



MARULENG MUNICIPALITY

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HOEDSPRUIT
1380

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MOPANI DISTRICT

CORPORATE SERVICES

RE-ADVERTISEMENT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions. Those who previously applied the re-advertised positions must also re-apply.

Position : Registry Officer
Directorate : Corporate Services
Type : Permanent
Remuneration: R273 283.27 per annum

Requirements: Grade 12, National Diploma in Record Management or Achieving. Minimum two (02) years' experience in records management or related work environment. Good communication (verbal and written) skill, in depth knowledge of the National Archives and Record Services Act and MISS. Ability to work independently and under pressure as well as writing reports. Knowledge of the Records Management Policy, Procedures and Manuals. Knowledge of other legislative framework governing records management will serve as an advantage, e.g. the Promotion of Access to Information Act. Computer literate in Ms Word, Excel, PowerPoint and Outlook.

Responsibilities: Render record management and archiving. Understanding of the Records Management Policy, Procedures and Manuals. Registration and photocopying of incoming mail to maintain a proper filing system. Attending to counter service to provide an efficient registry services. Processing of provincial and government gazettes to distribute and safeguard gazettes. Processing of incoming and outgoing faxes to provide a proper fax dispatching and distribution service. Responsible for the safekeeping of current, closed and terminated departmental records. Manage the filing and retrieval of departmental records, mails, pending files, circulate and search for files as per the National Archives Act and other prescripts. Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts. Develop and manage all registers utilized by registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and external clients. Monitor and Implement records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing.



Position : Communications Officer
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration : R273 283.27 per annum

Requirements: National Diploma in Public Relations/Communication or relevant equivalent qualification. A minimum three (3) years' experience within a Local Government environment/public relations in government or media industry. A valid Code B drivers' license. Computer literacy. Good management, interpersonal and communication skills. Analytical skills. Excellent reporting writing skills. High level of responsibility. Ability to give attention to detail. Good understanding of risk and performance management. Excellent presentation and project management skills. Work after normal working hours, during emergencies and planned overtime. Preparedness to security clearance and disclosure of financial interest.

Responsibilities: Develop divisional vision and strategy and ensuring implementation and productive executing thereof in line with the Institutional vision and strategy. Develop, implement and monitor policies and procedures. Implementation of Community facilitation matters. Plan and implement utilization of resources in order to perform activities. Coordinate a rapid response media service. Perform human resources and administrative activities to ensure optimal utilization of resources. Provide strategic guidance and oversight to a team of media, communications and professionals. Create and administer the municipality's communication plan to promote Municipal initiatives, foster a culture of engagement, maximize communications resources, ensuring a unified municipal message. To render comprehensive communication / IGR service to promote and build sound relationships between the municipality and all stakeholders. Promote and manage the corporate image and coordinate customer care. Coordinate, scrutinize and arrange media statements, briefings and conferences. Cultivate good media relationships and liaison. Analyze communications environment to identify communication opportunities. Website content management. Promote marketing and branding opportunities. Provide support regarding communication events. Manage performance of employees in the division to ensure effective and efficient execution of duties.

Position : Senior Billing Clerk
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R191 787.52 per annum

Requirements: Grade 12. Diploma in Commerce or related fields. Knowledge of customer care services. Computer literacy. Driver's License is an added advantage.

Responsibilities: Administer income generations. Open and close consumer accounts. Register the accounts in the municipal billing system for correct monthly bills. Capture meter readings on the billing system. Coordinate the correction of addresses with the valuation Officer for revenue collections. Prepare and Issue monthly billing statements.

Monitor consumer bills. Make follow-ups on unpaid accounts and update the supervisor. Monitor unpaid accounts and referred to Debtors Clerk for cut-offs. Make corrections for consumer accounts, debts and credit. Facilitate the printing and posting of consolidated bills to customers. Execute procedures with respect to the receipting and reconciling of services related revenue. Supervise recording and updating of registers. Supervise subordinates and cashier on a daily basis.

Position : Cashier
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R163 033.08 per Annum

Requirements: Grade 12 or equivalent qualification with Maths and Accounting and Certificate in Financial Management, customer services certificate. Computer literacy. Driver's License.

Responsibilities: To provide and render an effective and efficient income collection function in the municipality. Receive payments for services. Banking of Cash received. Provide customer care services. Maintain all documentation and records of transactions. Analyse and explain accounts on request by customers. Perform any other administrative tasks related to the function.

Position : Grader Operator X 3
Directorate : Technical Services
Type : Permanent
Remuneration: R191 878.52 per annum

Requirements: Minimum grade 10/NQF level 2 qualifications. Code EC1 plus PrDP. One (1) year relevant experience, functional literacy for the job. Plant machinery theory and practical training certificate from registered institution.

Responsibilities: Perform activities at the worksite prior to and on completion of allocated maintenance assignments. Complete internal transactional documentation (e.g. vehicle checklist, log sheet, progress report, etc.) and related forms. Performs the operation of heavy specialized mechanical plant during road and storm water maintenance activities. Drive and manoeuvring heavy mechanical plant and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences. Perform operation tasks of heavy mechanical plant during roads and storm water maintenance activities. Coordinate roads and storm water maintenance. Performs the operation of heavy specialized mechanical plant during road and storm water drainage maintenance activities

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 /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

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 prescribed application form on municipal website, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 27 May 2022 at 12H00. Direct your enquiries to Ms Mahlo Mokhobedi or Ramohlola Kidibone @ 015 793 2409.