

The Moses Kotane Local Municipality hereby invites suitably qualified candidates to apply for the following vacancies:

**INTERNAL AND EXTERNAL ADVERTISEMENT**

**MANAGER: OFFICE OF THE MAYOR**  
**REF. HR 20/12/2021**

(Role-playing position on a fixed term contract linked to the term of office of the Mayor)

Total remuneration package: R1 037 365.00

**Responsibilities**

\*Overall management and administrative responsibility of the Mayor's Office. \*Provide political advice/support to the Mayor. \*Efficient and effective financial and personnel management of the Mayor's Office. \*Planning and execution of the projects and/or programmes in the Mayor's Office. \*Development/Evaluation and Implementation of Policy and Strategy relating to the Mayor's Office. \*Develop and foster relations with other Political Offices, Members of the Executive Committee, Councillors, Management and Staff in the office of the Mayor. \*Consulting the stake holders about the municipal business on behalf of the office. \*Assign clear responsibility for the management and coordination of the administrative units and mechanisms. \*Maximize efficiency of communication and decision making within the Office of the Mayor \*Advise the Mayor on all Council related issues \*Organizing events and programs in accordance with budget allocation

**Requirements:**

B. Admin or any 3 year tertiary qualification in Social or Political field with 2 years' work experience **OR** Grade 12 plus 5 years' management experience especially in local government. Proven understanding of socio-political environment. Proficiency in the interpretation of Local Government legislation. Proven ability to formulate policy, manage service delivery and run a political office. Good planning, budgeting, communication and interpersonal skills. Excellent report and speech writing skills. Computer literacy. A **CPMD** certificate will be an added advantage

**EXECUTIVE SECRETARY: OFFICE OF THE MAYOR**  
**REF. HR 21/12/2021**

(Role-playing position on a fixed term contract linked to the term of office of the Mayor)

Total remuneration package: R757 747.00

**Responsibilities**

\*Provides administrative, secretarial, reception and personal assistant services to the Mayor involving extensive contact with senior level internal and external people to ensure availability of the services to the Mayor timeously. Answering all telephone calls and screens calls to be directed to the Mayor. \*Ensure that calls are returned by Mayor or Manager and that ongoing feedback is given to the Mayor with regard to problems and/or enquiries received from public or officials.

\*Manages the time and diary of the Mayor. In liaison with the Manager in the office of the Mayor, required to deal with confidential correspondence to the Mayor.\* Liaises with the Manager in the office of the Mayor on events management of the Office of the Mayor to ensure that logistics are properly planned and organized for all functions to be attended by the Mayor. \*Distribution of incoming and outgoing correspondence, as well as faxes. Decide on urgency of correspondences and faxes and bring to immediate attention of the Mayor.\* Responsible for travel and accommodation arrangements and ensure payment of these bills.

\*Responsible for buying / ordering of refreshments for official meetings and ensure that payments proceeds. \*Responsible to see that agendas are prepared and circulated timeously.\*Compilation of minutes of meetings in the office. \*Assist Mayor with research work

**Requirements:**

Secretarial Diploma or equivalent plus 2 years' experience **OR** Grade 12 plus years 5 years relevant

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experience in providing administrative and secretarial services to senior levels within an organization. Knowledge of office management and clerical procedures, advanced computer literacy and skills. Telephone etiquette. Attention to detail, planning and organizing skills. Communication Skills. Protocol and business ethics. Ability to handle and manage frequent interruptions. Client service orientation.

**MANAGER: OFFICE OF THE SPEAKER**  
**REF. HR 22/12/2021**

**(Role-playing position on a fixed term contract linked to the term of office of the Speaker)**

**Total remuneration package: R1 037 365.00**

**Responsibilities:**

\*Management of the Office of the Speaker. \*Advises and supports the Speaker on administrative and strategic decisions.\* Assists and support the Speaker in executing the legislative responsibilities and any other duties and powers delegated by Council. \*Consulting the local community about the Municipal Services provided and the service delivery options available.\*Ensure delivery of all key projects allocated to the Speaker.\* Liaise with Manager in the Office of the Mayor and office of the Single Whip to ensure integration of activities between the Offices for improved service delivery to the community.\* Deal with high level correspondence in liaison with the Executive Secretary in the office of the Speaker.\* Ensure that all documentation arising out of Council meetings, reports etc are attended to and Council resolutions are implemented.\* Provides support to the ward committees to ensure their functionality.\* Responsible for events management in the office of the Speaker in liaison with the Executive Secretary.\* Oversee preparation of logistics and administration for events, workshops and conferences. Effective utilization and training of Staff.\*Facilitating a culture of public service and accountability among staff\*Assign clear responsibility for the management and coordination of the administrative units and mechanisms.\*Maximize efficiency of communication and decision making within the Office of the Speaker. Organizing events and programs in accordance with budget allocations\*Collaborating with External Department / Agencies on specific issues pertaining to the implementation of Social up-liftment and developmental plans.

