



The Moses Kotane Local Municipality hereby invites suitable qualified candidates to apply for the following vacancy to render development administration and planning services

INTERNAL & EXTERNAL ADVERTISEMENT

OFFICE OF THE MUNICIPAL MANAGER

RISK OFFICER X1

REF NO: HR25/08/2024

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R378 209.69pa

(Excluding benefits)

Requirements

- ✓ Grade 12 plus National Diploma in Risk Management or relevant field
- ✓ 2 years relevant experience in risk compliance and governance role
- ✓ computer literacy : MS office
- ✓ Valid Driver's license.
- ✓ Excellent report writing skills.
- ✓ Knowledge of industry and professional risk management standard framework

Duties

- ✓ Conduct risk assessment and mitigation process.
- ✓ Coordinate risk analysis/identification, emerging risk.
- ✓ Implement the policies, strategy and frameworks, risk awareness compliance.
- ✓ Risk reporting Provide administrative support to the Chief Risk Officer.

DEPARTMENT OF INFRASTRUCTURE AND TECHNICAL SERVICES

GENERAL ASSISTANT ROADS & STORM WATER (EAST) X5

REF NO: HR26/08/2024

SALARY LEVEL: 1-5

ENTRY SALARY NOTCH: R128 524.20 pa

(Excluding benefits)

Requirements

- ✓ Grade 10
- ✓ 0-1 years' experience in Roads construction and maintenance.
- ✓ Medical fitness.
- ✓ Must be resident of Moses Kotane Local Municipality.

Duties

- ✓ Perform general laboring activities associated with maintenance and repair work to storm water and drainage system.
- ✓ Cleaning or clearing blockage and removing debris from drainages systems.
- ✓ Maintaining and cleaning equipment and tools used to ensure clean tools and to ensure that all equipment remains in good working condition.
- ✓ Clean worksites, stores equipment, load/offload materials prior and from worksites.
- ✓ Repairing of potholes, replace paving blocks and kerbs.
- ✓ Street sweeping and repainting of road markings.
- ✓ Perform any other duties delegated by supervisor.

GENERAL ASSISTANT WATER AND SANITATION (WEST) X10

REF NO: HR27/08/2024

SALARY LEVEL: 1-5

ENTRY SALARY NOTCH: R128 524.20 pa

(Excluding benefits)

Requirements

- ✓ Grade 10
- ✓ Medical fitness.
- ✓ 0-1 years' experience in the relevant field.
- ✓ Must be resident of Moses Kotane Local Municipality.

Duties

- ✓ To assist pipe layers or specialized works men in conducting their work in the maintenance of pipelines, boreholes and erecting new pipe lines or water network systems and everything related to the water and sanitation unit.

Enquiries: S G. Lesomo
Tel : 014 555 1429
Fax : 014 555 6368
E-mail: SLesomodi@moseskotane.gov.za



GENERAL ASSISTANT WATER AND SANITATION (EAST) X5

REF NO: HR28/08/2024

SALARY LEVEL: 1-5

ENTRY SALARY NOTCH: R128 524.20 pa

(Excluding benefits)

Requirements

- ✓ Grade 10
- ✓ Medical fitness.
- ✓ 0-1 years' experience in the relevant field.
- ✓ Must be resident of Moses Kotane Local Municipality.

Duties

- ✓ To assist pipe layers or specialized works men in conducting their work in the maintenance of pipelines, boreholes and erecting new pipe lines or water network systems and everything related to the water and sanitation unit.

SENIOR PROCESS CONTROLLER: MOGWASE X1

REF NO: HR 29/07/2024

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R378 209.69 pa

(Excluding benefits)

Requirement

- ✓ Grade 12 plus N4 in water or wastewater treatment practice.
- ✓ Possession of Class III Process Controller Classification Certificate (as issued by the Department of Water & Sanitation).
- ✓ 2-5 year of experience in wastewater/water treatment operations.
- ✓ Code 8/10 driver's license.
- ✓ Good communication (written & verbal) and Interpersonal skills.
- ✓ Computer literacy (word, excel, power-point)

Duties

- ✓ Operations and maintenance of plant to ensure optimal operations and compliance.
- ✓ Implementing preventative and /or corrective measures and reporting to supervisor.
- ✓ Oversee and report any maintenance work done external contractors.
- ✓ Ensuring proper allocation of duties to subordinates.
- ✓ Supervision and management of subordinates.
- ✓ Recording, attending and reporting of incidents on the incident register.
- ✓ Compiling weekly and monthly reports on

- plant operations and maintenance.
- ✓ Overall management of the plant.

