SAPS competency.
- Driver's Licence.
- Minimum 3 years' experience in the Physical Security.
- Knowledge of Minimum Information Security Standards.
- Knowledge of Fire Arms Control Act, Protection of Information Act, Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act.
- Computer literacy.

#### Roles and Responsibilities Includes:

- Performs specific activities associated with safeguarding Council's properties and assets, by Monitoring the premises and identifying non-conforming acts/behavior.
- Determine whether visitor have appointments/ or the service that the visitors require and confirm the appointment or refer the visitor to relevant service delivery point.
- Ensure that unauthorized persons and dangerous objects do not enter the building/premises.
- Investigating alarm activations, communicating with the Control Room to establish affected areas, checking and reporting status prior to canceling and resetting security monitoring systems.
- Report all identified security breaches and non-compliance.
- Ensure safety in the building and premises through; undertaking patrols to ensure doors are locked and unlocked as required, water leaks and taps are closed etc.
- Ensure equipment documents and stores do not leave or enter the building or premises unauthorized.
- Investigate and report on missing or stolen equipment and stores.
- Ensure that all incidents are recorded in occurrence book/register.
- Providing evidence in the Courts of Law, responding to questions on the alleged security breach and detailing occurrences that resulted in arrest of the offender/s.

**Conditions:** Recommended candidates will undergo security vetting

## DEPARTMENT: COMMUNITY SERVICES

### POSITION: HOUSING OFFICER

**Task Level: T10 - Salary Range PA: (R258 334.28 – R335 336.26)**

#### Minimum Requirements:

- Appropriate qualification in housing, with certificate in Developmental studies or equivalent qualification.
- Two years' relevant experience in a similar environment.
- Good communication skills.
- Report writing skills.
- Valid Driver's licence.

#### Roles and Responsibilities Includes:

- Monitor and control all informal settlements and take necessary steps to prevent land invasion within the Municipal jurisdiction.
- Undertake and promote liaison and communication with communities with a view to obtain understanding and co-operation regarding land invasion prevention.
- Compile and maintain a register of all residents who are entitled to reside in each authorised informal settlement and/or conditions prevailing in formal settlements.
- Ensure that relevant policies are communicated to all residents.
- Ascertain that no new unauthorised shacks are erected in any informal settlement.
- Handle correspondence on application, enquiries on applications, disputes and complaints.
- Manage and control all informal settlements in accordance with the provisions of the policies.

## DEPARTMENT: FINANCE

### POSITION: ASSETS MANAGEMENT OFFICER

**Task Level: T10 - Salary Range PA: (R258 334.28 - R335 336.26)**

#### Minimum Requirements:

- B. Degree or National Diploma in Accounting / Financial Management / Management Accounting or equivalent.
- Two years' experience in the related field.
- A thorough understanding of relevant and applicable legislative and regulatory framework.
- Knowledge of Inzalo EMS system will be an added advantage.
- A good understanding of asset management as well as policies to safeguard, maintain, dispose the assets.
- Valid Driver's Licence.

#### Roles and Responsibilities Includes:

- Coordinate in consultation with the Manager: Assets, the development of asset management plans for acquisitions, replacements, operations, maintenance and disposal of assets.
- Coordinate and facilitate the asset acquisition, replacement and disposal processes.
- Analyse the asset acquisition, replacement operations, maintenance, disposal decisions and proposals.
- Safeguarding the assets from inappropriate loss including appropriate control over the physical access to these assets.
- Ensuring that proper procedures for the movement assets from one user to another for maintenance or disposals outside the Municipality are in place and enforced.
- Implementation of internal controls supporting the asset management function.
- Updating the Asset Management System with detailed information relating to all Municipal Assets.
- Update the Asset Registers to ensure that they accurately reflect the asset management system and that they are available for use.
- Conduct regular asset condition assessments through the provision of technical advice and data capturing processing services to ensure the outputs of condition assessments are relevant, accurate and integrated into the asset management system timely.
- Analyse asset information for the production of reports or system update using Microsoft Excel or other available systems.
- Reporting on performance of assets.
- Maintains all capital asset records and depreciation schedules.
- Reconciles assigned general ledger accounts relating to asset management on a regular basis.
- Assists in preparation of asset register year-end audit file.

### POSITION: STOREMAN

**Salary Level: T07 - Salary Range PA: (149 728.98 – R194 367.04)**

#### Minimum Requirements

- Grade 12.
- Two-years' experience in a similar environment.
- Computer literacy
- Knowledge of inventory management system will serve as an advantage.

