



ADVERTISEMENT

Dr. Ruth Segomotsi Mompoti District Municipality situated in **Vryburg, North West Province**, strives to progressively provide quality and sustainable services to all its communities and develop the region optimally. To manage this process, appropriately qualified and experienced persons are invited to apply for the following positions:

CORPORATE SERVICES DEPARTMENT JUNIOR USER TECHNICIAN

Remuneration: R189 803.57 pa (T7.1)

Requirements: •Grade 12, Diploma/Certificate in ICT, A+ and/or N+ is Essential, Two (2) to three (3) years relevant experience, Valid Driver's Licenses

Key performance area: Basic understanding of networking and cabling. Experienced in desktop support. Ability to diagnose and revolve unique, non-recurring problems associated with application software and operating system. To determine the source of problems and classify their level, priority, and nature. Check computer hardware and software (HDD, mouse, keyboard, and system applications etc.) to ensure functionality. Install and configure appropriate software and functions according to specifications. Troubleshoot hardware and software issues in person or remotely through network. To maintain software licensing and inventory of installed software. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Maintain backup systems, records/logs of repairs and fixes and maintenance schedule.

CORPORATE SERVICES DEPARTMENT MESSENGER/DRIVER X2

Remuneration: R132 996.21 pa (T5.1)

Requirements: Grade 10, Code B or valid driver's license.

KEY PERFORMANCE AREAS: Render effective and efficient messenger driving services but delivering the municipality's correspondence documents, and parcels within and outside the area of the municipality' jurisdiction. Delivery of council and committee agendas door to door to councillors to ensure that they get agendas on time and come prepared for the council meeting. Driving Councillors, officials and authorised stakeholders to meetings and workshops at the venue on time. Taking vehicles to various service providers for routine maintenance and repairs to ensure that pool vehicles are in good condition. Complete the pre-trip inspection form. Complete the trip authorisation book and keep petrol and diesel slips.

**CORPORATE SERVICES DEPARTMENT
REGISTRY OFFICER
Remuneration: R270 896.92 pa (T10.1)**

Requirements: Grade 12. A relevant qualification preferably a Higher Certificate: Archives & Records Management. Computer literacy: MS Office. Three (3) to five (5) years' relevant experience and experience at the fields of paper based and electronic records management.

KEY PERFORMANCE AREAS Physical handling of the records in Registry according to the records management principles contained in the National Archives and Records Service Act, 1996. Day –to –day management of the records in the registry in line with the Registry Procedure Manual. Attends to queries and assist staff members with the allocation of reference numbers and subjects to paper- based and electronic records according to file plan. Assist the immediate supervisor to implement systematic disposal program. Supervises staff and coordinates all the activities in the Registry Office.

**OFFICE OF THE MUNICIPAL MANAGER
PERSONAL ASSISTANT: MUNICIPAL MANAGER
Remuneration: R270 896,92 pa T10.1**

Requirements: Grade 12. National Diploma in Secretarial Studies/ Administration/ Management. Computer Literacy: MS Office. Two (2) to three (3) years' experience as a Personal Assistant to a Municipal Manager in a municipality. Experience in office management. Proven organizational skills and information flow. Experience in Local Government and protocol will be an added advantage. Valid driver's license.

Key performance area: Coordinates activities and requirements associated with the executive office through the application of administrative and secretarial procedures, and execution of sequences associated with the communication, planning, prioritization and organization of critical, confidential and important appointments, events/ functions and meetings.

Provide a client liaison service to ensure the efficient operation of the executive office. Providing executive secretarial support, coordinating general office requirements and overseeing the office expense budget. Attending to telephonic calls, communicating with visitors, establishing nature of visit and directs requests to appropriate personnel officials and the general public, sourcing and making available routine information pertaining to scheduled activities of the departments or municipality.

Monitoring office maintenance, general refurbishment requirements. Scheduling, confirming and updating the diary and alerting or indicating priority/urgent meetings requiring attention. Organising, confirming and scheduling meetings and appointments with internal departments/external officials and arranging the venue.

Sending of weekly plans of Municipal Manager to Executive Mayor; Preparing notice, agenda and minutes for specific meetings (e.g. Management Committee) and attending to the distribution and arranging for the collection of documentation prior to scheduled meetings.

Information record-keeping: Maintaining filing systems in the office of the Municipal Manager; Maintain a filing system for optimal information retrieval and access records of discussions, instructions and correspondences by setting up, referencing and maintaining an operational filing plan to the specific needs of the office.

Ensure that critical, confidential and important appointments and executive events and functions are efficiently planned, prioritised and coordinated. Arranging and coordinating

all appointments, meetings, conferences including related documentation, travel and accommodation and catering requirements. Maintaining stocks and completing requisitions for procurement of goods and services. Maintain portfolio of evidence for KPI's of Annual Performance Evaluation of Municipal Manager.

INTERNAL AUDIT SHARED SERVICES
INTERNAL AUDIT CLERK
Remuneration Package: R180 079.29 pa (T7.1)

Requirements: Grade 12, Computer Literacy: MS Office. 0 – 2 years' experience.

Key performance areas: Facilitate and coordinate all logistical and resource requirements of the Directorate. Assist the internal Audit with all administrative activities and day to day operations. Ensure minutes and agenda are done and ensure proper record keeping.

PLANNING AND DEVELOPMENT
INTEGRATED DEVELOPMENT PLAN COORDINATOR
REMUNERATION: R319 809.97 pa (T11.1)

REQUIREMENTS: B. Degree /Diploma in Public Management, Social Sciences, Performance management, Monitoring and evaluation. Computer literate. Three (3) to five (5) years relevant experience coupled with valid driver's licence.

KEY PERFORMANCE AREAS: Managing the process of community consultations and stakeholders' communication. Managing the process of drafting and redrafting the IDP as required by changing circumstances. Collecting information on progress with the implementing programmes and projects defined by IDP. Assessing the impact on the quality of life of communities through regular consultations with them. Managing specific IDP programmes and projects, where these cut across functional divisions in the organization to ensure the necessary integration. Ensuring the active involvement of stakeholders and communities in the implementation of programs and projects where feasible and appropriate. Ensuring that the outcomes of the sector plans are incorporated into the review and amendment of the IDP. Ensuring that appropriate Key Performance Indicators and target are set out during the development and review of the IDP. Developing tools and methodologies for Monitoring and Evaluation of programmes and projects. Assisting with facilitation of Rep forums and review for locals and the district. Collaborating with speakers' office development of CBP. Coordinating sector plans from sector department.

Enquiries can be directed to the Manager: Human Resources, Speedo Moreosele at: 053-928 6400/25.

Applications accompanied by a comprehensive CV, Prescribed Application Form for Employment and certified copies of qualifications are to be directed to:

Municipal Manager
Human Resources Unit
Dr. Ruth S Mompoti District Municipality
P.O. BOX 21
VRYBURG
8600

OR Human Resources Manager
Human Resources Unit
Dr. Ruth S Mompoti District Municipality
50 Market Street
VRYBURG
8600

Closing date: 02 APRIL 2024

NB: Application Forms are obtainable from www.drrsmdm.gov.za. Dr. Ruth S Mompoti District Municipality subscribes to the principles of Employment Equity Act. Please note that facsimiles or e-mails will not be accepted and canvassing and lobbying for positions will automatically disqualify applications. The District Municipality reserves the right NOT to appoint should a need arise. Correspondence will be limited to shortlisted candidates who will be subjected to security screening and vetting.