



FETAKGOMO LOCAL MUNICIPALITY

ADVERTISEMENT OF POSTS

Town Planner (Permanent)

Basic Salary Per annum: R338 363.40 (excluding benefits)

Requirements: National Diploma/Degree in Town and Regional Planning, 2-3 years relevant experience, a valid Driver's Licence.
Responsibilities: Application of general planning principles as well as existing planning policy on national, provincial and local level, initiation of new policies related to Town and Regional Planning aspects, Advising developers, consultants, land owners and the general public, as well as various internal departments on town planning principles, policy and procedures. Inspection of building plans, Directing and controlling the Key Performance Indicators and outcomes of personnel within the Town Planning Section. Assist in compiling spatial planning strategies and implementation of development strategies in line with the Spatial Development Framework.

Assets and Logistics Clerk (Permanent)

Basic Salary Per annum: R 165 073.68 (excluding benefits)

Requirements: National Diploma in Finance/Commerce or equivalent qualification, a valid driver's licence, Good communication skills (verbal and written), Minimum of 1-2 years' relevant experience, Sound knowledge of Municipal Finance Management Act, Treasury Regulations and GRAP/Computer Literacy (MS Word/Excel), knowledge of finance systems. **Responsibilities:** Monthly asset and stock count/verification, Capturing of inventory on the system, Preparation of monthly asset and inventory reconciliations, Issuing of stock on a periodic basis, Maintenance of asset register, Assisting in production of monthly key assets reports, Disposal of assets, and any other relevant duties.

Licensing Clerk: Re-advert (Permanent)

Basic Salary Per annum: R 165 073.68 (excluding benefits)

Requirements: Grade 12 or equivalent qualification, E-Maths, C-End User Certificate, 1-2 years' relevant experience, Computer literacy.
Responsibilities: Licensing and registration of vehicles, Driver and learners license processing, Payments reconciliation cashing up, Enquiries, correspondence and general information relating to vehicle licensing and registration and drivers and learners licensing.

FINANCE INTERN (Two Year Fixed Term Contract)

Salary per annum: R100 000.00 (Total Package)

Requirements: B Comm Degree/National Diploma in Finance with Accounting 3 or equivalent qualifications, Knowledge of Computer and Financial Systems will be added advantage. Good Communication, analytical, inter-personal and strong numerical skills. Ability to work under pressure. **Responsibilities:** To assist in compilation of Annual Financial Statements, Compilation of Bank Reconciliation and VAT returns, Capturing of payments and other financial data, To assist in Budget reforms and monthly budget statements, Be prepared to be exposed in all areas of financial management, Other ad hoc duties.

Interested persons meeting the above-mentioned requirements are requested to forward their applications/application forms available at Fetakgomo municipal office and website www.fetakgomo.gov.za and Cfs with certified copies of qualifications and ID quoting the post applied for to: The Municipal Manager, Fetakgomo Local Municipality, P/Bag x 818, Apel, 0739 or hand delivered at Registry Office, Fetakgomo Municipal Offices, Stand no. 1, Mashung, Ga-Nkwana. Faxed, e-mailed, applications on 283, or applications submitted after the closing date will not be considered. Canvassing will disqualify any candidate from being considered for appointment. If you do not hear from the Municipality within 30 days after the closing date, regard your application as unsuccessful.

The municipality reserves the right not to appoint any applicant. As for re-advert, candidates who applied previously are advised to re-apply. The candidates must be prepared to undergo security vetting. The municipality subscribes to the principles of Employment Equity-respectfully persons designated in terms of applicable legislations as historically disadvantaged South Africans in particular women and people with disabilities are encouraged to apply.

Closing date for applications: 16 January 2015 at 16:30

Enquiries: Komane T T or Maribana D N, tel. 015 622 8000

MUNICIPAL MANAGER