



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
MOSES KOTANE RESIDENTS ONLY
CIRCULAR 01/2020

DEPARTMENT: BUDGET AND TREASURY

ADMIN CLERK: ASSETS X7

REF: 08/07/2020

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R246 188.01 pa

Duties

- Tagging of assets;
- Capture assets that are written off and the relevant depreciation in the asset register.
- Capture disposed assets in the asset register.
- Capture depreciation in the asset register.
- Assist with the immovable assets verification process.
- Monthly verification of assets in administrative offices.
- update asset transfers on the system.
- Fill out insurance claim forms.
- Sort assets in preparation of auctions.

Requirements

- Grade 12 plus Diploma in Public Administration
- 2 years working experience in Finance field.
- Computer literacy.

ADMIN CLERK: BUDGET AND REPORTING

REF: 09/07/2020

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R246 188.01pa

Duties

- Collecting of information for completing of reports.
- Capture of information on budget templates.
- Capturing of information on spreadsheets for completing of monthly reports.
- Extracting information from ledgers and populate into prescribed form from National Treasury.

Requirements

- Grade 12 plus Diploma in Public Administration.

- 2 years working experience in Finance Field
- Computer literacy.

DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT

SECRETARY TO HEAD OF DEPARTMENT: LOCAL ECONOMIC DEVELOPMENT

REF: 10/07/2020

SALARY LEVEL: 14-15

ENTRY SALARY NOTCH: R299 595.50pa

Duties

- Answering all telephone calls and screen to be directed to the Head of department(HOD).
- Ensure that all calls are returned by HOD and that ongoing feedback been given to the HOD with regard to the problems and/or enquiries received from public or officials.
- Handling all confidential matters of the HOD.
- Distribution of incoming and outgoing correspondence, as well as faxes.
- Responsible for travel and accommodation arrangements and ensure payments of these bills.
- Plan and organise diary of the HOD and schedule appointments.
- Responsible for buying/ ordering of refreshments for official meetings and ensure that payments proceeds.
- Responsible to see that agendas are prepared and distributed timeously.
- Compilation of minutes of meetings.

Requirements

- Grade 12 plus Diploma in Office Administration.
- 3 years' experience as a secretary.
- Proficiency in Microsoft Office
- Excellent written and verbal communication skills
- Valid driver's license



**DEPARTMENT: INFRASTRUCTURE AND
TECHNICAL SERVICES**

**MILLRIGHT (East and West Water and
Sanitation). X2**

REF: 11/07/2020

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R330 503.61 pa

Duties

- Check and replace pump worn out parts.
- Dismantle, assemble and test the pump.
- Check service intervals for the said pump.
- Investigate No. of pumps and relevant electrical panels.
- Set out maintenance schedule for the said pumps.
- Check and detect faulty panel.
- Repair faulty electrical panels or call specialist service provider.
- Oversees the work carried out by the specialist service provider.
- Able to weld using oxy-acetylene, amp meter and other tools.
- Write weekly and monthly reports.

Requirements

- Grade 12 N3/N4 with trade Test in Mechanical/ Electrical Engineering with 3 years' experience
- Experience on construction equipment, machinery and electricity will be an added advantage.
- Driver's License Code 10 (C1 or more)
- PDP
- Able to communicate.

DEPARTMENT: CORPORATE SERVICES

OFFICER: HUMAN RESOURCE RECRUITMENT

REF: 33/07/2018 (Re-advert)

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R330 503.61 pa

Duties

- Maintain the filing system.
- Confirmation of employment.
- Administer employee benefits.
- Assist the Manager in recruitment processes by receiving and capturing applications, interview and arrangements.

Requirements

- Grade 12 plus National Diploma in HR/public

administration with 3 years relevant & appropriate HR experience.

- Communication skills.
- Report writing skills.
- Ability to work under pressure.
- Good communication skills.
- Good interpersonal relations.
- Payday system will be an added advantage.

ADMIN CLERK: LEAVE SECTION

REF: 12/07/2020

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R246 188.01pa

Duties

- Opening of leave files.
- Receive all applications for leave.
- Capturing of leave.
- Ensuring that leave queries are investigated and corrected, produce monthly leave reports.
- Advice departments on leave days to ensure that they comply with the legislation.
- Ordering of leave books.
- Preparation of overtime and standby claims.

Requirements

- Grade 12 plus Diploma in Public Administration
- 2 years' experience in Human Resource.
- Advanced Computer Literacy and typing skills.
- Good interpersonal relation.
- Good communication skills.
- Knowledge Payday system will be an added advantage.

DEPARTMENT: COMMUNITY SERVICES

PLUMBER X2

REF: 13/07/2020

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R330 503.61 pa

Duties

- Responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution and waste in Municipal facilities.

Requirements

- Grade 12 plus N3/N4 in Plumbing
- 3 year experience (building experience will be an added advantage)
- Be able to speak two official languages.
- Valid driver's license
- Physical demand and good vision

Enquiries: Ms. Seitsang Lesomo
Tel: 014 555 1429
Fax: 014 555 6368
E-mail: SLesomo@moseskotane.gov.za



MOSES KOTANE
LOCAL MUNICIPALITY

Faxed or e-mail application 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 committed to employment practices that redress past imbalances and therefore disabled candidates who meet requirement are encourage to apply.

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

All enquiries should be directed to the human resources office at 014 555 1429/1371

CLOSING DATE: 21/08/2020

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MR M.V. LETSOALO
MUNICIPAL MANAG

CARPENTER

REF: 14/07/2020

SALARY LEVEL: 15-16

ENTRY SALARY NOTCH: R330 503.61 pa

Duties

- Responsible for installing, repairing and maintaining Carpentry work in all Municipal buildings and Facilities
- Fixture and other carpentry used in municipal facilities
- Maintain all building codes and installation requirement
- Perform routine maintenance of carpentry work
- Ensure positioning and alignment of structures
- Repairs and construct cabinet, racks, and numerous wooden fixtures such as cabinet in offices.
- Remove and Replace damaged or worn-out parts of structures
- Assemble and join structural components.

Requirements

- NTC 3 / Matric plus Carpentry Trade Certificate, 3 years' Experience,
- Valid Code 08 Driver's License.
- Ability to work under pressure
- Good technical skills
- Knowledge of maintenance and repairs of Carpentry works

Interested candidates should send an **application letter**, 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

Hand delivery to the Civic Centre
Number 933, Unit 3 railway Road
HR Office
Mogwase 0314



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

Tel: 014 555 1300 | Fax: 014 555 6368
Website: www.moseskotane.gov.za