

Moqhaka Local Municipality, with its head office in Kroonstad in the Free State Province, invites suitable candidates to apply for the following positions:

Department: Municipal Manager's Office

Section: Communication

Communication Officer

Salary: R279 560.22 per annum (excl fringe benefits) (Post Level 3)

Reporting to the Municipal Manager, the incumbent will ensure effective communication and image enhancement for the Municipality.

Key performance areas: • Compile, update and maintain Council's website • Provide a Public Relations function to the Municipality • Develop and maintain a corporate image/brand and identity of the Municipality • Implement intergovernmental/intersectoral collaboration programmes within the Municipality • Draft Council's language and/or communication policy • Compile advertisements to promote the Municipality • Be responsible for promotions, special events and advertising campaigns of the Council • Provide sound advice on the institution's communication strategies • Produce and disseminate appropriate communication material and information, eg newsletters and press statements • Help to write speeches • Coordinate, produce and edit communication material • Respond to media queries, write media statements, monitor and evaluate the media • Establish and maintain a sound relationship with the media • Provide support to the District and Provincial Offices and GCIS in implementing communication activities and campaigns based on the Government Communication Programme .

Requirements: • Degree or diploma in Journalism, Communication, Marketing or equivalent • Graphic design will be an added advantage • Minimum of 3 years' experience in a senior position, preferably in a municipal environment • Valid driver's licence • Solid understanding of Government communication systems and the workings of Provincial and Local Government.

Department: Financial Services

Section: Expenditure

Accountant: Payroll

Salary: R212 842.09 – R240 924.23 per annum (excl benefits) (Post Level 5)

Reporting to the Manager: Budget and Expenditure, the incumbent will ensure efficient and accurate processing of salaries within the Municipality.

Key performance areas: • Process salaries • Administer stop orders, monthly returns, PAYE monthly reconciliation and IRPs • Monitor adherence to policies, directives and legislation • Handle internal and external audit queries • Ensure accounting control within the recording function • Assist other sections within the Municipality with labour-related activities as and when instructed to do so in order to ensure efficient and effective service delivery.

Requirements: • Bachelor's degree or equivalent in Accounting, Financial Management and/or Economics • Knowledge of Sesotho and English or Afrikaans • Minimum of 3 years' experience in payroll • Computer literate in MS Word, Excel, PowerPoint, Payday or VIP and Venus System.

Department: Technical Services

Section: Building Survey

Building and Drainage Inspectors (2 Posts)

Salary: R170 251.91 – R188 015.68 per annum (excl benefits) (Post Level 7)

Reporting to the Senior Building and Drainage Inspector, the incumbent will ensure an effective and efficient building and drainage inspection process within the Municipality.

Key performance areas: • Check slope and pressure testing of site sewers • Conduct foundations inspections of the plumbing installations • Check reinforcement before casting of concrete • Inspect plumbing installation • Write regular progress reports on building under construction • Perform any relevant activity prescribed in the by-laws and regulations • Perform inspections and write reports on malpractice and structures constructed without approved building plans, dumping rain water into sewer system, and leaving building rubble on sidewalks/open stands • Serve notices on defiance of regulations/by-laws illegal structural obstacles and sidewalks • Perform inspections and write reports on conditions of various buildings • Report monthly on building activities in the allocated area • Attend queries on by-laws and Building Regulations.

Requirements: • 3-year National Diploma in Building Science, Architectural Technology, Civil Engineer, Construction Management or equivalent plus completed building-related apprenticeship • 3 years' applicable experience or NTC III plus 3 years' training in accordance with the National Building Regulation and Standard Act • Valid driver's licence (Code B) • Computer literacy • Good communication skills • Ability to handle community pressure.

Applications can be addressed to: The Municipal Manager, Moqhaka Local Municipality, PO Box 302, Kroonstad 9500. NB: No faxed or e-mailed applications will be accepted.

Enquiries: Mr SB Kula, tel. (056) 216-9256

Closing date: 24 February 2012

Please note: If you receive no notification regarding this advertisement within 1 month of the closing date, please assume your application was unsuccessful. The Municipality reserves the right not to make an appointment. Canvassing for this position will lead to disqualification of applicants. Applications must be accompanied by certified copies of academic qualifications. Successful candidates appointed will be subject to qualification verification and credit checking.

MS Mqwathi - Municipal Manager

Notice No 3/2012



Moqhaka Municipality