PROCESS CONTROLLERS X3

(2 PELLA, 1 MADIKWE)

REF NO: HR30/08/2024

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R281 723.68 pa

(Excluding benefits)

Requirement

- ✓ Grade 12 OR NTC 3 Plus trade related qualification: N3 in water or wastewater treatment practice
- ✓ Possession of class II Process Controller Classification Certificate (as issued by the Department of water 7 Sanitation) or eligibility to get classified
- ✓ 1-2 years of relevant experience in water or wastewater treatment
- ✓ Good communication (written & verbal) and interpersonal skills
- ✓ Computer literacy (word,excel,power-point)
- ✓ Code 8/10 driver's license

Duties

- ✓ Operate the water/wastewater treatment plant to ensure optimum and efficient operations
- ✓ Ensure that the final product/effluent complies with drinking water and wastewater national standards and or/or license conditions
- ✓ Monitor operating conditions of instruments, meters, and pumps, and where necessary undertake minor repairs/maintenance.
- ✓ Ensure accurate stock control of all operational stock items and place orders
- ✓ Record plant production readings and rainfall readings
- ✓ Record any services and maintenance done on machinery and equipment
- ✓ Perform any other duties assigned to by the plant supervisor

GRADER OPERATOR X2

REF NO: HR31/08/2024

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R281 723.68 pa

(Excluding benefits)

Requirements

- ✓ Grade 12 plus certificate of Operating Grader Machine
- ✓ Basic literacy.



Stand No.933 , Station Road, Unit 3, Mogwase Shopping Complex, Mogwase

Tel: 014 555 1300 | Fax: 014 555 6368

Website:www.moseskotane.gov.za

- ✓ Driver's License Code EB (14). Plus PDP and proficiency certificate for operating truck mounted equipment.
- ✓ Functional Literacy.
- ✓ 1-2 Years – Grader Operation relevant experience.
- ✓ Departmental Proficiency test.

Duties

- ✓ Blading roads to enhance riding quality.
- ✓ Spreading road material and cutting final levels.
- ✓ Reporting defects on the machinery to Supervisor.
- ✓ Assisting with installation of road signs and culverts.
- ✓ Assisting with construction of gabions and drifts.
- ✓ Ensuring that protective clothing is used when performing duties to comply with Health and Safety Policy.

TIPPER TRUCK DRIVER X2

REF NO: HR32/08/2024

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R281 723.68 pa
(Excluding benefits)

Requirements

- ✓ Grade 12 plus certificate of Operating Tipper Truck
- ✓ Valid code 14 (EC) and (EB) driver's license plus PDP and proficiency certificate for operating tipper truck.
- ✓ 1 -2 years' experience in Roads construction and maintenance.
- ✓ Departmental Proficiency test

Duties

- ✓ Receiving instruction and details of tasks/requirements from the immediate supervisor.
- ✓ Ability to operate the Tipper truck professionally. Inspecting safety devices, controls lubricants levels on the equipment and verbally report defects to the supervisor.
- ✓ Washing and cleaning the tipper truck, transport construction material and attend to the basic removal / placement of defective parts e.g tyres etc.
- ✓ Communicating with the supervisor on the site and confirming requirements/specifications.

- ✓ Driving and maneuvering the truck and engaging controls to operate mechanisms to enable transport material and offload.
- ✓ To record hours, kilometers and work carried out.

DEPARTMENT OF CORPORATE SUPPORT SERVICES

ORGANISATIONAL DEVELOPMENT PRACTITIONER X1

REF NO: HR33/08/2024

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R378 209.69pa
(Excluding benefits)

Requirements

- ✓ Grade 12 plus a relevant 3 year Tertiary qualification in National Diploma Human Resources Management or related field.
- ✓ 2-5 years relevant experience required
- ✓ Driver's license
- ✓ Knowledge in performance management practices
- ✓ In-depth knowledge in HR principles including work-study functions
- ✓ Knowledge in relevant legislation
- ✓ Computer skills
- ✓ Report writing skills
- ✓ Good interpersonal relations
- ✓ Good communication skills
- ✓ Facilitation and presentation skills

Duties

- ✓ Participates in the review of the organizational structure
- ✓ Perform an up-date function for necessary changes in the structure
- ✓ Facilitate compilation of job descriptions of all positions in line with the T.A.S.K JE System
- ✓ Compile reports on the positions requiring the job evaluation and submit such to senior OD practitioner
- ✓ Assist in the Implementation of the approved individual PMS system
- ✓ Avail job descriptions for positions as and when requested by departments
- ✓ Assist in the implementation of all Change Management Projects within the municipality
- ✓ Compile progress reports to the senior OD practitioner

