



JOE MOROLONG LOCAL MUNICIPALITY

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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: TECHNICAL SERVICES

Position: Artisan Electricity

Salary Range: Task level 10 R186 450,38 – R242 025,84.

Minimum Requirements:

National Diploma in Electrical Engineering or N6 Certificate in Electrical Engineering, Code C1 driver's licence, 3 years relevant experience.

DUTIES

Coordinates with the manager for the purpose of completing jobs and work orders efficiently. Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and/or system repair. Informs personnel regarding procedures and/or status of work orders for the purpose of providing. Inspection of electrical systems and their components for the purpose of evaluation conditions, identifying necessary repair and recommending preventive maintenance. Installs electrical systems components (e.g. lighting, electrical panel & amp; pump, switches, circuits, distribution board, timers, street lights, high mast lights, etc.) for the purpose of providing enhanced and/or upgraded electrical capabilities. Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in safe operating conditions.

Monitors the electrical system work of outside contractors' electrification and infills projects (e.g. village extension, electrical system upgrade/expansion, major remodels, etc.) for the purpose of ensuring that the projects are satisfactory and within municipal and Eskom specifications. Participates in meetings, workshops, training, and seminars as assigned for the purpose of conveying and/gathering information required to perform job key functions. Analyzes blue prints, schematics and drawings of electrical systems for the purpose of determining the efficient installation of new or upgraded systems. Prepares written materials (e.g. repair, status, activity query & amp; logs book etc.) for the purpose of documentation activities and/or conveying information. Repairs electrical components and/or systems (i.e. water and sewer motors and panel, circuits, transformer, generators, switches, MV, "Medium Voltage" and LV "Low Voltage" network, construction of network, etc.) for the purpose of ensuring a safe working condition. Request equipment and supplies for the purpose of maintain inventory and ensuring availability of items required to complete the installation and/or repair. Adheres to SHE requirements. Other duties assigned by supervisor.

Position: Water Tanker-Operator

Salary Range: Task level 6 R108 065,50 – R140 282,61

Minimum Requirements:

Grade 6 qualification, valid code 14 driver's licence, professional driver's permit, 2 years operating experience.

Duties

Operate water truck to deliver water. Supervise assistant water tanker operator. SHE-ensure that team member adhered to SHE requirements. Quality control and ensure that job standard is adhered to. Completion of job cards, stock requisitions, ensure that task on the job cards is carried out as per required specifications. Complete-pre-trip inspection and complete logbooks, report deviation to fleet management. Attend PDR session and report back job done to planning meetings. Convey message between supervisor and subordinates. Other duties assigned by supervisor.

Position: Tractor Loader Bucket (TLB) Machine Operator x 2

Salary Range: Task level 6 R108 065,50 - R140 282,61

Minimum Requirements:

Grade 6 qualification, valid code 10 driver's licence, professional driver's permit, 2 years operating experience.

Duties

Responsible for operating, transporting of heavy equipment and carrying out of daily maintenance, maintaining equipment in working conditions, doing maintenance on access and internal roads and do excavation during maintenance, the maintenance of registers regarding work done. Function in accordance with applicable legislative requirements. The routine minor maintenance and inspection of fleet. The routine inspection for visible defects around the exterior of the vehicles. The periodic checks on vehicles maintenance standards. Ensure that the place is clean where equipment is kept in order to avoid fire hazards. To ensure the safekeeping of vehicles. Transport of heavy equipment, transport of people and operating heavy construction machines. Basic knowledge of technical services. (knowledge of daily maintenance procedures on construction machines, trucks and low bed). Prepared to stay away from home for long periods-living in caravans on remote sites. Knowledge of procedures and processes. Physical fitness. Communication and writing skills needed as well as ability to work in a team. Ensure that team members adhere to SHE requirements. Quality control and ensure that job standards are adhered to. Completion of job cards, stock requisitions, ensure that tasks on job cards are carried out as per required specifications.

Position: Crane/Cherry Picker Operator

Salary Range: Task level 6 R108 065,50 – R140 282,61

Minimum Requirements:

Grade 6 qualification, valid code 10 driver's licence professional operating permit, 2 years driving experience.

