



Suitably qualified persons are invited to apply for appointment in the following positions

1. CORPORATE SERVICES

1.1 WELLNESS OFFICER

REQUIREMENTS: * An appropriate 3 year degree/qualification. Registration with any Professional Body such as HPCSA etc *

EXPERIENCE: * Two - five (2 - 5) years experience in the field * In-depth knowledge and practical understanding of HIV/AIDS Programmes, Employee Assistance Programme and Employee Health and Wellness Programmes * Willingness to travel * Ability to provide counseling, design and develop programmes *

CORE DESCRIPTION: * Assist in an integrated Employee Health and Wellness and be conversant with OHS, EAP, HIV and Wellness Management * Manage the enhancement of employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues * Organize, develop material and run workshops * Assist in developing and implementing any necessary policies and procedures regarding employee wellbeing * Promote health and wellness and conduct campaigns within the workplace in recognition of National and International Health Days * Conduct risk assessments and develop proactive programmes to enhance employee wellbeing * Manage the provision of care and support to employees infected with and affected by various chronic ailments such as HIV/AIDS, diabetes, etc. * Establish, lead and monitor Wellness Champions/Peer Educators * Assist with the budgetary process * Any other duties as requested by the supervisor *

ADDITIONAL REQUIREMENTS: * Computer literacy * Written and verbal communication skills * Strong presentation and report writing skills * Excellent interpersonal skills * Administrative skills * Project Management skills * Ability to work independently and with a team * Strong Policy Development analytical skills * Valid Driver's licences *

SALARY GRADE: 008

1.2 INFORMATION OFFICER

REQUIREMENTS: * Grade 12 or equivalent *

EXPERIENCE: * Knowledge and experience of CRM in general and in the municipal environmental will serve as an added advantage *

CORE DESCRIPTION: * To provide MLM customer with relevant information pertaining all services of MLM * To educate and inform customers about MLM policies * To provide monthly reports/statements on customer queries * To give report/recommendations on services to be rendered by MLM *

ADDITIONAL REQUIREMENTS: * Excellent Communication skills * Interpersonal relations skills * Computer literacy skills *

SALARY GRADE: 012/010

1.3 SWITCHBOARD OPERATOR

REQUIREMENTS: * Grade 12 or equivalent *

EXPERIENCE: * Knowledge and experience of working as a Switchboard Operator will serve as a recommendation * Language proficiency in three (3) official languages of the Council will serve as an added advantage *

CORE DESCRIPTION: * To effectively attend to incoming calls and direct them accordingly * To attend to telephone enquiries by members of the public requesting information pertinent to services rendered by MLM in such a manner that a high level of customer satisfaction is realized *

ADDITIONAL REQUIREMENTS: * Excellent Communication skills * Computer literacy skills *

SALARY GRADE: 013/011

2. ECONOMIC DEVELOPMENT & PLANNING

2.1 POLLUTION OFFICER (THREE (3) POSTS)

REQUIREMENTS: * B Degree or equivalent in the Environment Management, Chemistry or related field *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

CORE DESCRIPTION: * Manage air pollution and implement the NEM: Air Quality Management Act within the Mangaung Local Municipality thereby issuing commencement authorizations and emissions licenses for controlled activities and processes * Manage water quality within MLM by monitoring and pollution control in streams in MLM * Manage noise pollution within MLM by identifying and evaluating noise nuisances and distributing noises in the municipal area * Maintain environmental quality monitoring networks of MLM * Compliance monitoring and enforcement of all applicable environmental legislation * Implement bylaws on water, air and noise pollution * Undertake site inspections on pollution incidents * Investigate air, water, land and noise pollution related complaints * Perform general administrative functions * Promote local research and development programmes in line with the national air quality framework * Candidate will be expected to become an EMI in order to fulfill the job responsibilities *

ADDITIONAL REQUIREMENTS: * Code EB Driving license * Computer Literacy *

SALARY GRADE: 009/008/007

2.2 INVESTMENT PROMOTION OFFICER

REQUIREMENTS: * A Bachelors Degree in Economics, Development Studies or Urban Geography *

