



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

INTERNAL AND EXTERNAL ADVERTISEMENT

(MOSES KOTANE RESIDENTS ONLY)

OFFICE OF THE SPEAKER

EXECUTIVE SECRETARY: OFFICE OF THE SPEAKER

REF: HR01/04/2025

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

Total remuneration package: R613 752,15pa

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 and screening of all telephone calls to be directed to the Speaker or the 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.*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:

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

VIP PROTECTION TO THE SPEAKER (X2)

REF: HR02/04/2025

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

Total remuneration package: R545 437,68pa

Responsibilities:

Responsible for the Protection Service to the speaker by: *Transporting of the Speaker by use of official vehicles to ensure a safe trip from departure to destination. *Ensure Safety of Speaker's Vehicle by conducting regular checks on the vehicle. *Establish the exact time and destination for collection/ delivery of the Speaker regarding various engagements by checking the weekly schedule to ensure that the Speaker 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 speaker 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 12 * Code EB Driver's Licence, * First Aid Course, * Advanced Driving Course, * Protocol and Etiquette Training Course, * Physical Training Course * Firearm Proficiency, * Basic training (Law enforcement/ policing where required).

DRIVER SPEAKER (LIGHT X2)

REF: HR03/04/2025

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

Total remuneration package: R537 403,44 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 *Code 8 driver's license *2-3 years driving experience without an accident being reported.

PUBLIC PARTICIPATION & COMMUNITY OUTREACH CO-ORDINATORS x 7

REF: HR04/04/2025

(Role playing position on a fixed term contract linked to the term of the office of the speaker) Total Remuneration package:

R525 024,99pa

Responsibilities

*Render administrative support and logistical functions regarding Public Participation and community outreach programs, promotion and awareness of community participation, information sharing and data collection * Implement and coordinate the approved strategic plan and programs for public participation and

community outreach to promote public participation * Assist with the mainstreaming of relevant programs to foster uniform implementation and promote community development * Ensure that related programs are accessible to all stakeholders to create awareness * Create opportunities for citizens to become active participants to ensure promotion of Participatory Governance * Educate public on the role of Departments and Council to empower communities * Identify needs and facilitate intervention to create good working relationships with stakeholders * Liaise, inform and advise relevant stakeholders on programs to be implemented to ensure that stakeholders are informed * Assist in coordinating petition events to foster good Governance with the stakeholders

Requirements:

Grade 12 plus National Diploma in Public Admin/Public Relation with 2-3 years relevant experience or Grade 12 plus 5 years relevant experience.

OFFICE OF THE SINGLE WHIP

VIP PROTECTOR: SINGLE WHIP X2

REF NO: HR07/04/2025

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

Total remuneration package: R545 437, 68pa

Responsibilities:

Responsible for the Protection services to the single Whip by:
*Transporting the Single Whip by use of official vehicle to ensure a safe trip from departure to destination. * 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. * Knowledge of protocol and etiquette standards; * Must have knowledge of processes and actions in providing protection services and duties.

Requirements:

*Grade 12 * Code EB Driver's Licence, *First Aid Course, * Advanced Driving Course, * Protocol and Etiquette Training Course, * Physical Training Course * Firearm Proficiency, * Basic training (Law enforcement/ policing where required).

WARD COMMITTEE CO-ORDINATORS X2

REF: HR05/04/2025

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

Total remuneration package: R517 266.00pa

Responsibilities:

*Provided general administrative support to ward committee. *develops ward committee programme. * responsible for the induction/training of all newly elected committee members. *co-ordinate ward meetings. *provide administrative support for all events and functions. *Promote municipal campaigns. *compile quarterly and annually reports

Requirements

*Grade 12 plus any post matric qualification. * computer literacy. * knowledge of political protocol. *Ms word *1-2 years relevant experience.

DATA CAPTURER: SPEAKERS OFFICE X1

REF: HR06/04/2025

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

Total remuneration package: R356 842.20 pa

Responsibilities:

*Provide routine clerical support and follows standard procedures. * gathers data from ward committees and checks errors and omissions before capturing. * capturing of data for the preparation of all necessary reports to municipality and the relevant provincial and national departments. *capturing of information for the attention of the office. * provides administrative

and secretarial duties as may be required from time to time. Retrieve information as and when required

Requirements

*Grade 12 plus computer literacy, Ms word *0-2 years' experience. * communication skills, attention to detail, interpersonal skills

OFFICE OF THE MAYOR

EXECUTIVE SECRETARY: OFFICE OF THE MAYOR

REF: HR08/04/2025

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

Total remuneration package: R613 752,15pa

Responsibilities:

*Provides secretarial, administrative and reception support in the office of 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 screen calls to be directed to the Mayor or manager. *Ensures that all calls are returned by Mayor or Manager and that ongoing feedback is given to the Mayor with regard to the 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 to ensure that logistics are properly planned and organized for all functions to be attended by the mayor. *distribution of incoming and outgoing correspondences, 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 refreshment for official meetings and ensure that payments proceed.

Requirements:

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

SPECIAL PROJECTS COORDINATOR YOUTH

REF: HR09/04/2025

(Role playing position on a fixed term contract linked to the term of the office of the mayor)
Total remuneration package: R525 024,99pa

Responsibilities: *manage and monitor the coordination of procedural requirements pertaining to specific functional activities and development initiatives. *ensuring the collaboration with external department/agencies (government department) to obtain synergy between planned external and internal initiatives pertaining to social empowerment of youth, children & LGBTQI+ development. * interact with community-based structures to facilitate alignment of needs and priorities, creating awareness, encouraging participation and attending to arrangement in respect of specific events/programme. *ensure the execution of actions and monitor programmes delivery requirements associated with youth development, social upliftment and empowerment. * plan and organize events and programmes in accordance with budget allocations in line with youth development, children and the LGBTQI+ community. * monitor and evaluate short and long term objectives and current developments, problems and constraints.

Requirements

*Grade 12 plus 3-year tertiary qualification in social/community development studies or

equivalent. * 1 -2 years relevant experience. * a valid code B driver's license would be advantageous. * good interpersonal and communication skills. * must be less than 35 years of age. * protocol and business ethics. * client service orientation. * good communication skills.

CORPORATE SUPPORT SERVICES

SECRETARY TO THE HOD: CORPORATE SERVICES (Permanent)

REF NO: HR10/04/2025

SALARY LEVEL: 14 -15

ENTRY NOTCH: R363 642,02 pa
(Excluding benefits)

Responsibilities:

* Scheduling, confirming and updating the diary of the HOD Corporate Services and alerting or indicating priority/ urgent meetings requiring attention * Performing the secretarial duties. * Undertaking the booking of travel (flight, vehicle hire, etc) and accommodation with authorized service providers through the provision of the relevant official's personal details and requirements. * Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue. * Preparing notification, agendas and minutes for specific office events (Departmental Meetings) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.

Requirements:

*Grade 12. Computer Literacy * 2-5 years relevant experience * Communication skills * Attention to detail * Confidentiality.

The Moses Kotane Local Municipality is an employment equity employer and seeks to address 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



MOSES KOTANE LOCAL MUNICIPALITY

copies of the 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 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, a 3 - 12 months' probation before final confirmation of employment.

The municipality reserves a right to appoint or not.

Closing date: 23 May 2025

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**MR. M. V. LETSOALO
MUNICIPAL MANAGER**