



JOE MOROLONG LOCAL MUNICIPALITY

Joe Morolong Local Municipality with its seat situated in Churchill 26 km from Kuruman, in John Taolo Gaetsewe District, Northern Cape Province invites suitably qualified candidates with the relevant experience to fill the following vacant positions:

Internship: Finance Trainee X 5

(2 year fixed Term Contract)

Salary Range: R100 000.00 Per Annum (Total cost of the employer)

Minimum Requirements:

Applicants must have a minimum qualification of Grade 12, with Accounting, National Diploma in Financial Management or Bachelor of Commerce in Accounting. Computer literacy is a pre-requisite. Excellent interpersonal and communication skills. Office administration. Communication and writing skills. Ability to meet deadlines and perform under pressure. Energetic and able to initiate action.

Roles and Responsibilities Includes:

Perform specific tasks/activities associated with the processing and updating information with respect to specific accounts. Checking and verifying source payment documentation. Co-ordinate the recording and processing procedures of accounting transactions. Maintain registers and access records of transactions, instructions and correspondence. Render support services to functions in the department. Co-ordinate and control sequences associated with the verification and provision of information. Deal with finance enquires. Perform specific procedures associated with receipting, reconciliation and posting transactional data.

Position: Technician Electricity (Hotazel)

Salary Range: Task Level 10 R163 838.10 – R212 673.50

Minimum Requirements

Bachelor's Degree / National Diploma in Electrical Engineering or N6 Certificate in Electrical Engineering; Code C1 driver's; 2 years relevant experience.

Roles and Responsibilities

Asset Management of all electrical components within the various projects. Report writing. Look at systems, what is in place and what needs to be put in place and how will you keep these systems up to date. Connecting wires to circuit breakers, transformers or other components. Assembling, installing, testing and maintaining electrical or electronic wiring, equipment, appliances, apparatus and fixtures, using hand tools and power tools. Testing electrical systems and continuity of circuits in electrical wiring, equipment and fixtures, using testing devices such as ohmmeters, voltmeters and oscilloscopes, to ensure compatibility and safety of system. Planning layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Inspecting electrical systems, equipment and components to identify hazards, defects and the need for adjustment or repair and ensure compliance.

BENEFITS: As applicable for local government employees

Applications in the form of Curriculum Vitae, covering letter and certified copies of certificates must reach the office on or before Friday, 30th November 2015. No facsimile will be accepted. Applications must clearly specify the post applied for, and be forwarded to the attention of:

**The Municipal Manager
Joe Morolong Local Municipality
Private Bag X117
Mothibistad
8474**

**Further information can be obtained from Mr M Segami Manager: Human Resources @
Tel: (053) 773 9300. If you do not hear from us within three weeks after closing date please consider your application as unsuccessful.**

**TM Bloom
Municipal Manager**

Joe Morolong Local Municipality is an equal opportunity and affirmative action employer