#### Roles and Responsibilities Includes:

- Receive, inspect, and record incoming goods.
- Organize and maintain inventory by categorizing, labelling, and storing items appropriately.
- Conduct regular stock counts and reconcile physical inventory with records.
- Process and fulfil internal requisitions for materials, supplies, or products.
- Maintain accurate records of all transactions, including receipts, issues, returns, and adjustments.
- Generate reports on inventory levels, stock movement, and any discrepancies.
- Inspect and assess the quality of incoming goods, reporting any damages or discrepancies.
- Monitor and address issues related to damaged stock.
- Provide support to internal departments or teams by responding to requests and ensuring timely availability of required materials.
- Identify and recommend process improvements to enhance efficiency and reduce costs.
- Implement and enforce safety and security measures within the warehouse.
- Monitor for and report any safety hazards or security concerns.
- Ensure compliance with proper warehousing practices for the safe and efficient storage of goods.
- Organize the warehouse layout for easy access and retrieval of items.

### POSITION: CASHIER

**Task Level T05 - Salary Range PA: (127 467.12- 164 625.82)**

#### Minimum Requirements:

- Grade 12.
- One-year relevant experience.
- Understanding calculations.
- Ability to read and write.
- Computer literacy.

#### Roles and Responsibilities Includes:

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

## DEPARTMENT: PLANNING AND DEVELOPMENT

### POSITION: JUNIOR TOWN PLANNER

**Task Level: T12 - Salary Range PA: (R360 068.16 – R467 388.35)**

#### Minimum Requirements:

- B. Degree or National Diploma in Town and Regional Planning.
- One-two years' relevant experience.
- Registration with South African Council for Planners as a Technical Planner OR in the process to register (Candidates will be evaluated based on the relevant certified proof submitted)
- Good communication skills.
- A valid driver's licence.

#### Roles and Responsibilities Includes:

- Coordinate, report and advise on development planning issues and be able to deal with public queries.
- Assess statutory and development application in relevant to Land Use Management principles.
- Provide professional and technical advice on development planning matters.
- Assist with the coordination of all spatial planning matters within the Municipal area with the assistance of the Manager: Town Planning.
- Provide assistance towards the formulation and review of section plans, i.e. Land Use Management Schemes, Spatial Development Frameworks any other related Municipal Plans.
- Assess compliance with specific town planning regulations and undertake site inspections to ensure compliance with developments in both Urban and Rural contexts.
- Assist with assessment of building plans
- Knowledge of Town Planning Legislation, Local Government legislation and GIS Legislation.

## DEPARTMENT: TECHNICAL SERVICES

### POSITION: SENIOR PROCESS CONTROLLER (HOTAZEL)

**Task Level: T12 - Salary Range PA: (R360 068.16 – R467 388.35)**

#### Minimum Requirements:

- Appropriate B Degree or National Diploma in Civil Engineering or equivalent qualifications.
- Knowledge and experience in Water and Wastewater treatment.
- Minimum of two-years' experience gained in a Municipality or similar environment in portable water treatment and waste treatment works.
- Be willing to work extra hours.
- Ability to operate SCADA system will be an added advantage.
- Registered or eligible to register as a Class V process controller with Department of Water Affairs.
- A valid Code B/EB driver's licence.

#### Roles and Responsibilities Includes:

- Ensure the implementation and assurance of health, safety and environment system.
- Be able to demonstrate knowledge of hydraulics, valves, pumps and motors.
- Ensure that the plant meet the Green Drop requirements.
- To supervise and operate wastewater treatment works, including monitoring and implementing procedures, establishing resource requirements, scheduling maintenance programs.
- Monitor, attend to deviations in productivity, performance, administrative, information reporting requirements and maintenance records.
- Evaluating and correcting deviations or non-compliance with safety and standard operating procedures and/or investigating, establishing and reporting causes of accidents and/or incidents.
- Assessing plant condition and the status of predictive and planned maintenance interventions, reporting breakdowns and/or communicating urgent repair work necessary to restore functionality.
- Monitoring 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: ARTISAN MECHANIC

**Task Level: T09 - Salary Range PA: (R229 458.54 – R297 858.12)**

#### Minimum Requirements:

- N6 Certificate plus trade test (Mechanic).
- Two-years' experience in a similar environment.
- Valid driver's licence (Code B/EB).