EXPERIENCE: * Knowledge of local government legislation, Intergovernmental relations and global markets processes *

CORE DESCRIPTION: * Investment promotion in the municipal-wide area * Investment facilitation in the municipal-wide area * Urban Renewal Programme Marketing and N8 Programme Marketing * Attraction & Sustenance of local and international investment * Marketing of investment programme & plans * Project Management of Urban and Corridor renewal programmes *

SALARY GRADE: 006

2.2 JUNIOR//TOWN PLANNING ASST//SENIOR (THREE (3) POSTS)

REQUIREMENTS: * B Degree or equivalent in Town Planning. Candidate studying towards a degree in Town Planning will be considered *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

CORE DESCRIPTION: * To prepare submissions and reports on applications received * To assist Town Planner with regards to all Town Planning applications * To attend to public enquiries, to update Town Planning Records *

SALARY GRADE: 013-011//010-008//007

3. FINANCE

3.1 SENIOR SUPPLY CHAIN OFFICER

REQUIREMENTS: * B. Degree in Finance or Commerce *

EXPERIENCE: * 3 years experience in supervision will serve as a recommendation *

CORE DESCRIPTION: * Supervise Procurement Section * BID Administration * BID Specification/ BID Evaluation Committee * Awareness campaign of Supply Chain Management * Advise on specification / Evaluation committee * Advertisement of BIDS * Advertisement and quotation management * Evaluation of formal quotations less than R200 000-00 *

ADDITIONAL REQUIREMENTS: * Computer Literacy * People skills * Communication skill *

SALARY GRADE: 005

3.2 PUMP ATTENDANT (THREE (3) POSTS)

REQUIREMENTS: * Grade 6. Ability to read and write two official languages of the Council *

EXPERIENCE: * Appropriate experience will serve as a recommendation *

CORE DESCRIPTION: * Fill the tanks of the end users fleets * Clean the pumps and the driveway twice a month. Assist with the deliveries of fuel *

SALARY GRADE: 016

4. COMMUNITY & SOCIAL DEVELOPMENT

4.1 TRAINEE//EDUCATIONAL OFFICER//SENIOR

REQUIREMENTS: * Grade 12 + minimum of three (3) years tertiary qualification (e.g. National Diploma: Nature Conservation, Education Qualification, etc) *

EXPERIENCE: * Experience in conservation education, i.e. groups, guided tours, schools, public speaking is essential * Knowledge of animal behaviour and husbandry in captivity is not available through a tertiary institution, and only available through experience * Marketing and public relations *

CORE DESCRIPTION: * Fulfilling a Conservation Education function within the section * Provide a Marketing function for the Section * Acting as a Liaison between the MLM and other institutions on matter regarding the Zoo and Kwaggafontein * Administrative tasks within the division to ensure smooth running of operations * Weekend duty in the zoo *

ADDITIONAL REQUIREMENTS: * Management skills * Computer Literacy * Research skills * Knowledge of ex-situ and in-situ conservation principles * Public Speaking skills *

SALARY GRADE: 009/008//007

4.2 LAY COUNSELLORS

REQUIREMENTS: * Grade 12. or equivalent. Code EB drivers' license.*

EXPERIENCE: * Minimum of three (3) years experience as a Counsellor in the field of HIV and AIDS *

CORE DESCRIPTION: * To provide pre-post and ongoing counselling to clients in HIV/AIDS * To give positive counselling to people affected and infected with HIV/AIDS * Encourage those not affected to remain uninfected for life *

ADDITIONAL REQUIREMENTS: * Management skills * Computer Literacy * Research skills * Knowledge of ex-situ and in-situ conservation principles * Public Speaking skills *

SALARY GRADE: 009/008//007

The closing date in respect of all positions will be **31 October 2008**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

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

GM: Human Resource Management

P.O. Box 3704

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest