



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

1. ECONOMIC DEVELOPMENT & PLANNING

1.1 SECRETARY (HOUSING SUB-DIRECTORATE)

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: Housing Sub-directorate and will be expected to perform the following functions:

* To provide secretarial support functions in the office of the General Manager, by typing letters and reports, filling, sorting of posts, making travel and accommodation arrangements, purchasing of stationary *

* To ensure an effective workflow in the office by managing the diary of the General Manager and liaising with all the other Housing offices *

* It will be expected of the incumbent to manage day to day activities in the office of the General Manager and make referrals where necessary *

ADDITIONAL REQUIREMENTS: * Computer Literacy * Administrative capacity * Telephone etiquette * Excellent communication skills * Good organising skills * Ability to handle stress * Punctuality *

SALARY GRADE: 012/010

1.2 SENIOR CLERK

REQUIREMENTS: * Unless the candidate can demonstrate that he/she has acquired experience in the housing environment, relevant B. Degree or equivalent will be required *

EXPERIENCE: * A minimum of two (2) years in housing or related field. Knowledge and understanding of housing policies and legislation *

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

* Compile, update and manage the housing waiting list * Manage the process of collecting application forms for housing, train community-based members assisting with this function, handle housing disputes and daily queries in line with applicable legislation * Conduct site inspections and update erven files * Collect data for monthly reports and up-date filing in the section * Keep records for transport and ensure drivers comply with official trip authority *

ADDITIONAL REQUIREMENTS: * Computer Literacy * Negotiation skills * Communication skills * Valid Code EB (08) driver's license *

SALARY GRADE: 009

1.3 CLERK GR II (FOUR (4) POSTS)

REQUIREMENTS: * Unless the candidate can demonstrate that he/she has acquired experience in the housing environment, Grade 12 will be required *

EXPERIENCE: * Appropriate experience in the housing environment will serve as a recommendation *

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

* The opening of erven files for all established townships and maintaining the filing system * Handling all housing related queries, job cards, PTO's and change of ownership forms * Compilation of subsidy housing waiting list and provide general administration function to sectional offices * Handling of estates as reported to Master of the supreme Court *

ADDITIONAL REQUIREMENTS: * Computer Literacy * Communication skills * Good Human Relations * Valid Code EB (08) driver's licence *

SALARY GRADE: 013/011

1.4 SECRETARY (PLANNING SUB-DIRECTORATE)

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 expected to perform the following functions:

* To provide secretarial support functions in the office of the General Manager, by typing of letters and reports, filling, sorting of posts, making travel, purchasing of stationary and accommodation arrangements * To ensure an effective workflow in the office by managing the diary of the General Manager * It will be expected of the incumbent to manage the reception area *

ADDITIONAL REQUIREMENTS: * Computer Literacy * Administrative capacity * Telephone etiquette * Excellent communication skills * Good organising skills * Ability to handle stress * Punctuality *

SALARY GRADE: 012/010

1.5 CLERK GR I

REQUIREMENTS: * Grade 12 *

EXPERIENCE: * Appropriate experience in build environment will serve as a recommendation *

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

* To read building plans * To do calculations of all building fees * To provide building statistics *

ADDITIONAL REQUIREMENTS: * Computer Literacy * Good communication skills *

SALARY GRADE: 010/011

2. INFRASTRUCTURAL SERVICES

2.1 SECRETARY

(ROADS & STORMWATER SUB-DIRECTORATE)

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

EXPERIENCE: * Experience as a Secretary to a Manager in a medium to large organization will serve as a further recommendation*

CORE DESCRIPTION: * The successful candidate will report to the General Manager Roads & Stormwater and will be expected to perform the following functions:

* To provide secretarial support functions in the office of the General Manager, by typing letters and reports, filling, sorting of posts, making travel and accommodation arrangements, purchasing of stationary * To ensure an effective workflow in the office by managing the diary of the General Manager and liaising with all the other Roads & Stormwater offices * It will be expected of the incumbent to manage day to day activities in the office of the General Manager and make referrals where necessary * To perform general secretarial duties and responsibilities in such a manner that the Roads & Stormwater Sub-Directorate achieves its strategic objectives *

ADDITIONAL REQUIREMENTS: * Computer Literacy * Administrative capacity * Telephone etiquette * Excellent communication skills * Good organising skills * Ability to handle stress * Punctuality *

SALARY GRADE : 012/010

2.2 METAL WORKER/WELDER//SNR

REQUIREMENTS: * N4 with Maths and a Trade Certificate as Fitter and Turner. A valid code EC 1/ 14 driving licence *

EXPERIENCE: * Two (2) years of appropriate experience and knowledge of fitting and turning. Senior level requires four (4) years experience *

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

* To ensure proper use of machine, equipment to avoid damage and wear and tear * To do work card and task time management of the assistant / trade worker as and where required * To be up to date with the working and application possibilities of workshop equipment, the correct use of tools, welding equipment, as well as the reading of drawings * To do maintenance work on equipment, which includes the tracing of defects and other breakages, especially hidden breakages and the identifying thereof, like oil- and water leaks on oil coolers * Oxide-acetylene cutwork, various metals heated with oxide-acetylene, welding and welding-soldering * Repair various kinds of mechanical equipment, as well as other items, such as wheel barrows, dumping trailers, pallets for mould forms, etc., by means off welding.*

SALARY GRADE: 009//008/1

2.3 FITTER & TURNER//SNR (THREE (3) POSTS)

REQUIREMENTS: * N4 with Maths and a Trade Certificate as Fitter and Turner. A valid code EC 1/ 14 driving licence *

EXPERIENCE: * Two (2) years of appropriate experience and knowledge of fitting and turning. Senior level requires four (4) years experience *

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

* Interprets and co-ordinates specific pre-work / site requirements with regards to repairs, planned and predictive maintenance sequences and guides the activities of personnel * Completes internal transactional documentation (e.g. time sheets, log sheet, work cards, progress and productivity report, etc.) and related forms (vehicle and plant checklist) * Co-ordinates activities and sequences associated with maintaining the functionality of mechanical plant, equipment and vehicles * Co-ordinates activities/ sequences associated with trouble shooting/ fault finding and repairing breakdowns * Handling and caring of tools, equipment and all types of keys, drill work and hand machines*

SALARY GRADE: 009//008/1

2.4 TRADE WORKER GR I//II//III//SPEC GR (TWO (2) POSTS)

REQUIREMENTS: * Grade 12 and/or N3 Certificate.

EXPERIENCE: * At least five (5) years experience will serve as a recommendation *

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

* To co-ordinates specific pre-work/site requirements with regards to repairs and planned and predictive maintenance sequences and guides the activities of personnel * Completes internal transactional documentation e.g. time sheets, log sheet, progress and productivity reports, etc. and related forms like vehicle checklists * Co-ordinates activities and sequences associated with maintaining the functionality of petrol/diesel Mechanical Plant and vehicles * Co-ordinates activities/sequences associated with trouble shooting/fault finding and repairing mechanical breakdowns *

SALARY GRADE: 015-013//012-011//010//009/3

The closing date in respect of all positions will be **30 January 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