

LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/EXTERNAL

Job notice number: 38/2017

LEARNERSHIPS

1. Qualification Title: NATIONAL CERTIFICATE: WATER & WASTEWATER PROCESS CONTROL

NQF Level: 3

Number of Learners: 10

2. Qualification Title: WATER & WASTEWATER RETICULATION SERVICES

NQF Level: 2

Number of Learners: 12

3. Qualification Title: FURTHER EDUCATION AND TRAINING CERTIFICATE: FIRE AND RESCUE OPERATIONS

NQF Level: 4

Number of Learners: 10

4. Qualification Title: NATIONAL CERTIFICATE: LANDSCAPING

NQF Level: 3

Number of Learners: 24

5. Qualification Title: NATIONAL CERTIFICATE: CONSTRUCTION: ROADWORKS

NQF Level: 3

Number of Learners: 10

6. Qualification Title: FURTHER EDUCATION AND TRAINING CERTIFICATE: ARCHIVES AND RECORDS MANAGEMENT

NQF Level: 4

Number of Learners: 15

Remuneration: Stipend as per LGSeta regulation

Appointments requirements: Must have Grade 12 or equivalent. Tertiary Qualification will be an advantage. Preference will be given to Lesedi Local Municipality residents. Applicants should not be older than 35 years. A valid driver's license will be added advantage. The learner will be required to enter into a Learnerships agreement.

POSITIONS

7. Job Title: LIBRARIAN - CATALOGER (3 year contract)

Department: COMMUNITY SERVICES



Number of Positions Available: 2

Remuneration: R262 347.00 per annum

Appointments requirements: Must be in possession of a 3 year Diploma/ B Degree in Library Information Science. At least two years working experience in the Library information field. Excellent communication (both written and verbal) and interpersonal skills. Valid driver's license, Code 8 is compulsory. Must be computer literate. Experience in working with children. Project management experience with proof of projects that were done successfully.

Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure.

Duties: Prepare and coordinate library programmes and projects at all libraries. Coordinate the acquisition of material needed to present programmes. Compile written reports on programmes presented and on job related issues. Conduct audits on assets and reports on findings. Conduct assets verification and control (Asset Management). To creatively initiate, plan, develop and implement after consultation with stakeholders outreach programmes according to need and after research is conducted. Promote and market the libraries through exhibitions.

8. Job Title: **LIBRARIAN (3 year contract)**

Department: COMMUNITY SERVICES

Number of Positions Available: 3

Remuneration: R262 347.00 per annum

Appointments requirements: Must be in possession of a 3 year Diploma/ B Degree in Library Information Science. At least two years working experience in the Library information field. Excellent communication (both written and verbal) and interpersonal skills. Valid driver's license, Code 8 is compulsory. Must be computer literate. Experience in working with children. Project management experience with proof of projects that were done successfully.

Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure.

Duties: Prepare and coordinate library programmes and projects at all libraries. Coordinate the acquisition of material needed to present programmes. Compile written reports on programmes presented and on job related issues. Conduct audits on assets and reports on findings. Conduct assets verification and control (Asset Management). To creatively initiate, plan, develop and implement after consultation with stakeholders outreach programmes according to need and after research is conducted. Promote and market the libraries through exhibitions.

9. Job Title: **SMME & TOURISM DEVELOPMENT: COORDINATOR**

Department: LED AND PLANNING

Number of Positions Available: 1

Remuneration: **TG 12:** R 295 668 – R383 796 per annum (benefits excl)

Appointments requirements: Matric with a Diploma/Degree, NQF 6/7, in National Higher Diploma/Degree Business Management/ Economics. Must have at least 2 years' experience. Must have driver's license. Financial management experience within a municipal environment is important. Should have experience in compiling

strategies.

Personal Attributes/competencies: Proactive and decisive under pressure. The ability to interact professionally with a diverse group including executives, managers and subject matter experts. Understanding of Local Government.

Duties: Process and update information related to LED and tourism to ensure effective administration. Provide support and manage partnerships (PPP'S, MSP'S) to ensure an effective relationship between relevant parties. Liaise with local and external stakeholders and role-players. Continuous liaison with development role-players. Facilitate the internal liaison between Departments and sections within the municipality. Mobilise additional development funds for local economic development and assist with the monitoring and implementing of investments and further development of the Development fund. Preparation and submission of business plans to ensure that the objectives of the IDP is met and that SMME'S are supported. See to it that the economic goals as identified are achieved by having programmes of interaction with sector departments. Facilitate and encourage the generation of ideas and concepts from SMME'S, the community and other role players as development opportunities. Assist SMME's with the compilation of business plans and provide advice to relevant persons.

10. Job Title **SALARIES CLERK**

Department: FINANCE

Number of Positions Available: 1

Remuneration: **TG 8: R167 328 – R217 224 per annum (benefits excl)**

Appointments requirements: Relevant NQF 4/5 qualification on Finance. At least 2 - 3 years' payroll experience.

Personal Attributes/competencies: Should have skills in persuasion, critical thinking, analytical thinking and project management. Must have integrity, be stress tolerant, persistent, initiative and adaptable/flexible work styles.

Duties: Responsible for checking specific payroll processes and procedures, checking, capturing and updating system records and attending to routine queries and enquiries. Checking registers and reports (time and attendance, payroll), checking data recording, calculations and totals for accuracy. Captures data and updates the Payroll system. Responsible for record keeping.

Contact person: Teboho Tsoku/Babi Mohale (leanerships)

Telephone: 016 492 0099/ 016 492 0095

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** November 2017

The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, qualification and employment verification). Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. Successful candidates will be appointed on probation of six (6) months. Applications must be submitted on the prescribed Application for Employment form (obtainable from www.lesedilm.gov.za).