



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

**1. DIRECTORATE: SOCIAL SERVICES**  
**SUB – DIRECTORATE: SOCIAL DEVELOPMENT**  
**Post NO. 1.1 library Aid**

**Qualifications:** Grade 11

**Experience:** One (1) year experience in a library or administrative environment will serve as recommendation.

**Core description:** The successful candidate will be responsible for the following functions:

- Organise and maintain the library material to ensure access to collection;
- Material distribution and messenger service to support service delivery; and
- Administrative duties.

**Additional Requirements:**

- Must be physically capable of performing messenger duties;
- Must be able to move heavy boxes, volumes of bound newspapers & journals, etc;
- Parallel transfer to other sections according to service needs;
- Must be able to understand alpha-numeric codes used to shelve material; and
- Must be able to working on specific evenings as needed and Saturday shifts once a month.

**SALARY GRADE: 015 – 014**

**SUB – DIRECTORATE: SOCIAL DEVELOPMENT**  
**Post NO. 1.2 WORD PROCESSOR**

**Qualifications:** Grade 12 with Accountancy

**Experience:** A minimum of at least one (01) year experience will be appropriate.

**Core Description:** The successful candidate will be responsible for the following:

- Responsible for receiving of income post from the Registration Section and distributing of the post to the relevant;
- Responsible to handle all income and outgoing post from the sub-directorate to ensure an effective service delivery and to make sure that all letters that are written are sent out timeously;
- The incumbent is also responsible to attend to compliance from the public telephonically;
- The incumbent is also responsible for filing of all documents/ letters on the relevant files to ensure that when a query should arise the files can be used for investigation or to address the query;
- The incumbent is also responsible to ensure that there is enough files and when one files is full she/he must see to it that a new file is open; and
- The incumbent is also responsible for the control and issuing of stationery.

**Additional Requirements:**

- Bilingual;
- Computer literacy; and
- Good sense for detail.

**Salary Grade: 012/011**

**SUB – DIRECTORATE: SOCIAL DEVELOPMENT**  
**Post NO. 1.3 Lay counselor**

**Qualifications:** Grade 12 plus HIV and AIDS course

**Experience:** A minimum of at least two (02) years appropriate experience will serve as a recommendation.

**Core description:** The successful candidate will be responsible for the following functions:

- Assist Pest Control Officer (PCO) to effectively inspect, detect and control the presence of rodents to ensure a pest free zone around MMM area of jurisdiction;
- Assist Pest Control Officer to inspect, eliminate and control vectors to prevent to occurrence of insects and vectors;
- Assist in applying insecticides and do field work regarding pest and vecor control duties;
- Assist with movement of material;
- Execute other general duties.

**Additional Requirements:**

- Neat and punctual;
- Proficiency in at least two (02) official languages of Mangaung; and
- People skills and communication skills;
- Acceptable state of health.

**Salary Grade: 018 – 017**

**2. DIRECTORATE: STRATEGIC PROJECTS AND SERVICE DELIVERY  
REGULATION**

**SUB – DIRECTORATE: STRATEGIC PROJECTS AND SERVICE  
DELIVERY REGULATION**

**DIVISION: SOCIAL PROTECTION & COMMUNITY DEV**

**Post NO: 2.1 DATA ANALYST X THREE (03) POSTS: 1 – BLOEMFONTEIN; 1 –  
BOTSHABELO and 1 – THABA NCHU**

**Qualifications:** Grade or equivalent qualification in Computer Science

**Experience:** A minimum of at least three (03) years appropriate experience in data capturing and management

(administration thereof).

**Core description:** The successful candidate will be responsible for the following functions:

- Custodian of the Monitoring and Evaluation (M&E) information management database;
- Liaise with provincial and National IT specialist on related issues;
- Provision and quality control of data and information technology;
- Manipulation of data for the preparation of all necessary reports to municipal and the relevant provincial and national departments;
- Documentation management; and
- Statistical analysis of M&E information to assess the ability of MMM in achieving its constitutional mandate and other targets set.

**Additional Requirements:**

- Good communication skills;
- Attention to detail; and
- Accuracy.

