

MOPANI DISTRICT MUNICIPALITY



Mopani District Municipality, situated in Giyani, invites applications from persons with relevant experience and appropriate qualifications for the following positions:

Project Management Unit Manager (PMU Manager)

Remuneration: Negotiable

(Re-advertisement) • (5-year contract)

Requirements: • A BTech in Civil Engineering and a Project Management certificate or equivalent qualification • A diploma in Project Management will be an added advantage • A minimum of 5 years' experience in project management • A clear understanding of water services development infrastructure, including appraisal of technical reports • Articulate with excellent interpersonal, report-writing and computer skills (PowerPoint, Excel and Word) • Sound managerial skills • The ability to manage staff • Knowledge of the Government policy environment and familiarity with the infrastructure/construction sector • Preparedness to be subjected to security clearance • The ability to read and analyse technical reports and designs • Knowledge of AutoCad would be an added advantage.

Key responsibilities: Be primarily responsible for integration and coordination • Project manage and financially administer the MIG and in-house funded capital projects in area of jurisdiction • Ensure project compliance with all applicable legislation, policy and conditions applicable to MIG • Conduct project performance and cash-flow reviews • Liaise with provincial and other line function departments through formal, regular evaluator/progress meetings and on an ad-hoc basis • Submit monthly, quarterly, annual and ad hoc reports to DPLG as determined by applicable legislation or required by the MIG Management Unit • Be responsible for the management of the PMU team and its respective outputs • Ensure forward planning on all infrastructure projects.

Communication Manager

Remuneration: Negotiable

(Re-advertisement) • (5-year contract)

Requirements: • A B degree/National Diploma in Communications/Journalism or equivalent • 5 years' experience in the field of communications/journalism • Knowledge of Government communication and information systems • Strongly developed writing, language and editing skills • Sound understanding of computer packages (such as MS Word, Excel and PowerPoint) • Presentation skills • A valid driver's licence • Preparedness to be subjected to security clearance.

Key responsibilities: • Plan and manage activities of the division to ensure effective communication • Develop and implement the District Municipality's internal and external communication strategy and policies • Ensure proper liaison with the media on behalf of Mopani District Municipality • Liaise with the Event Management unit to record, update and publish all the District's events and activities on an ongoing basis • Plan and supervise the activities of personnel to ensure a conducive working environment • Manage and review performance of personnel and take corrective measures to align performance with standards to be achieved • Make operational recommendations to the Director in the Office of the Executive Mayor • Implement projects economically and effectively • Organise press conferences and manage media campaigns • Develop and implement a communication strategy in line with the Government communication framework and protocols.

Payroll Clerk

Remuneration: R221 426.55-R244 345.99 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate • Computer literacy • Sound knowledge of Accounting • 3 years' experience • Preparedness to be subjected to security clearance.

Key responsibilities: • Compile the payroll based on advices received from Human Resources for implementation of new employees and terminations • Administer contract payments based on information received from relevant departments • Administer casual and intern wages • Administer PAYE reconciliations • Consolidate telephone accounts • Conduct day-to-day activities.

Creditors Clerk: Receipting

Remuneration: R221 426.55-R244 345.99 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate with Accounting as a subject • 1 year's experience • Preparedness to be subjected to security clearance.

Key responsibilities: • Render general creditors administration • Prepare payment vouchers • Postbank cheques • Maintain the supplier register and filing thereof • Deal with and respond to supplier queries.

Creditors Clerk: Invoicing

Remuneration: R221 426.55-R244 345.99 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate with Accounting as a subject • 1 year's experience • Preparedness to be subjected to security clearance.

Key responsibilities: • Render general creditors administration • Prepare payment vouchers • Postbank cheques • Maintain the supplier register and filing thereof • Deal with and respond to supplier queries.

Admin Clerk: Credit Control

Remuneration: R221 426.55-R244 345.99 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate • 2 years' computer and finance experience • 3 years' experience • Preparedness to be subjected to security clearance.

Key responsibilities: • Be responsible for daily receiving of cash and issuing of receipts • Provide overall control over cash funds up to the point where the funds are deposited • Complete daily deposit slips • Fill receipts and daily cash reports.

Data Capturer

Remuneration: R221 426.55-R244 345.99 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate • Computer literacy • 6 months' experience • Preparedness to be subjected to security clearance.

Key responsibilities: • Capture and file payment certificates during submission by service providers • Receive application forms and capture them onto the system • Share typing work with other sectional employees • Send documents for proof reading and corrections • Correct typing errors • File as per the File Plan • Assist in performing administration tasks • Answer calls in the absence of the admin clerk • Fax all sectional documents.

