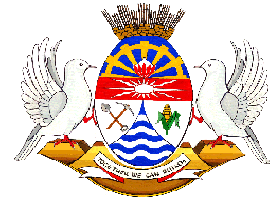


INTERNAL ADVERTISEMENT



The Lejweleputswa District Municipality hereby invites suitable qualified individuals to apply for the **internal** undermentioned positions;

Candidates, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's directly to the Corporate Services Department.

PLEASE NOTE THAT CV'S RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED

The Lejweleputswa District Municipality subscribes to the principles of the Employment Equity Act. Certified copies of highest educational qualifications must accompany applications.

Please note that if you do not receive any correspondence from the municipality, regarding your application, within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

FINANCE DEPARTMENT

1. WEBSITE DEVELOPMENT OFFICER (LEVEL 6)

KEY RESPONSIBILITIES:

- Design aesthetically pleasing websites, with logical structure of content and consistent visual images
- Develop and maintain the website of Lejweleputswa District Municipality
- Write well designed, testable, efficient code by using best software development practices
- Create website layout/user interface by using standard HTML/CSS practices
- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Be responsible for maintaining, expanding, and scaling Lejweleputswa District Municipal site
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities
- Cooperate with web designers to match visual design intent

REQUIREMENTS

- Proven working experience in web programming
- In-depth knowledge of modern HTML/CSS
- Familiarity with at least one of the following programming languages: PHP, ASP.NET, Java script
- A solid understanding of how web applications work including security, session management, and best development practices
- Adequate knowledge of relational database systems, Object Oriented Programming and web application development
- Hands-on experience with network diagnostics, network analytics tools
- Basic knowledge of Search Engine Optimization process
- Aggressive problem diagnosis and creative problem solving skills

2. SUPPLY CHAIN MANAGEMENT PRACTITIONER (LEVEL 6)

KEY RESPONSIBILITIES:

- Maintain the Supply Chain Database and attends to the application of related procedures
- Analyse and attends to the application of stock management procedures
- Execute applications associated with the procurement/purchasing of items within the prescribed limits
- Perform administrative recording, reporting and recordkeeping activities/tasks associated with the stock movement and /or related supply chain activities

REQUIREMENTS

- ✓ Relevant 3 year qualification (NQF Level 6) and 3+ years' Supply Chain Management experience
- ✓ Proven knowledge of Local Government Supply Chain Management
- ✓ Knowledge of Legislations and Regulations: MFMA and SCM
- ✓ Experience in working with service providers and consultants, both on long and short term basis

3. IT TECHNICIAN (LEVEL 8)

KEY RESPONSIBILITIES

- Co-ordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/ or hardware
- Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices
- Analyses and provides recommendations pertaining to the information systems hardware/ software and/ or capacitates end-user on specific applications
- Performs specific administrative activities associated with the functionality

REQUIREMENTS

- ✓ An acceptable level of Secondary Education (NQF Level 4)

4. EXPENDITURE CLERK (LEVEL 7)

KEY RESPONSIBILITIES

- Performs specific tasks/activities associated with the processing and updating of transactional information with respect to specific Creditor Accounts
- Maintains registers and access records of expenditure transactional processes, documentation, instructions and correspondence

REQUIREMENTS

- An acceptable level of Secondary Education.
- Computer Literacy

5. SECRETARY (LEVEL 8)

KEY RESPONSIBILITIES

- Perform specific tasks/activities associated with the provision of Secretarial support
- Maintain and access records of discussions, instructions and correspondence
- Perform tasks associated with the provision of general office support service

REQUIREMENTS

- NQF Level 4
- Computer Literacy

- Communication skills
- Ability to work under pressure and independently
- Professionalism and sense of confidentiality

CORPORATE SERVICES DEPARTMENT

6. SECRETARY (LEVEL 8)

KEY RESPONSIBILITIES

- Perform specific tasks/activities associated with the provision of Secretarial support
- Maintain and access records of discussions, instructions and correspondence
- Perform tasks associated with the provision of general office support service

REQUIREMENTS

- NQF Level 4
- Computer Literacy
- Communication skills
- Ability to work under pressure and independently
- Professionalism and sense of confidentiality

DISASTER & ENVIROMENTAL HEALTH SERVICES DEPARTMENT

7. SECRETARY (LEVEL 8)

KEY RESPONSIBILITIES

- Perform specific tasks/activities associated with the provision of Secretarial support
- Maintain and access records of discussions, instructions and correspondence
- Perform tasks associated with the provision of general office support service

REQUIREMENTS

- NQF Level 4
- Computer Literacy
- Communication skills
- Ability to work under pressure and independently
- Professionalism and sense of confidentiality

LED & TOURISM DEPARTMENT

8. SECRETARY (LEVEL 8)

KEY RESPONSIBILITIES

- Typing of correspondence and confidential documents such as letters, memorandums, agendas minutes, reports etc.
- Screen telephone calls and follow-up on complains and enquiries
- Send and receive required faxes, receive and deliver all documentation and correspondence
- Liaison within and between different levels and Managers regarding technical inputs and to ensure open communication
- Arrange meetings, take minutes and make schedules of appointments and keep diary
- Information and record keeping

REQUIREMENTS:

- Grade 12 plus Secretarial Diploma
- Advanced computer competency, typing, speed writing or short hand
- Communication skills
- Bilingual
- Ability to work under pressure and independently
- Professionalism and sense of confidentiality

The Lejweleputswa District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Completed applications forms must be submitted with attached certified copies of Identity document and qualifications as well as a CV. Applications can be delivered to: Lejweleputswa District Municipality c/o Tempest and Jan Hofmeyer Road, WELKOM. The attention of the Executive Manager: Corporate Services. All enquiries must be directed to the Human Resource Section Me. MS Maselwanyana at 057 353 3094.

Application forms can be collected from the above-mentioned office between 07:30 and 16:30 Monday to Friday.

Closing date: 27 October 2017

**PME KAOTA
MUNICIPAL MANAGER**

We thank all applicants for their interest