Duties

Responsible for operating, transporting of heavy equipment and carrying out of daily maintenance. Maintain equipment in working conditions, operate machinery on elevated structures, the maintenance of registers regarding work done. Function in accordance with applicable legislative requirements. The routine minor maintenance and inspection of fleet. The routine inspection for visible defects around the exterior of the vehicles. The periodic checks on vehicles maintenance standards. Ensure that the place is clean where equipment is kept in order to avoid fire hazards. To ensure the safekeeping of vehicles. Transport of heavy equipment, transport of people and operating heavy construction machines. Basic knowledge of technical services. (knowledge of daily maintenance procedures on construction machines, trucks and low beds). Prepared to stay away from home for long periods-living in caravans on remote sites. Knowledge of procedures and processes. Physical fitness. Communication and writing skills needed as well as ability to work in a team. Ensure that team members adhere to SHE requirements. Quality control and ensure that job standards are adhered to. Completion of job cards, stock requisitions, ensure that tasks on job cards are carried out as per required specifications.

Position: Assistant Tractor Loader Bucket (TLB) Machine Operator

Salary Range: Task level 5 R91 540,51 - R118 817,16

Minimum Requirements: Grade 4 qualification, valid professional operating permit, a valid drivers licence will be an added advantage

Duties

Responsible to provide assistance to the TLB operator in: Operating, transporting of heavy equipment and carrying out of daily maintenance. Maintaining equipment in working conditions, doing maintenance on access and internal roads and do excavations during maintenance. The maintenance of register regarding work done. Ensuring functionality in accordance with applicable legislative requirements. The routine inspection for visible defects around the exterior of the vehicles. The monitoring of various fluid levels. Monitor the utilization of vehicles/ operating machine. The periodic checks on vehicles maintenance standards. Ensuring that the place is clean where equipment is kept in order to avoid fire hazards. To ensure the safekeeping of vehicles. Completion of job cards, stock requisitions, ensure that tasks on job cards are carried out as per required specification. The applicant must be prepared to stay away from home for long periods- living in caravans on remote sites. Knowledge of procedures and processes.

Position: Assistant Water Tanker- Operator

Salary Range: Task level 5 R91 540,51 – R118 817,16

Minimum Requirements: Grade 4 qualification, valid code 10 driver's licence, professional operating permit, 2 years driving experience will be an added advantage.

Duties

Inspect the water prior to departure. Adhere to SHE requirements. Quality control and ensure that job standard is adhered to. Completion of job card, stock requisitions, ensure that the task on job cards is carried out as per required specifications. Loading and offloading of water. Complete pre-trip inspection and complete logbooks, report deviation to fleet management. Attend PDR sessions and report back job done, to planning meetings. Ensure customers satisfaction. Other duties assigned by supervisor.

Position: General Worker - Vanzylsrus

Salary Range: Task level 02 R79 388,11 – R87 300,42

Minimum Requirements: Grade 4 results and be able to read and write and be physically fit, honest, reliable, trustworthy and have good communication skills. A valid driver's licence will be an added advantage.

Duties

Handling of tools, perform hand excavation duties, cleaning of meters, reservoirs and manhole chambers. Assist in operations and maintenance of water, wastewater and refuse services. Loading and offloading equipment and material. Perform administration duties as assigned to by the team leader.

Position: Semi-skilled - Reticulation

Salary Range: Task level 5 R91 540,51 – R118 817,16

Minimum Requirements: Grade 6 results and be able to read and write and be physically fit, honest, reliable, trustworthy and have good communication skills. Understanding of water systems. 1 year experience in the water maintenance sector or similar as general worker at least. A valid driver's licence will be an added advantage.