**Requirements:**

B. Admin or any 3 year tertiary qualification in Social or Political field with 2 years' work experience **OR** Grade 12 plus 5 years' relevant and appropriate management experience especially in local government. Proven understanding of socio-political

environment. Proficiency in the interpretation of Local Government legislation. Proven ability to formulate policy, manage service delivery and run a political office. Good planning, budgeting, communication and interpersonal skills. Excellent report and speech writing skills. Computer literacy. A **CPMD** certificate will be an added advantage

**EXECUTIVE SECRETARY: OFFICE OF THE SPEAKER**  
**REF. HR 23/12/2021**

**(Role-playing position on a fixed term contract linked to the term of office of the Speaker)**

**Total remuneration package: R757 747.00**

**Responsibilities:**

\*Provides secretarial, administrative and reception support in the office of the Speaker. Maintain the Speaker's Diary – Speaker's appointments and other Bookings.\*Responsibility for the general secretarial and administrative functions of the Speaker's Office (Filing, correspondence, reservations, typing, telephones).\*Liaise with the Manager in the office of the Speaker and other staff/officials regarding the daily Speaker's activities.\*Advise the Speaker of the daily activities, travel arrangements and the related protocol requirements.\* Answering all telephone calls and screen to be directed to the Speaker or Manager. Ensure that calls are returned by Speaker or Manager and that ongoing feedback been given to the Speaker with regard to problems and/or enquiries received from public or officials.\*Handling all confidential matters of the Speaker and the council.\*Distribution of incoming and outgoing correspondence, as well as faxes.\*Decide on urgency of correspondences and faxes and bring to immediate attention of the Speaker or the Manager.\* Responsible for travel and accommodation arrangements and ensure payment of these bills.\*Responsible for the booking of the Municipal / Mayoral Chamber for relevant meetings.\*Responsible for buying / ordering of refreshments for official meetings and ensure that payments proceeds.\*Responsible to see that agendas are prepared and circulated timeously.\*Compilation of minutes of meetings\*Assist with research work.

**Requirements:**

Secretarial Diploma or equivalent plus 2 years' experience **OR** Grade 12 plus years 5 years relevant and appropriate experience in providing administrative and secretarial services to senior levels

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within an organization preferably in local government. Knowledge of office management and administrative procedures, advanced computer literacy and skills. Telephone etiquette. Attention to detail, planning and organizing skills. Communication Skills. Protocol and business ethics. Ability to handle and manage frequent interruptions. Client service orientation.

**MANAGER: OFFICE OF THE SINGLE WHIP**  
**Ref. HR 24/12/2021**

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

**Total remuneration package: R1 037 365.00**

**Responsibilities:**

Manage the office of the single whip and provide Support in the following functions:

\*Coordinate the work of portfolio committees and councillors as well as caucus arrangements.\*Plans and monitor constituency programmes and evaluate their implementation.\*In liaison with the office of the Mayor and Speaker, ensures integration of activities between the offices for improved service delivery to the community.\*Speech writing service to Single Whip.\*Receive notification of policies that must be discussed and delivered.\*Determine the topic and theme of invitation in discussion with interest party and Single Whip.\*Do research on political issues for policy discussion.\*Submit for amendments and approval by the Single Whip.\*Brief Single Whip on developments in community that have influence on the Office of the Single Whip.\* Liaise on continuous basis with the relevant stakeholders to keep the single whip informed on staff developments and trends in the municipality.\*Attend meetings to keep abreast of internal and external developments.\*Peruse newspapers and internet to be informed of political developments that might influence the local community and municipality.\*Compile weekly, monthly and annual program of Single Whip in conjunction with the Executive Secretary.\*Acts as Project Manager for eminent events.\*Ensure that secretary make all the necessary travelling and accommodation arrangements Single Whip.\*Provide Single Whip with feedback on progress emanating from Caucus decisions.\*Compiling letters, media releases and reports received from the Municipal Manager and Executive Directors and ensure processing.\* Deal with all instruction from the Single Whip.

**Requirements:**

B. Admin or any 3 year tertiary qualification in Social or Political field with 2 years' work experience **OR** Grade 12 plus 5 years' management experience especially in local government. Proven understanding of socio-political environment. Proficiency in the interpretation of Local Government legislation. Proven ability to formulate policy, manage service delivery and run a political office. Good planning, budgeting, communication and interpersonal skills. Excellent report and speech writing skills. Computer literacy. A **CPMD** certificate will be an added advantage

**EXECUTIVE SECRETARY: OFFICE OF THE SINGLE WHIP**  
**REF. HR 25/12/2021**

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

**Total remuneration package: R757 747.00**

**Responsibilities:**

\*Provides secretarial, administrative and reception support in the office of the Speaker. Maintain the Speaker's Diary – Speaker's appointments and other Bookings.\*Answering all telephone calls and screen to be directed to the Single Whip.\* Ensure that calls are returned by Single Whip or Manager and that ongoing feedback is given to the chief whip with regard to problems and/or enquiries received from public or officials\*Handling all confidential matters of the chief whip and the council.\*Distribution of incoming and outgoing correspondence, as well as faxes. \*Decide on urgency of correspondences and faxes and bring to immediate attention of the Chief Whip or the Manager.\*Responsible for travel and accommodation arrangements and ensure payment of these bills.\*Plan and organize diary of the Single Whip and schedule appointments.\*Responsible for the booking of the Municipal / Mayoral Chamber for caucus and study group meetings.\*Invite councillors to caucus and study group meetings.\*Responsible for buying / ordering of refreshments for official meetings and ensure that payments proceeds. \*Responsible to see that agendas be in time for caucus and study group meetings.\*Assisting Portfolio Whips in preparation for their study groups and subsequent reporting thereof.\*Compilation of minutes in caucus and study group meetings.\*Assist councillors with research work.\*Capturing of councillor's constituency work done, liaison with Parliamentary Constituency Office.

