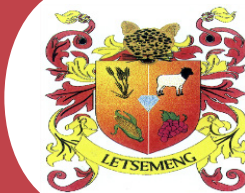


LETSEMENG LOCAL MUNICIPALITY



Privaatsak/Private Bag X3, KOFFIEFONTEIN, 9986 | FOON/PHONE: (053) 205-9200 | FAKS/FAX: (053) 205 0144 | E-mail: letse@mweb.co.za

Letsemeng Local Municipality comprises of the following towns; Koffiefontein, Luchhoff, Oppersmaansgronde, Petrusburg and Jacobsdal. It subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the Municipality are situated at Koffiefontein; which is 135 km south of Bloemfontein.

VACANCIES

CLERK: ASSETS

Purpose:

To assist with the updating of the asset register, proper identification of assets and the safe guarding of assets to minimize the misuse and loss of assets; to assist with the maintenance and monitoring of asset register; to prepare and submit documentation for transfer of assets from one department to another; to assist with information for yearly review of premiums, with regard to fixed assets and inventory; to ensure that all purchased assets are entered in the asset register; to ensure that newly acquired assets are properly identified; to keep average stock level; to facilitate the disposal of old and redundant assets.

Requirements:

Senior Certificate with experience in financial management.

Preferred minimum requirements:

A minimum of 1 – 2 year experience in municipal financial system or related environment.

Remuneration: R88 747. 32

PUBLIC PARTICIPATION OFFICER

(Appointment is for a fixed term contract which runs concurrently with a term of a sitting Mayor

Purpose:

To control specific administrative and support arrangements in respect of engaging and encouraging community participation; to manage all public participation programs/projects; to identify needs, resources and interventions of the public participation programmes to ensure successful implementation of public participation programmes; to prioritize the public participation programmes to ensure that Council meets its targets in terms of the IDP, budget and year plans; to coordinate the activities of the Ward Committees; to facilitate outreach programmes in collaboration with relevant stakeholders or sector departments; to

Requirements:

Senior Certificate – relevant tertiary qualifications in Developmental Studies or Public Administration will be an added advantage.

Preferred minimum requirements: Driver's license, writing skills, computer literacy and sound knowledge of legislative process at the Municipal level.

Remuneration:

Negotiable (Total cost to employer)

2 X INTERN: CIVIL ENGINEERING

(1 YEAR FIXED TERM CONTRACT)

The primary purpose of this programme is to provide interns with a logical training sequence founded on the knowledge competencies they acquired at the universities.

Purpose:

To conduct sites visits to ensure compliance with business plan conditions; to assist in managing labour intensive projects in line with

the EPWP; to assist the Department in providing technical support and evaluating proposed projects; to assist the PMU in coordinating and administering service agreements and contracts with contractors and consultants; to assist Technical Department with all other Civil engineering related works

Requirements:

B Degree or National Diploma in Civil Engineering or equivalent qualifications.

Preferred minimum requirements:

Excellent interpersonal communication skills and computer literacy.

Remuneration: R 100 000.00 per annum, total costs to employer.

INTERN: MECHANICAL ENGINEERING

(1 YEAR FIXED TERM CONTRACT)

Purpose:

To ensure that the Municipality has enough backup equipment to reduce downtimes and speed-up productivity efficiencies; to monitor compliance with all health and safety rules as well as the environmental regulations; to collate operational manuals and prepare standard operating procedures and ensure documentation is available for all equipment and accessories; to ensure that maintenance schedules on EAM are regularly updated with new assets and requirements; to prepare control and inspection plans; to assist the supervisors by assessing the work undertaken by external contractors to ensure work undertaken is within agreed specifications; to provide maintenance and repair waste water and water pumps.

Requirements:

B Degree or National Diploma in Mechanical Engineering or equivalent qualifications.

Preferred minimum requirements:

Excellent interpersonal communication skills and computer literacy.

Remuneration:

R 100 000.00 per annum, total cost to employer.

Interested candidates should submit their detailed CV's with contactable references, certified copies of original certificate with a covering letter to: **Manager: Human Resource, Mr S Qwelane, Letsemeng Local Municipality, 7 Grootrek Street, Koffiefontein 9986 or Private Bag x 3 Koffiefontein; 9986**

Only Shortlisted candidates will be contacted and if you are not contacted within 30 Days after the closing date, please consider your application unsuccessful. Faxed, emailed or late application will not be accepted.

Any enquiries can be directed to Manager: Human Resources, Mr SG Qwelane during office hours at (053) 205 9200

Closing Date: 07 May 2015

MR BA MNGUNI
MUNICIPAL MANAGER