Duties

Reporting directly to the team leader, attend to maintenance of boreholes, tanks, stands, standpipes and all related pipeline systems. Quality control and ensure that job standard is adhered to. Assist the team leader in optimization of materials, identify stock and allocate stock for utilization. SHE -Ensure that team members adhere to SHE requirements. Completion of job cards, stock requisitions, ensure that tasks on job cards are carried out as per required specifications. Assist the team leader to complete pre-trip inspection and complete logbooks, report deviations to fleet management. Attend PDR session and report back of jobs done, to planning meetings. Convey messages between management and sub ordinates Ensure customers satisfaction. Attend to burst pipes, leaking stand pipes, meter repairs, cleaning of strainers, cleaning of bermad valves and completion of site inspection and yard connections. Convey messages between management and sub ordinates. Perform administration duties as assigned to by the team leader

Position: Roads and Storm Water Plant Coordinator

Salary Range: Task level 08 R147 094,04 – R190 936,54

Minimum Requirements: Grade 10 qualification, valid code 10 drivers licence, 2 years' experience in a technical field.

Duties

Reporting directly to the team leader, attend to maintenance of boreholes, tanks, stands, standpipes and all related pipeline systems. Quality control and ensure that job standard is adhered to. Assist the team leader in optimization of materials, identify stock and allocate stock for utilization. SHE -Ensure that team members adhere to SHE requirements. Completion of job cards, stock requisitions, ensure that tasks on job cards are carried out as per required specifications. Assist the team leader to complete pre-trip inspection and complete logbooks, report deviations to fleet management. Attend PDR session and report back of jobs done, to planning meetings. Convey messages between management and sub ordinates Ensure customers satisfaction. Attend to burst pipes, leaking stand pipes, meter repairs, cleaning of strainers, cleaning of bermad valves and completion of site inspection and yard connections. Convey messages between management and subordinates. Perform administration duties as assigned to by the team leader.

DEPARTMENT: FINANCIAL SERVICES

Position: Supply Chain Management Officer

Salary Range: Task level 10 R186 450,38 - R242 025,02 per annum

Minimum Requirements

Appropriate B degree or National Diploma in Accounting/ Purchasing/ Logistics, whilst an additional qualification in supply chain management will be an 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 Include:

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 quotations 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: Assets Management Clerk x 2

Salary Range: Task Level 06 R108 065,50 - R140 282,97 per annum

Minimum Requirements:

Grade 12 plus National Diploma in Accounting or appropriate qualification, 2-3 years relevant experience, valid driver's licence is an essential requirement and computer literacy.

Roles and Responsibilities Include:

Update office data by tagging all assets in the various offices and also ensuring that all assets are still located in that particular office. Assist on the compilation of GRAP Assets and update thereof, assets with the implementation of Assets Management Strategies in the municipality. Facilitate and co-ordinate end of year financial procedures (physical verification of assets, inventory count, and depreciation). Provide advice on inventory and assets queries. Arrange insurance for municipal assets and process claims investigations of suspected financial irregularities as and when required.

Position: Manager Budget and Compliance

Salary Range: Task Level 14 R392 420,91 - R427 624,42 per annum

Minimum Requirements

Appropriate B degree or National Diploma in Accounting. Minimum of 2-3 years' budgeting experience in local government. Computer literacy. Candidate must demonstrate sound and good customer care. Certificate in MFMP/CPMD will be an added advantage.

Roles and Responsibilities Include:

Candidate will be responsible for the day to day administration of all municipal budgets in the designated areas including inter alia: Prepare and administrate the municipal budget according to municipal cycle. Coordinate the departmental budgets into one municipal budget. Monitor and implement virement of budget votes. Prepare all reporting according to National Treasury requirements. Prepare National Treasury budget schedule. Prepare monthly budget reports and National Treasury returns. Supervise and lead the budget unit. Ensure compliance with MFMA is adhered to. Advise departments regarding their expenditure patterns. Perform all other tasks as mandated by the Chief Financial Officer.

Position: Payroll Officer

Salary Range: Task Level 10 R186 450,38 - R242 025,84 per annum

Minimum Requirements

Appropriate B Degree or National Diploma in Accounting, coupled with relevant experience, preferably in a local government environment. Computer literacy is a pre-requisite. Knowledge of sebatu will be an added advantage. 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.