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**Requirements:**

Secretarial Diploma or equivalent plus 2 years' experience **OR** Grade 12 plus years 5 years relevant experience in providing administrative and secretarial services to senior levels within an organization. Knowledge of office management and clerical procedures, advanced computer literacy and skills. Telephone etiquette. Attention to detail, planning and organizing skills. Communication Skills. Protocol and business ethics. Ability to handle and manage frequent interruptions. Client service orientation.

**EXECUTIVE PROTECTION OFFICERS TO THE MAYOR) (X4)**

**REF: HR 26/12/2021**

**Role playing position on a fixed term contract linked to the term of office of the Mayor)**

**Total remuneration package: R757 747.00**

**Responsibilities:**

Responsible for the Protection Service to the Mayor by:

- \*Transporting of the Mayor by use of official vehicles to ensure a safe trip from departure to destination.
- \*Ensure Safety of Mayoral Vehicle by conducting regular checks on the vehicle.\*Establish the exact time and destination for collection/ delivery of the Mayor regarding various engagements by checking the weekly schedule to ensure that the Mayor arrives on time.\*Familiarize oneself with the exact destination and routes to be taken by establishing details thereof.
- \*Ensuring that the surroundings are safe before the Mayor exits the vehicle upon arrival and departure by making a pre-check on the surroundings and audiences.\* to attend regular trainings in order to be familiar with the use of weapon and other safety compliances

**Requirements.**

Grade 10 plus Driver's license. VIP Protection qualifications plus 5 years' experience in the same field of operation. Ability to work under pressure. Attention to detail. Always presents sober habits.

**COMMUNITY LIAISON OFFICERS X1 (Permanent)**

**REF: HR 27/12/2021**

**Salary Level: 17-18**

**Entry Salary R543 756.47 pa**

**Duties**

- \*facilitate Community Based Planning at Ward level.
- \*Liaise with the wards and office of the Speaker.
- \*Ensuring cooperation between wards and Municipality departments, \*Liaise with IDP Office
- Submit Ward matters to Portfolio's and Council.\*Provide feedback on issues raised to council.\*Monitor Ward Committees and Ward activities.\*Develop Ward programs and Ward profiles.\*Advise Councillors and Ward Committees.\*Participation in the Induction Program of Ward Committee.\*Provide on job training for new recruits.\*Addressing work place conflict/conduct consultative process and implementation of problem solving procedures.\*Defining skills gap and training needs of Ward Committees.\*Development of potfolio committee schedules.

**Requirements**

3 year diploma in public Relation or Grade 12 plus 5 year's experience in local Government valid Code EB Driver's License.\*Computer skills, report writing skills and good communication skills.

**DRIVER SPEAKER (LIGHT X1)**

**REF: HR 28/12/2021**

**SALARY LEVEL: 10-12**

**ENTRY SALARY NOTCH: R209 380.45 pa**

**Responsibilities:**

\*Drive Municipal vehicle/fleet for goods and personnel to and from any destination as required. Report defects on the vehicle to the fleet manager: fleet management.

**Requirements**

\*Grade 8 or Abet level.\*Code 10 14 driver's license plus PDP.\*2-3 years driving experience without an accident being reported.

**The Moses Kotane Local Municipality is imbalances in respect of race, gender, creed and disability and, as such, relevant Acts and policies will be considered during selection processes.**

**Interested candidates should send an application letter (No Z83 forms), CV, certified copies of the qualifications and ID in a sealed envelope to the address given below.**



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**The Municipal Manager  
Moses Kotane Local Municipality  
Private Bag X1011  
Mogwase**

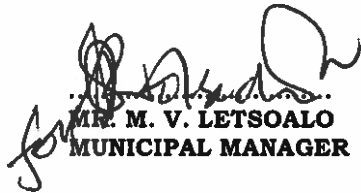
**Or hand delivered to the Civic Centre, Stand  
number 935, Unit 3, Railway Road, MOGWASE**

Faxed or e-mailed applications will not be accepted.

If no response is received within six weeks you must consider your application as being unsuccessful, and any further correspondence will be entered with only shortlisted candidates. Enquiries should be directed to the Human Resource office at **014 555 / 1429/1555**.

**N.B. All shortlisted candidates will be subjected to a compulsory Security Screening as well as reference checks. The municipality reserves a right to appoint or not.**

**Closing date: 22 December 2021 AT 12H00.**

  
MR. M. V. LETSOALO  
MUNICIPAL MANAGER