Admin Clerks: HR (2 Posts)

Remuneration: R221 426.55-R244 345.99 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate • Typing skills • Computer literacy • Knowledge of personnel on the PayDay Systems.

Key responsibilities: • Type documents and make copies • Keep records of the section • Compile statistics on personnel matters • Maintain a document management system • Update personnel policies and records • Respond to enquiries and refer to the relevant officer • Keep record of enquiries and responses • Distribute recruitment adverts internally • Compile personnel records • Assist in responding to applications • Update finance/payroll on staff changes • Arrange venues for meetings and workshops for the section.

Senior Fire Fighters (16 Posts)

• Giyani (2) • Modjadjiskloof (3) • Phalaborwa (2) • Maruleng (6) • Tzaneen (3)

Remuneration: R157 634-11-R181 597-60 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate • BAA • Current registration with HPCSA • Fire Fighter 1 and • A Code C1 driver's licence • 3 years' experience as a Fire Fighter • Preparedness to be subjected to security clearance • Medical fitness and compliance with NFPA Fitness Standards • Thorough knowledge of Standard Operating Procedures • A keen sense of discipline • Initiative.

Key responsibilities: • Perform firefighting, Hazmat, rescue operations and special services within the Mopani District • Attend awareness campaigns • Update logbooks • Perform daily inspections of vehicles, buildings, machinery and equipment • Compile reports for each attended incident or inspection conducted • Coordinate demonstrations to visiting schools and the public • Ensure that subordinates are able to meet their objectives • Maintain discipline at the station • Attend daily parades • Attend regular internal and external training • Complete personal attendance registers • Perform control room duties • Complete vehicle logbooks, incident report forms, etc before ceasing duty • Perform any other duties that may be delegated.

Fire Fighters (23 Posts)

• Giyani (4) • Modjadjiskloof (4) • Phalaborwa (4) • Maruleng (6) • Tzaneen (5)

Remuneration: R138 911.76-R157 634.41 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate • BAA • Current registration with HPCSA, Fire Fighter 1 • A Code C1 driver's licence • 2 years' experience • Preparedness to be subjected to security clearance • Medical fitness and compliance with NFPA Fitness Standards • Thorough knowledge of Standard Operating Procedures • A keen sense of discipline • Initiative.

Key responsibilities: • Perform firefighting, Hazmat, rescue operations and special services within the Mopani District • Perform general maintenance and cleaning in and around the quarters and the station • Comply with all Standard Operating Procedures • Execute all daily tasks thoroughly • Host demonstrations to visiting schools and the public • Attend daily parades • Attend regular internal and external training • Complete personal attendance registers • Perform control room duties • Complete vehicle logbooks, incident report forms, etc before ceasing duty • Perform any other duties that may be delegated.

Junior Fire Fighters (10 Posts)

Remuneration: R122 308.31-R135 932.48 per annum, plus housing subsidy, UIF, medical aid and pension benefits

Requirements: • A Grade 12 certificate • BAA • Fire Fighter 1 • A Code C1 driver's licence • 0-1 years' experience • Preparedness to be subjected to security clearance • Medical fitness and compliance with NFPA Fitness Standards • A keen sense of discipline.

Key responsibilities: • Perform firefighting, Hazmat, rescue operations and special services within Mopani District • Perform general maintenance and cleaning in and around the quarters and the station • Comply with all Standard Operating Procedures • Execute all daily tasks thoroughly • Host demonstrations to visiting schools and the public • Attend daily parades • Attend regular internal and external training • Complete personal attendance registers • Perform control room duties • Perform daily maintenance of buildings, vehicles and equipment • Perform any other duties that may be delegated.

Enquiries: Mr NG Lebepe, tel. (015) 811-6300.

Women and people with disabilities are encouraged to apply.

Please submit your application on the prescribed form, downloadable from our website (www.mopani.gov.za), together with your comprehensive CV and recent certified copies of qualifications and Identity Document, to: The Municipal Manager, Mopani District Municipality, Private Bag X9687, Giyani 0826.

Please note: Z.83 forms and faxed applications will not be accepted.

Closing date: 07 March 2014 at 12:00.

Fraudulent qualifications or documentation will immediately disqualify any application. MDM reserves the right not to fill these posts, should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within two (2) months of the closing date, regard your applications unsuccessful. Submission without certified copies of qualifications will not be considered.

MT Maake - Municipal Manager