Roles and Responsibilities Include:

Prepare schedules for posting and depositing to ensure accurate and effective deduction. Process salary input to calculate and pay monthly salaries and deductions. Attend to queries relating to salaries and wages to assist in the resolving of any related queries. Responsible for changes on master file and payment of non-recurring allowance and deductions. Verifying the employees and councillors banking details on the payroll system. Compile journal entries for balancing the relevant control account to the ledger on a monthly basis. Ensure that unclaimed wages are paid back to Council and that they are recorded in the unclaimed wage register. Responsible for general payroll administration.

DEPARTMENT: COMMUNITY SERVICES

Position: Sewer Tanker-Operator

Salary Range: Task level 6 R108 065,50 – R140 282,61

Minimum Requirements: Grade 6 qualification, valid code 14 driver's licence, professional driver's permit, 2 years operating experience.

Duties

Operate sewer truck for collection and disposal of sewer at different points within Joe Morolong Municipal area. Supervise the assistant sewer tanker operator. SHE-ensure that you and your team members adhere to SHE requirements. Quality control and ensure that job standard is adhered to. Completion of job cards, stock requisition, ensure that task on the job cards is carried out as per required specifications. Complete pre-trip inspection and complete logbooks, report deviation to fleet management. Convey messages between supervisor and subordinates. Other duties assigned by supervisor.

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DEPARTMENT: PLANNING AND DEVELOPMENT

Position: Manager: Local Economic Development

Salary Range: T15 (R379 809,83 - R493 005,09)

Minimum Requirements

Appropriate B degree or National Diploma in Economics or equivalent tertiary qualification, coupled with the necessary experience. Experience in working with community structures, driver's licence and knowledge of relevant computer packages will be an advantage. A thorough knowledge of legislation, procedures pertaining to local government. Excellent communication, interpersonal, leadership, coordination, organisational and facilitation skills are recommended. The ability to provide strategic and innovative leadership. Self-motivator and ability to cope with tremendous work pressure during abnormal hours.

Roles and Responsibilities Include:

Develops and directs implementation of LED and TOURISM plans and/ or programs to ensure the most effective utilization of resources to support Joe Morolong Municipality's objectives. Develops and implements LED and TOURISM procedures and plans. Develops and implements short and long term strategies for existing and new businesses. Recommends adjustments to further economic development goals to ensure the most effective utilization of resources and the continuous improvement of service delivery, in support of the Municipality's objectives. Develops, promotes and facilitates SMME opportunities, growth and the vitality of the Municipality. Develops promotes and facilitates effective focused and well organised industrial development and vitality of the Municipality. Serves as the municipality's liaison person to the business community, building and maintaining effective relationships with all relevant stakeholders. Researches and attracts external investments both local and national into the community and focuses on the developing effective relationships therein. Works closely with LED/TOURISM office in the district, often convenes workshops to check on the progress made by community structures and sector departments and reports on the development.

Position: Senior Local Economic Development (LED) Officer

Salary Range: T10 (R186 450,38 - R242 025,02)

Minimum Requirements

Grade 12 or equivalent tertiary qualification, coupled with the necessary experience. Experience in working with community structures, driver's licence and knowledge of relevant computer packages will be an advantage. A thorough knowledge of legislation, procedures pertaining to local government. Excellent communication, interpersonal, leadership, coordination, organisational and facilitation skills are recommended.

Roles and Responsibilities Include:

Develops and directs implementation of LED and TOURISM plans and/ or programs to ensure the most effective utilization of resources to support Joe Morolong Municipality's objectives. Develops and implements LED and TOURISM procedures and plans. Develops, promotes and facilitates SMME opportunities, growth and the vitality of the Municipality. Serves as the municipality's liaison person to the business community, building and maintaining effective relationships with all relevant stakeholders. Researches and attracts external investments both local and national into the community and focuses on the developing effective relationships therein. Works closely with LED/TOURISM office in the district, often convenes workshops to check on the progress made by community structures and sector departments and reports on the development.

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 Monday, 27 November 2017. 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.

If you do not hear from us within three weeks after closing date please consider your application as unsuccessful.

T Tlhoale - Municipal Manager

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