



City on the move

Suitably qualified persons are invited to apply for appointment in the following positions

## 1. OFFICE OF THE CITY MANAGER

### 1.1 SECRETARY: GM: ANTI-FRAUD & CORRUPTION

**QUALIFICATIONS:** \* Grade 12 or equivalent qualification. A Secretarial Diploma/Certificate will serve as recommendation. Computer Literacy \*

**EXPERIENCE:** \* Experience as a Secretary to a Director/Manager in a medium to large organization will serve as a further recommendation \*

**CORE DESCRIPTION:** \* The successful candidate will report to the General Manager: Anti-Fraud & Corruption and will be responsible for the following functions:

- Provide secretarial support to the General Manager: Anti-Fraud & Corruption by scheduling, confirming and updating the diary and alerting or indicating priority/urgent meeting requiring attention.
- Organising, confirming and scheduling meetings/appointments with internal Directorates and external stakeholders.
- Copy typing and formatting documents/reports and creates presentations using word processing and related office applications.
- Making travel arrangements of the General Manager and other support staff in the unit, including confirming attendance, accommodation and mode of transport by liaising with the travelling agent and the receiving parties.
- Attending to telephonic calls and visitors to the Office, establishing nature of the visit and direct requests to the General Manager, officials in the office or other appropriate officials in the Municipality.
- Maintaining stocks of standards forms and stationery and completing requisition orders to facilitate the replenishment of times prior to depletion \*

**SALARY GRADE:** 012/010

## 2. CORPORATE SERVICES

### 2.1 CLERK GR II (Temporary for 6 months)

**QUALIFICATIONS:** \* Grade 12 and Computer literate \*

**EXPERIENCE:** \* Minimum of at least two (2) years experience of clerical/administrative field \*

**CORE DESCRIPTION:** \* The successful candidate will be responsible for the following functions:

- To perform functions in the Closing of Files Sub-Section and Leave Capturing Section whilst employees are on maternity leave for a period of 6 months such as:
  - Making sure that documentation on files are complete when closing files at termination of services.
  - Making follow up enquiries on outstanding documentation requested from Directorates regarding the closing of files.
  - Assisting employees in claiming UIF Benefits from the Department of Labour.
  - Keeping a monthly record of attendance register received from Directorates.
  - Capturing leave forms accurately and within the prescribed time frame.
  - Attending to written and verbal leave / personal enquiries \*

**ADDITIONAL REQUIREMENTS:**

- Good Communication skills
- Good Human Relations
- Sense of confidentiality
- Attention to detail
- Accuracy

**SALARY GRADE:** 013/011

### 3. UTILITY SERVICES

#### 3.1 ELEC TRADE WORKER (SPEC GR)//ELECTRICIAN //SNR)

**QUALIFICATIONS:** \* Qualified Electrician, completed apprenticeship \*

**EXPERIENCE:** \* Appropriate three (3) years experience and a sound knowledge of high voltage switches and motors and meters \*

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

- To test and do fault finding of electrical motors, panels and cables to comply with legal and safety prescriptions and to identify any problems that might occur.
- To repair, install, service and do preventative maintenance to electrical motors, electrical panels, electronic controllers and cables.
- Maintain electrical safety equipment and complete safety registers to ensure a safe and healthy environment for employees.
- Supervise and issue daily instruction to Artisan Assistant to ensure proper work performance.
- Perform after hours standby services to ensure that service delivery continue after hours.
- Perform any other related duties as instructed by Supervisor.

**ADDITIONAL REQUIREMENTS:**

- Valid code EB driving license
- Bilingualism

**SALARY GRADE:** 009//008/1

#### 3.2 PLANT CONTROLLER – (BLOEMSPRUIT SEWAGE PLANT) (MASELSPOORT PURIFICATION PLANT)

**QUALIFICATIONS:** \* Grade 10 and a valid code EB driver's licence. Incumbent must be bilingual and have good communications skills \*

**EXPERIENCE:** \* Minimum of at least one (1) year experience \*

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

- Control the normal operation of the sewerage treatment plant, subject to the daily instructions issued by the Senior Plant Controller, to ensure effective and efficient control over plant.
- Operate an after hour customer care service to ensure effective service delivery.
- General supervision and adhere to basic conditions of service.
- Perform any other related duties as instructed by Supervisor \*

**SALARY GRADE:** 012/010

#### 3.3 GENERAL WORKER (8 POSTS)

**QUALIFICATIONS:** \* Grade 6, acceptable state of health and language proficiency in at least two official languages of MLM \*

**EXPERIENCE:** \* Appropriate hard labour experience will serve as a recommendation \*

**CORE DESCRIPTION:** The successful candidate will be responsible for the following functions:

- General labourer work in water and sanitation division and to ensure the smooth running of the process.
- Any other related duties as instructed by Supervisor \*

**SALARY GRADE:** 018/017

### 4. FINANCE

#### 4.1 PART-TIME CASHIER

**QUALIFICATIONS:** \* Grade 12 with Accounting \*

**EXPERIENCE:** \* Appropriate experience will serve as a recommendation \*

**CORE DESCRIPTION:** \* The successful candidate will be responsible for the following functions:

- To issue official receipts for remittances received by the Council,

- To ensure that the total of remittances for which such receipts have been issued, is banked in Council's bank account \*

**SALARY GRADE:** HOURLY REMUNERATION (as and when needed) \*

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The closing date in respect of all positions will be **15 January 2010**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

**GM: Human Resource Management**

**P.O. Box 3704**

**BLOEMFONTEIN**

**9300**

Telephonic Enquiries : 051 – 405 8517 OR e-mail: [employ@civic.mangaung.co.za](mailto:employ@civic.mangaung.co.za)

**We thank all applicants for their interest**