#### Roles and Responsibilities Includes:

- Check oil levels and filters equipment.
- Report on non-conformance to engineering leads.
- Makes up mechanical and instrumental pipe work glands such as pump, fans process rolls and instrumental devices such as valves/solenoids.
- Understanding hydraulics and pneumatics circuits.
- Clean or change machine filters and carrying out repair to plant equipment.
- Work with Team leaders and Engineers to resolve reliability issues.
- Provide support to planned maintenance shuts and machines start-ups.
- Ensuring grade change parts are available and correct allocations of spares from engineering store.
- Support operations to achieve set KPIs and coordinate with assigned Technicians, Managers, Directors and/or other trade for the purpose of completing projects and work efficiently.

### POSITION: ARTISAN/BOILERMAKER

**Task Level: T09 - Salary Range PA: (R229 458.54 – R297 858.12)**

#### Minimum Requirements:

- N3 / Equivalent NQF Level 4 qualification plus trade test.
- Aptitude for Mathematics and Science.
- Valid drivers' licence.

#### Roles and Responsibilities Includes:

- Two-years' experience as a certified boilermaker.
- Sound knowledge and experience of Safety, Health and Environmental Legislation and standards applicable to field of work.
- Skills to troubleshoot, repair and maintain structural components of all equipment within area of responsibility

### POSITION: FLEET MECHANIC

**Task Level: T09 - Salary Range PA: (R229 458.54 – R297 858.12)**

#### Minimum Requirements:

- N6 Certificate in Mechanical Engineering field or equivalent qualification plus trade test.
- ASE Diesel certification will be an added advantage.
- Two-years' experience.
- Aptitude for Mathematics and Science.
- Advanced knowledge of Diesel engine components.
- Good IT and diagnostic skills.
- Physically fit and able to lift heavy objects.
- Proficiency with maintenance and repair tools.
- Attention to detail.
- Good interpersonal skills.
- Excellent verbal communication skills.
- Good organizational skills.
- Valid driver's licence.
- Must be medically fit.

#### Roles and Responsibilities Includes:

- Running diagnostic tests on vehicles.
- Analyzing diagnostic test results.
- Replacing vehicle engines, steering mechanisms, transmissions and braking systems.
- Checking vehicles 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.
- Must be medically fit.

### POSITION: ASSISTANT FLEET MECHANIC

**Task Level: T06 - Salary Range PA: (R149 728.98 – R194 367.04)**

#### Minimum Requirements:

- N3 Certificate in Mechanical Engineering or equivalent qualification plus trade test.
- Two-years' experience.
- Valid driver's licence.
- Attention to detail.
- Ability to work under pressure.
- Good communication skills.
- Automotive mechanics
- Diagnostics and troubleshooting.
- Must be medically fit.

#### Roles 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.

### POSITION: PMU TECHNICIAN

**Task Level: T12 - Salary Range PA: (R360 068.16 – R467 388.35)**

#### Minimum Requirements:

- National Diploma in Civil Engineering or equivalent qualification.
- Two-years' relevant experience.
- Registration with Engineering Council of South Africa/ or candidate will be an advantage.
- Candidate must have knowledge in Local Government.
- Registration with Engineering Council of South Africa/ or candidate will be an advantage.
- A valid driver's licence.

#### Roles and Responsibilities Includes:

- Ensuring compliance with all legal aspects and/or conditions, as required by the various spheres of government.
- Project supervision of labour – intensive projects in line with EPWP framework and the related municipal infrastructure programmes.
- Arranging and attending regular project progress visits and meetings including preparation of minutes of site meetings.
- Coordination of regular progress meetings at local level and the presentation at the provincial and national progress meetings.
- Project performance and cash flow reviews.
- Submission of reports as required.

### POSITION: MANAGER WATER QUALITY

**Task Level: T15 - Salary Range PA: (R526 241.36 – R683 077.80)**

#### Minimum Requirements:

- B. Degree in Science or equivalent qualification.
- Three-years' experience in quality assurance or quality control.
- In-depth knowledge of quality control procedures and legal standards.

#### Roles and Responsibilities Includes:

- Coordinating water quality data collection.
- Reporting and implementing water quality monitoring.
- Reporting programs in fields of irrigation, domestic water, sanitation and stormwater.
- Reviewing customer feedback, demands and expectation of product services.
- Responsible for effective supervision and administration of water quality unit including: records management, budget preparation and monitoring.

**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, 17 May 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*