

MARULENG MUNICIPALITY



Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Position : PA to the Municipal Manager
Directorate : Office of the Municipal Manager
Type : Contractual (in line with the term of the office of the Municipal Manager)
Remuneration : R203 127, 10 per annum

Requirements: A Diploma in Executive secretary or Management Assistant. A relevant experience as a PA, Sound communication skills at all levels, computer literacy. A valid motor vehicle driver's licence.

Responsibilities: Assist the Municipal Manager in the day to day administration of the office, handle all correspondences, answering of telephons, screening of calls and messages conveyed to the Municipal Manager, manage the diary of the Municipal Manager electronically and manually, typing, correcting and duplicating of confidential documents, handle all queries related to the office of the Municipal Manager. Minutes taking, Arrangements of accommodation and refreshment for the office of the Municipal.

Position : Chaffer to the Mayor
Directorate : Office of the Mayor
Type : Contractual (in line with the term of the office of the Mayor)
Remuneration : R203 127, 10 per annum

Requirements: Grade 12. Minimum of 2-3 years relevant experience in Driving and Security matters. Sound knowledge of legislation governing municipalities. Able to work under pressure. Clean Criminal Record. Knowledge of protocol.

Responsibilities: Perform driving duties. Responsible for the upkeep of the mayoral vehicle. Ensure that allocated vehicle is serviced as per scheduled. Recording travelled kilometers in the logbook and submitting the logbook to the supervisor. Assuring that damages are restricted or prevented. Reporting any accidents or incidents. Report damages or losses in respect of the vehicle to the supervisor immediately. Keep up-to-date with all traffic legislation. Loading & offloading of parcels and deliveries. Execute safe driving techniques. Route planning. Ensuring that the vehicle is operated under safe and stable conditions. Solely responsible for and in control of the vehicle. Adhere to traffic rules and regulations. Conduct Roadworthy inspection of vehicle before use. Ensure that the vehicle is clean at all times. Ensuring that the vehicle is parked safely at all times. Ensure the mayor's safety. Perform messenger services and protect the mayor from any potential harm.

Position : Manager: PMU
Directorate : Technical Services
Type : Permanent
Remuneration : R417 469, 16

Requirements: Grade 12. National Diploma in Civil Engineering. Must have knowledge of Municipal Infrastructure Grant (MIG), Expanded Public Works Programme (EPWP), Project Management and Civil Engineering Design Packages. Monitoring of Existing Municipal Infrastructure. Responsible for the implementation of the Municipal Maintenance Plan. A minimum of 3 years relevant experience in Municipal Engineering. A valid code 08 drivers licence. Registration with professional body will be an added advantage.

Responsibilities: Delivering Technical support and evaluating proposed project in alignment with respective Municipal IDPs and the regional and provincial growth and Development plans. Project manage Labour intensive projects in line with the EPWP frame work and the related reporting requirements. Ensuring compliance with all legal aspects and conditions as required by the various spheres of Government. Conduct site visits/progress meetings to ensure compliance with Business Plans conditions, specifications and designs. Preparing monthly payments schedule documents. Maintaining project performance data on a national database MIS. Supporting and assisting with all legislative issues as required by MIG. Processing of related correspondence and assistance in report generation. Ensure compliance with OHS and other related legislative framework. Linking with the Municipal procurement unit information technology data audits. Coordinating opening and hand over ceremonies of complete project. Assist with the preparation and implementing MIG capacity building business plans in alignment with the Municipal LGCBF Business Plan, MIG orientation workshops etc. Assist with facilitating community liaison linkages to ensure full community participating at all stages of a projects life cycle. Assist with the conducting bi-annual social economic impact assessments on selected projects as required by the MIG Units. Assist with the co-ordination of project based capacity building in terms of job creation with the focusing introducing labour based on construction methodology and development of SMEs where technically feasible. Assisting with other related Municipal Infrastructure programmes.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment/transference/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position.

Interested persons may send an application letter stating clearly the position the applicant is applying for, certified copies of academic qualifications, certified copies of Academic records and the curriculum vitae must accompany all applications. Short listed candidates will be required to produce original copies of qualifications on or before the appointment.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing.

Applications should be in the form of a formal letter, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, P.O. Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 02 August 2017 at 16H00. Direct your enquiries to Ms. Jekie Sekogobela; Ms Josephine Nchabeleng or Mrs. Kidibone Ramonhola @ 015 793 2409.