PDMS PRACTITIONER X1

REF NO: HR34/08/2024

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R378 209.69pa

(Excluding benefits)

Requirements

- ✓ Grade 12 plus a relevant 3 year Tertiary qualification in National Diploma Human Resources Management or related field.
- ✓ 2-5 years relevant experience required
- ✓ An NQF aligned certificate in Performance Management/Monitoring and Evaluation will serve as an added advantage.
- ✓ computer literacy : MS office
- ✓ Valid Driver's license.
- ✓ Excellent report writing skills.

Duties

- ✓ Provide support in the implementation of individual performance management.
- ✓ Provide support to employees in developing individual KPIs.
- ✓ Conduct group presentations on PMS Processes
- ✓ Consult and collaborate with departments to ensure alignment of IDP and SDBIP.
- ✓ Applying relevant controls to index /reference and organize information received in respect of the performance cycle form Departments /Units.
- ✓ Ensure that the daily work is done to satisfaction and to achieve the objective of Council.
- ✓ Coordinate the performance management.
- ✓ Coordinate the performance appraisals.
- ✓ Monitor necessary resources to carry out the necessary tasks.
- ✓ Assist in the implementation of the approved Individual PMS system.
- ✓ Process PMS data preparation, capturing and storage.
- ✓ Checking processes or preparing the Performance Monitoring and Evaluation discussion packs (electronic or hard copy formats, verifying the content complies with the assessment guidelines.
- ✓ Perform any other duties as instructed by the Senior PMDS.
- ✓ Applying system tools to populate performance monitoring and evaluation data against performance indicators and measures

**OFFICER: COMMUNICATION ONLINE
MONITORING & MEDIA X1**

REF NO: HR35/08/2024

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R378 209.69pa

(Excluding benefits)

Requirement

- ✓ Grade 12 plus a relevant 3-year tertiary qualification, preferably a National Diploma in Public Relations/degree in related field.
- ✓ Valid code B driver's license
- ✓ Advanced writing
- ✓ 2-5 Years' experience working in communications.

Duties

- ✓ To research and assist in the writing and preparations of newsletter, publications, pamphlets and other internal and external communication
- ✓ Generate and manage content for daily communication internally in the intranet, social media pages, Municipal website and other pages.
- ✓ Ability to write media invites, news release, conduct press interviews and articles to be featured in the MKLM
- ✓ Newsletter
- ✓ Ability to proof-read and edit organisational documents before publicized or send externally
- ✓ Ability to render other communication functions such as events management, public relations and report writing.

RECEPTIONIST X2

REF NO: HR36/07/2024

SALARY LEVEL: 10-12

ENTRY SALARY NOTCH: R231 500.65 pa

(Excluding benefits)

Requirements

- ✓ Grade 12 plus 0-2 year experience in operating switchboard.
- ✓ Computer Literacy: MS Officer
- ✓ A qualification in customer care will be an added advantage.
- ✓ Good communication skills.
- ✓ Good interpersonal relations

Duties

- ✓ Operates the switchboard continuously by receiving calls and directing them to relevant offices.

- ✓ Reports telephone faults to the service providers for the new telephone lines/extensions.
- ✓ Applying to the service provider for the new telephone lines/extensions.
- ✓ Printing department monthly telephone reports and dispatches to various departments.

DEPARTMENT OF COMMUNITY SERVICES

SUPRITENDENT X2

REF NO: HR37/08/2024

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R378 209.69pa

(Excluding benefits)

Requirements

- ✓ Grade 12 plus 3 year tertiary qualification in Traffic Management from an accredited traffic training college.
- ✓ Valid unendorsed driving license EB.EC will be an added advantage.
- ✓ 2-3 years' relevant experience and at a supervisory level.
- ✓ No criminal record (valid SAPS Clearance certificate to be produced prior to appointment).

Duties

- ✓ Facilitate and coordinate the enforcement national road traffic act, national land transport act, relevant municipality by laws and other traffic related legislations
- ✓ Manage and monitor point duties and patrols
- ✓ Manage and coordinate law enforcement and court duties
- ✓ Attend major vehicle accidents and public gathering
- ✓ Crime prevention
- ✓ Supervise and coordinate the traffic back office and the shift on duty
- ✓ Maintain discipline within the shift
- ✓ Attend courts to give evidence as witness to traffic violation and secure attendance of subordinates
- ✓ Attend stakeholder's meetings.

