

MOPANI DISTRICT MUNICIPALITY

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

PROJECT MANAGEMENT UNIT MANAGER (PMU). Ref. ENG01/2014

(RE-ADVERT)

REMUNERATION: Negotiable.

REQUIREMENTS: The applicant must be in possession of B. Tech in Civil Engineering and project management certificate or equivalent qualification, and a minimum of five years post graduate experience in project management. Qualification in project management will be an added advantage. Clear understanding of water services development infrastructure including appraisal of technical reports. Candidate must be registered with any relevant professional body and it will be an added advantage. Ability to work under pressure. Exposure to municipal environment will be an added advantage. Articulate with excellent interpersonal, report writing and computer skills (PowerPoint, Excel and Word) sound managerial skills and ability to manage staff, knowledge of government policy environment and familiarity with infrastructure / construction sector. Knowledgeable in Auto Cad is an added advantage. Preparedness to be subjected to security clearance.

KEY RESPONSIBILITIES: Primarily responsible to integrate, coordinate. Project manage financially administer the MIG and in house funded capital projects in his/her area of jurisdiction. Ensure project compliance with all applicable legislations, policy and conditions applicable to MIG. Project performance and cash-flow reviews. Liaison with provincial and other line function departments through formal regular evaluator / progress meetings and on an add-hoc basis. Submission of monthly, quarterly, annually and add-hoc report to DPLG as determined in applicable legislation or required by MIG Management Unit. Responsible for the management of the PMU team and their respective outputs. Ensure forward planning on all infrastructure projects and capable of reading, analyse technical report and designs

PAYROLL CLERK. Ref. BT01/2014

Remuneration : R221, 426-55 - R244, 345-99 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

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

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

CREDITORS CLERK – RECEIPTING. Ref. BT02/2014

Remuneration : R221, 426-55 - R244, 345-99 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

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

Key responsibilities: Renders General Creditors Administration. Prepares payment vouchers. Post banking of cheques. Maintaining of suppliers and filing. Dealing and responding to suppliers queries. Maintaining of suppliers registers and filing.

CREDITORS CLERK – INVOICING. Ref. BT03/2014

Remuneration : R221, 426-55 - R244, 345-99 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

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

Key responsibilities: Renders General Creditors Administration. Prepares payment vouchers. Post banking of cheques. Maintaining of suppliers and filing. Dealing and responding to suppliers queries. Maintaining of suppliers registers and filing.

ADMIN CLERK - CREDIT CONTROL. Ref. BT04/2014

Remuneration : R221, 426-55 - R244, 345-99 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

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

Key responsibilities: Daily receiving of cash and issuing of receipts. Overall control over cash funds up the point where the funds are deposited. Complete daily deposit slips. Filling of receipts and daily cash reports.

DATA CAPTURER. Ref. BT05/2014

Remuneration : R221, 426-55 - R244, 345-99 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

Requirements: Grade 12 and Computer Literacy plus 6 months experience. Preparedness to be subjected to security clearance.

Key responsibilities: Capturing and filing of payment certificates during submission by service providers. By receiving Application Form and capture it to system. By sharing typing work with other sectional employees. By sending documents for proof reading and corrections. By correcting typing error. By filing as per File Plan. Assist in performing administration tasks: By answering calls in the absence of the admin clerk. By faxing of all sectional documents.

ADMIN CLERKS – HR (2 posts). Ref. HR01/2014

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 and computer literacy. Knowledge of personnel of 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 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.

IT OFFICER. Ref. HR02/2014

Remuneration : R283, 633-92, R298, 069-74, R313, 259-31 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

Requirements: Grade 12 certificate and degree/diploma in Information Technology. 1 to 2 years experience. Preparedness to be subjected to security clearance.

Key responsibilities: Coordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/or hardware. Provides support associated with the capability of application software, peripheral devices, connectivity and/or functionality of operating software and hardware devices. Analyses and provides recommendations pertaining to the information systems hardware/software and/or capacitates end-user on specific applications. Performs specific administrative activities associated with the functionality.

SENIOR FIRE FIGHTERS (16 posts) Ref. COM01/2014

Giyani (2); Modjadjiskloof (3); Phalaborwa (2); Maruleng (6) and Tzaneen (3).

REMMUNERATION: R157, 634-11 – R181, 597-60 per annum, plus housing subsidy, UIF, Medical aid and pension befits.

REQUIREMENTS: Grade 12, BAA current registration with HPCSA, Fire fighter **1 and 2**, code C1 driver's license and 3 years' experience as a Fire Fighter. Preparedness to be subjected to security clearance. Applicants must be medically fit and compliant to NFPA Fitness Standards.

KEY RESPONSIBILITIES: Perform firefighting, Hazmat, Rescue operations and special services within the Mopani District. Attend awareness campaigns. Update log books, Perform daily inspection 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. Have thorough knowledge of Standard Operating Procedures, must also possess a keen sense of discipline and have initiative. Complete personal attendance registers. To perform control room duties. Complete vehicle log books, incident report forms, etc. before knocking off duty. Perform any other duties that may be delegated.

FIRE FIGHTERS (23 posts) Ref. COM02/2014

Giyanani (4), Modjadjiskloof (4); Phalaborwa (4), Maruleng (6) and Tzaneen (5).

REMUNERATION: Remuneration: R138, 911-76 – R157, 634-41 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

REQUIREMENTS: Grade 12, BAA current registration with HPCSA, Fire fighter 1, code C1 driver's license and 2 years' experience. Preparedness to be subjected to security clearance. Applicants must be medically fit and compliant to NFPA Fitness Standards.

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 the standard operating procedures. Execute all daily tasks thoroughly. Host demonstrations to visiting schools and public. Attend daily parades. . Attend regular internal and external training. To have thorough knowledge of Standard Operating Procedures, must also possess a keen sense of discipline and have initiative. Complete personal attendance registers. To perform control room duties. Complete vehicle log books, incident report forms, etc before knocking off duty. Perform any other duties that may be delegated.

JUNIOR FIRE FIGHTER (10 positions) Ref. COM03/2014

Remuneration: R122, 308-31 – R135, 932-48 per annum, plus housing subsidy, UIF, medical Aid and pension benefits.

Requirements: Grade 12, BAA, Fire fighter 1, code C1 driver's license, 0-1 years experience. Preparedness to be subjected to security clearance. Applicants must be medically fit and compliant to NFPA Fitness Standards.

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 the standard operating procedures. Execute all daily tasks thoroughly. Host demonstrations to visiting schools and public. Attend daily parades. Attend regular internal and external training. Must possess a keen sense of discipline. Complete personal attendance registers. To perform control room duties. Daily maintenance buildings, vehicles and equipment. Perform any other duties that may be delegated.

Enquiries: Ms Mathebula T.M. Tel. 015-811 6300 Ext. 2060

WOMEN AND PEOPLE WITH DISSABILITIES ARE ENCOURAGED TO APPLY.

Please forward your application **through a prescribed form (www.mopani.gov.za)** together with your comprehensive CV and recent certified copies of your qualifications and the identity document to: **The Municipal Manager, Mopani District Municipality, Private Bag x9687, GIYANI, 0826.**

Z.83 FORMS AND FAX APPLICATIONS WILL NOT BE ACCEPTED.

CLOSING DATE: 2014 May 29 @ 12h00 noon.

PLEASE NOTE: Fraudulent qualifications or documentations 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 after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

Mr M.T. Maake, Municipal Manager.