



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

CONTRACT POSITION: DRIVER TO THE MAYOR (Linked with the term of the current Mayor)

Salary Scale: Task Level T8 (R184 334,50-R193 366,18)

Minimum Requirements:

- Grade 10
- Valid Code 8 Driver's License
- Professional Permit
- Ten Years driving experience on both Rural and Urban roads and knowledge of Protocol and office etiquette.
- Experience as a Protocol Driver in Municipal environment will be an added advantage.
- The incumbent must be prepared to work beyond normal working hours.

Duties:

- Driving the Mayor to meetings, Workshops, Ceremonial Events or anywhere the Mayor will be executing her official duties.
- Interact with the South African Police Services (SAPS) security services in respect of high-profile functions and possible volatile situations and comprehending safety instructions and contingency plans in cases of emergencies.
- Identify the locations and venues to be visited by the Mayor and established routes to be used, taking into consideration risk/safety aspects.
- Check that specific safety requirements have been complied with prior to departure and use designated routes to specific locations.
- Conduct vehicle safety inspection and report any defects of mechanical faults to the Fleet Management Officer.

CONTRACT POSITION: PERSONAL ASSISTANT (OFFICE OF THE MAYOR) (Linked with the term of the current Mayor)

Salary Scale: Task Level T9 (R207 533,46-R217 702,60)

Minimum Requirements:

- Grade 12
- Computer literacy is a pre requisite.
- Excellent interpersonal and communication skills.
- Office administration.
- Communication and writing skills.
- Ability to meet deadlines and perform under pressure.
- Energetic and able to initiate action.

Duties:

- Managing the diary of the Mayor.
- Control access to the Mayor and prioritize appointments.
- Briefing the Mayor daily on relevant matters.
- Prepare required documents for all meetings, conferences, and workshops.
- Arranging special events which are hosted by the Mayor.
- Providing logistical support (accommodation and travel arrangements) for the Mayor and Driver.
- Ensure proper record-keeping of documents and confidentiality thereof.
- Attending to any ad hoc duties that may arise
- Managing the Mayor's personal affairs.
- Drafting of submissions, memorandums, briefing notes, and other documentation as required.

POSITION: SPECIAL PROGRAMS CO-ORDINATOR

Salary Scale: Task Level T10 (R233 650,08-R245 098,94)

Minimum Requirements:

- Grade 12.
- Computer literacy.
- One (1) year appropriate experience.
- Attributes: Ability to work independently.
- Accuracy and ability to give attention to details.
- Good interpersonal and communication skills.

Duties:

- Holding consultative meetings with the forum for youth, gender, children, elderly, disabled and people living with HIV/AIDS. Including issues relating to youth, gender, children, elderly, disabled and people living with HIV/AIDS in the IDP.
- To ensure effectiveness of JMLM in issues relating to youth, gender, children, elderly, disabled and people living with HIV/AIDS.
- Develop and coordinate the implementation of Municipality's constituency and outreach programme
- Implement and monitor special programmes policy dealing with youth, the disabled, sports clubs / associations and any other structure as identified by the Municipality.
- Interacting with community-based structures to facilitate alignment of needs and priorities, creating awareness and encouraging participation.
- Attending to arrangements in respect of specific events/programmes in accordance with budgetary allocations in order to ensure social upliftments and development objectives are accomplished.
- Integrate all special programmes and strategies into the Municipal Integrated Development Plan
- Lead the formation of Youth Forum/ Council in all wards within Joe Morolong Local Municipality
- Organizing meetings in consultation with Youth Forum / Council Chairperson and taking minutes thereof and submit to Manager in the office Mayor

- Organizing Mayoral Cup and other Sports Competition to identify and promote new talented Youth in sports
- Encouraging Artist to take part in their cultural activities.

**CONTRACT POSITION: DRIVER TO THE SPEAKER
(Linked with the term of the current Speaker)**

Salary Scale: Task Level T8 (R184 334,50-R193 366,18)

Minimum Requirements:

- Grade 10
- Valid Code 8 Driver's License
- Professional Permit
- Ten Years driving experience on both Rural and Urban roads and knowledge of Protocol and office etiquette.
- Experience as a Protocol Driver in Municipal environmental will be an added advantage.
- The incumbent must be prepared to work beyond normal working hours.

Duties:

- Driving the Speaker to meetings, Workshops, Ceremonial Events or anywhere the Speaker will be executing her official duties.
- Interact with the South African Police Services (SAPS) security services in respect of high-profile functions and possible volatile situations and comprehending safety instructions and contingency plans in cases of emergencies.
- Identify the locations and venues to be visited by the Speaker and established routes to be used, taking into consideration risk/safety aspects.
- Check that specific safety requirements have been complied with prior to departure and use designated routes to specific locations.
- Conduct vehicle safety inspection and report any defects of mechanical faults to the Fleet Management Officer.

DEPARTMENT: FINANCIAL SERVICES

POSITION :MANAGER REVENUE

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

Minimum Requirements:

- B Comm Degree or equivalent NQF 7
- Five Years relevant experience of which 3 years at managerial level.
- Valid driver's license
- Computer literate (MS Office Applications)
- Good knowledge and understanding of financial systems in Local Government environment
- . High level of administrative and organisational skills
- Good management, human relations, interpersonal and communication skills
- Report writing, presentation and analytical skills
- High level of responsibility and confidentiality
- Ability to give attention to detail
- Ability to work independently and under pressure
- Willingness to work after normal office hours, during emergencies and planned overtime

Duties:

- Manage the key performance and result indicators associated with the Revenue Services management functionality of the Municipality(Valuations/Rates/Taxes; Revenue Enhancement, Credit Control, Debt Control and Services)
- Identifies and defines the short to medium term objectives and priorities of the Division encapsulating revenue control functionalities
- Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance
- Manage the recording, authorization, and proper execution of policies, systems, procedures and transactions in compliance with applicable legislation
- Analyze, monitor and report on expenditure of the Division (capital and operational) in accordance financial policies and Supply Chain Management procedural applications
- Manages applications and sequences associated with recording, adjustment and updating of the Municipality's debtor related transactions and accounts
- Develop and maintain stakeholder/service providers relationships and partnerships
- Disseminate information and guidance with relation to performance management of the human capital of the Division
- Render management and line function administrative support services to the Division
- Keep abreast of current trends, legislative changes and developments in the profession.

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, 07 October 2022 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 Gopetse Director Corporate Services @ Tel: (053) 773 9300. If you do not hear from us within three weeks after closing date please consider your application as unsuccessful.

**TM Tlhoale
Municipal Manager**

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