



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 ADVERTISEMENT
MOSES KOTANE RESIDENTS ONLY

DEPARTMENT: COMMUNITY SERVICES

ENVIRONMENTAL MANAGEMENT

INSPECTOR (EMI)

REF NO: HR01/07/2023

SALARY LEVEL: 15-16

ENTRY NOTCH: R358 832.72 pa

Excluding benefits

Requirements

- Grade 12 Plus National Diploma/ Bachelor's degree in Environmental management.
- 2-3 years relevant working experience.
- A short-course in advanced computer literacy would be an added advantage.
- Understanding on legal framework related to Environmental Management.
- Environmental Management Inspector (EMI) Training will be an added advantage.

Responsibilities

- Conduct internal audits in all Municipal Landfill Sites to ascertain compliance with the provisions of the existing Waste Management License of any other related environmental legislation/policy.
- Conduct compliance inspections to ascertain environmental compliance across all regulated communities and business operation areas within the Municipal jurisdiction.
- Environmental Management Inspector(EMI)

DEPARTMENT: CORPORATE SUPPORT SERVICE

ADMIN CLERK: SERVICE DESK (NETWORK SECURITY AND SYSTEMS)

REF NO: HR02/07/2023

SALARY LEVEL: 12-14

ENTRY SALARY NOTCH: R267 290.02pa

Excluding benefits

Requirements

- Grade 12 plus post matric ICT certificate
- 1-2 years' experience in ICT Help Desk Support or ICT Customer Service Support.

Skills

- Excellent Computer skills.
- Knowledge and experience on financial systems and technical support.
- Ability to work under pressure.
- Ability to pay attention to detail.
- Good communication skills, verbal & written.

Duties

- ICT Helpdesk support and Management.
- ICT Technical and first line support.
- Advise users on appropriate action.
- Follow standard help desk software.
- Log all help desk queries and interactions
- Administer help desk software.
- Follow up with customers and users to ensure complete resolution of issues.
- Redirect problems to correct resource/technicians.
- Identify and escalate situations requiring urgent attention.
- Track and route problems and requests and document resolutions.
- Resolve technical problems with local Area Networks and Wide Area networks.
- Prepare weekly and monthly helpdesk activity reports.
- Inform management of recurring problems.
- Stay current with system information, changes and updates.
- Password Management at first line support.
- Provide support to computer users as necessary.

Enquiries: Mr. F.D Radiokana
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Fax: 014 555 6368
E-mail: DRadiokana@moseskotane.gov.za



MOSES KOTANE
LOCAL MUNICIPALITY

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The Moses Kotane Local Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability and as such relevant Acts and policies will be considered during selection and placement.

Interested candidates should send an application letter, CV, certified copies of the qualifications ID and proof of residence in a sealed envelope to the address given below.

**The Municipal Manager
Moses Kotane Local Municipality
Private Bag X1011
Mogwase
0314**

OR

Courier or hand deliver to the Civic Centre,
Stand number 935, Unit 3, Railway Road,
Mogwase 0314.

Z83 Forms, faxed or e-mailed applications will NOT be accepted.

If no response is received within three months please consider your application as being unsuccessful, and any further correspondence will be entered only with shortlisted candidates. Enquiries should be directed to the Human Resource office at **014 555 1371 / 1555/1429**

NB: All shortlisted candidates will be subjected to a compulsory Security Screening as well as reference check.

The municipality reserves a right to appoint or not.

CLOSING DATE: 21 JULY 2023

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MR. M.V. LETSOALO
MUNICIPAL MANAGER