

**LESEDI LOCAL MUNICIPALITY, GAUTENG  
INTERNAL**

**NOTICE NO:** \_\_\_\_\_/2017

**1. Job Title:** **HUMAN RESOURCES RECRUITMENT OFFICER**

**Department:** **CORPORATE SERVICES**

**Number of position:** 1

**Remuneration:** **TG 12: R 275 388 – R 357 480 per annum (excl. benefits)**

**Post Requirements:** Matric and a National Diploma/Degree in Human Resources Management or equivalent NQF 6 qualification. Must have insight to local government. Must be computer literate. Have good interpersonal and written and verbal communications skills. Relevant 1 year working experience in Municipal or government environment. Must have a valid driver's licence. ✓

**Personal attributes/competencies:** understanding of Local Government Legislation. Must have high levels of accuracy and analytical skills.

**Duties:** Ensure that Recruitment is finalised timeously. Ensure that Recruitment is aligned to the Employment Equity and the Council's organisational structure. Must be able to work on remuneration systems and conduct benefits administration. Must be able to conduct HR Planning and organisational design. Must have and be able to demonstrate a good understanding of all relevant labour legislations. To ensure that accurate information and data is relevant to support decision – making processes in order to respond to the relevant statutory requirements and management needs.

**2. Job Title:** **IGR & MPAC COORDINATOR**

**Department:** **MUNICIPAL MANAGER**

**Number of Positions:** 1

**Remuneration** **TG 11: R 233 256 – R 302 796 per annum (excl. benefits)**

**Post Requirements:** Matric and a National Diploma in Public Administration or NQF 6 qualification alternatively Certificate in Municipal Finance Management. Must have insight into Local Government. Must be computer literate. Must have knowledge of Municipal Finance Management, MPAC and IGR guidelines and Municipal Legislation. Must have knowledge of treasury reporting guidelines, systems and circulars. Relevant 2 or 3 year working experience in a municipal or government environment



Personal attributes: Must have knowledge of intergovernmental and international relations. Ability to coordinate, monitor and evaluate mechanisms, systems and processes in the office of the MM. Have good interpersonal, written and verbal communications skills. Must be able to work independently, innovatively and under pressure. Must have sound organisational and planning skills

Duties: Ensure that quarterly IGR and MPAC meetings go as scheduled. Must effectively communicate with all stakeholders and maintain sound relations with the conveners of such meetings and /or committees. Be able to also provide attention of the municipal council.

3. Job Title: **PUBLIC PARTICIPATION OFFICER**

Department: **MUNICIPAL MANAGER**

Number of Positions Available: 1

Remuneration: **TG 12: R 275 388 – R 357 480 per annum (excl. benefits)**

Appointments requirements: Matric with relevant qualification in Developmental Studies or Public Administration, NQF6. Community work experience. Must have a valid driver's licence. Have at least 2/3 years relevant experience.

Personal Attributes/competencies: Must be able to work independently and with a team. Must be computer literate and have excellent communication (both written and verbal) and interpersonal skills. Have an understanding of the relevant legislation. Must be able to work under pressure.

Duties: Must ensure that key functional requirement related to service delivery and development are planned, aligned and programmed to support the accomplishment of laid down objectives. Be able to raise awareness and ensure maximum public participation into the municipal programmes and projects. Be able to solicit public comments and input and provide information to the public through various platforms and mediums. Must ensure that events and programmes create the desired impact, encouraging communities to participate and benefits from the initiative.

4. Job Title: **DESKTOP TECHNICIAN**

Department: **CORPORATE SERVICES**





Number of Positions Available: 2

Remuneration: **TG 9:** R 175 488 – R 227 796 per annum (excl. benefits)

Appointments requirements: Matric plus a National Diploma/Degree, NQF6/7 information Technology coupled with at least two years relevant working experience. A Microsoft qualification would be an added advantage. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008 and 2012, Exchange 2010 and Windows 7/8 is essential. Knowledge of government transversal systems.

Personal Attributes/competencies: Ability to communicate well at all levels and under pressure required to work independently and in a team environment.

Duties: Communicating with the immediate superior on aspects pertaining to end user computing or application requirements. Diagnoses of specific software related problems interact with vendors/consultant on corrective measures. Must install/configure set-up commands, testing and solving of logs and conducting analysis and evaluation on the functionality of application software. Maintaining data dictionaries/ directories and controlling the distribution and retention of data various storage devices. Performing upgrades and repairs to components and peripheral devices. Assessing and presenting to the immediate superior the need for new software, upgrades and disposal.

Contact person: Nerina Ramsammy/Mpumi Dlamini

Telephone: 016 492 0207/016 492 0244

Applications must be lodged at: Enquiries or P.O Box 201  
Corner H F Verwoerd and Louw Street Heidelberg  
Heidelberg  
1441  
1438

**Closing Date: 24 May 2017**

*Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. The Lesedi Local Municipality is an equal opportunity affirmative action employer. Disabled persons are encouraged to apply. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate*

