



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

1. OFFICE OF THE CITY MANAGER

1.1 SECRETARY

REQUIREMENTS: * Grade 12 and a Secretarial Diploma or equivalent qualification *

EXPERIENCE: * Experience as a Secretary to a Manager within medium to a large organisation will serve as a recommendation *

CORE DESCRIPTION: * The successful candidate will report to the General Manager: Planning Sub-directorate and will be responsible for the following functions:

- Prepares submissions and reports on applications received.
- Assists Town Planner with regards to all Town Planning applications.
- Attends to public enquiries, to update Town Planning Records.
- Ensuring day to day running of the office by scheduling appointments and to inform the Regional Director thereof so that she could attend these meetings timeously.
- Organizing of meetings, drawing up of agendas and taking minutes.
- Handling of telephonic enquiries/enquiries from the public to relevant persons/to attend to the complaints.
- Making arrangements for meetings and conferences for the Regional Manager.
- Assisting the Regional Manager with compilation of all necessary documents in terms of meetings to be attended.
- Providing admin support to the office of the Regional Manager.

ADDITIONAL REQUIREMENTS:

- Computer literacy (MS Office, Power Point, Adobe Acrobat- Writer / Reader).
- Time Management and prioritizing.
- Verbal and written communication skills.

SALARY GRADE: 012/010

1.2 RECEPTIONIST/SECRETARY

REQUIREMENTS: * Grade 12 and a Secretarial Diploma or equivalent qualification *

EXPERIENCE: * Two (2) years of relevant Secretarial / Administrative experience will serve as a recommendation *

CORE DESCRIPTION: * The successful candidate will be required to perform the following functions:

- To providing secretarial support to the Office Head and attends to specific office support / clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents / correspondence and communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Office of the Speaker.
- To perform specific tasks / activities associated with the provision of office management and secretarial support.
- Maintain information and record keeping.
- To perform tasks associated with the provision of general office support and a Reception / Telephonist Services.

ADDITIONAL REQUIREMENTS:

- Computer literacy (MS Office, Power Point, Adobe Acrobat- Writer / Reader).
- Time Management and prioritizing.
- Verbal and written communication skills.

SALARY GRADE: (Total cost to employer remuneration – Role playing position)

1.3 MESSENGER/DRIVER

REQUIREMENTS: * Grade 10 or equivalent, code EB driving license and acceptable state of health. Language proficiency in at least two official languages of the Council *

EXPERIENCE: * Appropriate experience will serve as an added advantage *

CORE DESCRIPTION: * The successful candidate will be required to perform the following functions:

- To undertake tasks / activities associated with the collection, batching and distribution of mail and other related correspondence / documentation.
- To perform specific tasks / activities associated with the provision of general support.

SALARY GRADE: (Total cost to employer remuneration – Role playing position)

2. ECONOMIC DEVELOPMENT & PLANNING

2.1 ENVIRONMENTAL IMPACT ASSESSMENT OFFICER

REQUIREMENTS: * Bachelors / Honours / Masters Degree in Environmental Management *

EXPERIENCE: * Two (2) years experience in Environmental Impact Assessment and/or related position in a government organization or medium size organization *

CORE DESCRIPTION: * The successful candidate will be responsible for the following functions:

- To perform general administrative functions.
- To evaluate development applications in MLM so that negative impacts on the environment can be minimized.
- To undertake compliance monitoring on development in MLM.

ADDITIONAL REQUIREMENTS:

- Computer Literacy
- Writing skills
- Evaluation and assessment skills
- Stakeholder management skills
- Project Management skills
- Organizational skills
- Negotiation and people skills

SALARY GRADE: 009/007

3. COMMUNITY & SOCIAL DEVELOPMENT

3.1 COMMUNITY GUIDANCE OFFICER

REQUIREMENTS: * Grade 12 *

EXPERIENCE: * Minimum of three (3) years in training capacity of HIV/AIDS *

CORE DESCRIPTION: * The successful candidate will be required to perform the following functions:

- To present training courses pertaining to HIV/AIDS (peer Educators).
- To perform pre-test and post test counseling.
- To initiate and participate in HIV related projects in the community.
- To assist the division to achieve high level strategic objectives in such a manner that a quality services is delivery to the community.

SALARY GRADE: 009/008

4. INFRASTRUCTURAL SERVICES

4.1 COMPATION VEHIVLE DRIVER (TWO (2) POSTS)

REQUIREMENTS: * Grade 8, Code EC1 driving license and a valid PDP *

EXPERIENCE: * Relevant compaction vehicle experience of three (3) years will serve as a recommendation *

CORE DESCRIPTION: * The successful candidate will be responsible for the following function:

- To operate the compaction vehicle within the relevant section in such a manner that the objectives of the Solid Waste Management Sub-directorate are achieved.

SALARY GRADE: 014/013

4.2 WELDER (TWO (2) POSTS)

REQUIREMENTS: * Grade 10 and acceptable state of health. Language proficiency in at least two official languages of the Council.

EXPERIENCE: * Relevant experience will serve as a recommendation *

CORE DESCRIPTION: * The successful candidate will be responsible for the following function:

- To function within the relevant section in such a manner that the objectives of the Water and Sanitation Sub-directorate are achieved *

SALARY GRADE: 009

4.3 PLUMBER

REQUIREMENTS: * Grade 10 and acceptable state of health. Language proficiency in at least two official languages of the Council.

EXPERIENCE: * Appropriate experience as a Plumber will serve as a recommendation *

CORE DESCRIPTION: * The successful candidate will be responsible for the following function:

- The successful candidate will function as a Plumber at Water and Sanitation Sub-directorate *

SALARY GRADE: 009

The closing date in respect of all positions will be **30 April 2009**. Applicants, 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 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