LAW ENFORCEMENT OFFICER X5

REF NO: HR38/08/2024

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R281 723.68 pa

(Excluding benefits)

Requirements

- ✓ Grade 12
- ✓ Basic Training in enforcement
- ✓ Law enforcement qualification (NQF level 5 or higher).
- ✓ Firearm competency
- ✓ At least 3 years' experience in the field (preferably in law enforcement)
- ✓ No criminal record.
- ✓ Medically, mentally and physically fit to perform all law enforcement functions.

Duties

- ✓ Issue notices, warnings, spot fines and effect arrest for municipal by laws and regulations.
- ✓ Present evidence in court
- ✓ Control of stray animals
- ✓ Assist with disaster management
- ✓ Collaborate with the South African Police Services (SAPS), Fire and traffic department
- ✓ Undertake foot and mobile patrols as directed.
- ✓ Administration.

BRUSH CUTTER X5

REF NO: HR39/08/2024

SALARY LEVEL: 5-7

ENTRY SALARY NOTCH: R141 694.67 pa

(Excluding benefits)

Requirements

- ✓ Minimum Grade 10
- ✓ Technical Skills/knowledge
- ✓ Ability to read and write
- ✓ Communication skills and good interpersonal Skills.
- ✓ Ability give attention to details.
- ✓ Medical fitness.

Duties

- ✓ Cutting grass using weed-eater and walk behind lawn mowers.
- ✓ By trimming the edges of turf grass with brush cutters.
- ✓ Cleaning tree leaves and dust on the pavement with a dust blower to keep the surrounding clean.
- ✓ Ensure that parks, sports fields and cemeteries are clean and neat.

OFFICE OF THE SPEAKER

COMMITTEE CLERK X2

REF NO: HR40/08/2024

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R281 723.68 pa

(Excluding benefits)

Requirements

- ✓ Grade 12 plus certificate in administration or equivalent (2) year experience in providing administrative and secretarial services.
- ✓ Advance computer literacy and information processing skills.
- ✓ Ability to work under pressure.
- ✓ Good interpersonal relations and good communications skills(verbal and written)

Duties

- ✓ To provide administrative secretarial and technical support to council and its statutory committees.
- ✓ Compiling agendas by consolidating reports from various department in order to prepare for standing committee meeting (portfolio committee meetings)
- ✓ Take minutes at the meeting in order to keep record of the proceedings.
- ✓ Organize venue for meetings and ensure that all logistical arrangements are properly done.
- ✓ Photocopies and binds agendas for meetings.
- ✓ File minutes and agendas.
- ✓ Assist in the delivery of Council agendas to committee members.
- ✓ Confirm information prior meeting.
- ✓ Assist in compilation of EXCO and Council agendas.

OFFICE OF THE SINGLE WHIP

DRIVER SINGLE WHIP X2

REF NO: HR41/08/2024

(Role playing position on a fixed term contract linked to the term of office of the Single Whip)

Total remuneration package: R511 877.99

Requirements

- ✓ Grade 10 or Abet level
- ✓ Code 8 driver's license plus PDP.
- ✓ 2-3 years driving experience without an accident being reported.
- ✓ Departmental Proficiency test.

Duties

- ✓ Drive Municipal vehicle/fleet for goods and personal to and from any destination as required by the office of the Single Whip.
- ✓ Report defects on the vehicle to the manager in the office of the single Whip.

Interested candidates should send an application form obtainable from HR office/Moses kotane Local Municipality Website (Not Z83 forms), CV, Certified copies of Qualifications and ID in a sealed envelope to the address given below

The Municipal Manager

Moses Kotane Local Municipality

Private Bag X1011

Mogwase 0314

OR

Courier/Hand delivery to the Civic Centre

Stand number 933, Unit 3 railway Road

HR Office

Mogwase 0314

Faxed or e-mailed applications will not be accepted

If no response is received in 3 months, you must consider your application as being unsuccessful, and any further correspondence will be entered only with shortlisted candidates.

The Moses Kotane local municipality is an equal opportunity employer and therefore seeks to address the imbalances in respect of race, gender, creed, disability and, as such relevant Acts and policies will be considered during selection process.

NB: The employer shall have a right to appoint or not.

All enquiries should be directed to the human resources office at 014 555 1429/1555

CLOSING DATE: 16/08/2024



MR M.R. MKHIZE
ACTING MUNICIPAL MANAGER