**SALARY GRADE: 009**

**SUB – DIRECTORATE: STRATEGIC PROJECTS AND SERVICE  
DELIVERY REGULATION**

**DIVISION: SOCIAL PROTECTION & COMMUNITY DEV**

**2.2 SERVICE DELIVERY MONITOR X THREE (03) POSTS: 1 – BLOEMFONTEIN; 1  
– BOTSHABELO and 1 – THABA NCHU**

**Qualifications:** B degree in Social Science or a minimum of 6 years relevant experience in the field of services delivery within government

**Experience:** at least 3 years appropriate experience in the provision of government services. Familiarity with the manner in which government services are provided at a local government level will be an added advantage.

Must be an Excellent Communicator and a team player. Should also have well developed interpersonal skills. Computer literacy (MS Office and Internet) is a must

**Core description:** The successful candidate will be responsible for the following functions:

- Physical monitoring and evaluation (M&E) of service delivery in line with approved indicators;
- Ensure M&E data processing, including data transfer, entry, verification and cleaning
- Conduct data quality assurance checks;
- Conduct qualitative and quantitative data analyses;
- Compile M&E reports in compliance with Municipal and procedures;
- Provide technical advice to administration in relation to priorities set to address service delivery priorities.

**Additional Requirements:**

- Familiarity with the manner in which government services are provided at a local government level. good writing skills, writing up research reports, ability to work effectively with diverse stakeholders, Ability to

operate in a range of teams, sometimes leading, sometimes as a team member.

- Good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package. Self – motivated and able to meet tight deadlines.

**Salary Grade: 005**

**SUB – DIRECTORATE: STRATEGIC PROJECTS AND SERVICE  
DELIVERY REGULATION**

**DIVISION: SOCIAL PROTECTION & COMMUNITY DEV**

**2.2 MANAGER: SERVICE DELIVERY MONITORING X THREE (03) POSTS: 1 –  
BLOEMFONTEIN; 1 – BOTSHABELO and 1 – THABA NCHU**

**Qualifications:** B degree in Social Science or a minimum of ten (10) years relevant experience in the field of community services within government, 5 years of which should have been as a leader of a team in the delivery of service

**Experience:** A minimum of at least five (05) years appropriate supervisory experience in the provision of government services are provided at a local government level will be an added advantage.

Demonstrated ability and accountability to take supervisory responsibility for others and for responsible use of resource

Demonstrate ability to evaluate performance of others and take appropriate actions to promote the development of others

Demonstrate self management, discipline and ability to operate in a range of different kinds of system, including meeting the needs of various stakeholders for accountability

Demonstrate ability to select and apply standard work methods and procedures

Demonstrate ability to produce and communicate information in a clear , reliable, accurate, and coherent manner, both orally and in writing

Must be a team player. Should also have well developed interpersonal skills. Computer literacy (MS Office and Internet) is a must.

**Core description:** The successful candidate will be responsible for the following functions:

- Establish monitoring and evaluation system;
- Lead the development and implementation of project's M&E plan;
- Design the monitoring and evaluation tools and forms;
- Develop data collection procedures;
- Oversee monitoring and evaluation data collection activities;
- Oversee data processing, including data transfer, entry, verification and cleaning;
- Oversee internal communication on M&E progress and results;
- Manage M&E staff reporting directly to the manager;
- Train data collection and other M&E staff as needed;

- Conduct data quality assurance checks;
- Conduct qualitative and quantitative data analyses;
- Generate data and Draft M&E reports in compliance with Municipal policies and procedures;
- Provide other management and support to M&E team as needed.

**Additional Requirements:**

- Familiarity with the manner in which government services are provided at a local government level. Good writing skills, writing up research reports, Ability to work effectively with diverse stakeholders, Ability to operate in a range of teams, sometimes leading, sometimes as a team member.
- Good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package. Self – motivated and be able to meet tight deadlines.

**Salary Grade: 004**

The closing date in respect of these positions will be **16 January 2015** Applicants who wish to be considered for a post must post / e – mail / submit their applications with complete details (Certified copies of their SA Identity Document / Card and certificates) as well as comprehensive CV's directly to the address indicated below.

Applicants may also call on the relevant telephone number as provided 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. The Municipality reserves the right not to make any appointment.

THE GENERAL MANAGER: HUMAN RESOURCE MANAGEMENT

P.O. BOX 3704

BLOEMFONTEIN

9300

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

We thank all applicants for their interest.