

PIXLEY KA SEME
DISTRICT MUNICIPALITY

ADVERTISEMENT

VACANCY

Pixley ka Seme District Municipality, an equal opportunity, affirmative action employer headquartered in De Aar, subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career opportunities:

CIVIL ENGINEERING GRADUATES X3

3year Contract

DESCRIPTIONS:

Graduates are required to provide technical support to the Infrastructure section of the District Municipality in compilation of the Rural Road Asset register according to the conditions of the Rural Road Asset Management System Grant.

Candidates must be able to travel in the district and work independently

REQUIREMENTS:

- S3 or S4 graduate Diploma in Civil Engineering
- Computer literacy in MS packages viz Word, Excel and Access
- A valid code EB driving licence

RESPONSIBILITIES

- Visual condition assessment of municipal streets and bridges
- Conducting and coordinate traffic counting operations on municipal streets
- Data capturing on RRAMS
- Desktop studies and compilation of specific reports
- Perform GIS pertaining to the RRAMS
- Any other related responsibilities assigned to by the Senior Manager

Salary/ Stipend: R 12 000.00 per month

DATA CAPTURER

3 year contract

REQUIREMENTS

- Grade 12
- Computer literacy
- Knowledge of Microsoft Office
- CAT as a subject will be an added advantage
- At least two (2) years clerical experience
- Ability to function under pressure and to work independently

RESPONSIBILITIES

- Capturing of Data with great accuracy and attention to detail.
- Administer document storage and a filing system.
- Compile and sort and verify accurate list of data with Supervisor before data is captured.
- Administrative tasks: Taking minutes and typing minutes and various project related tasks.

Stipend: R 4500.00 per month

FINANCIAL INTERN x2 RE-ADVERTISEMENT

Two (2) year contract

REQUIREMENTS

- A three – year Bachelors Degree or National Diploma with majors in Accounting, Economics or Finance including either Risk Management and/or Auditing among other.
- Sound written and oral communication skills
- Computer literacy
- Accuracy will serve as a strong recommendation
- The intern will sign an internship agreement which is in addition to the employment contract.
- The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures.
- The candidate must be between the ages 21 and 35.

INTERNSHIP OVERVIEW

- The Internship programme is a structured professional training and work experience with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.
- The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training.
- It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

REMUNERATION

R96 000 (All inclusive)

ENQUIRIES: Mr. S Ntamehlo Senior Human Resources Practitioner, Telephone number 053-6310891.

Letters of application, accompanied by a full CV and certified copies of qualifications, certificates, ID and valid driver's licence must be forwarded to the Municipal Manager, Pixley ka Seme District Municipality, Private Bag X1012, DE AAR 7000

Fraudulent qualifications or documentation, including driver's licences, will immediately disqualify any applicant.

Pixley ka Seme District Municipality has a firm commitment to the advancement of the previously disadvantaged, including women and the disabled.

Canvassing will immediately disqualify candidates from appointment.

If no notification regarding this advertisement has been received within two months of the closing date, please assume that the application was unsuccessful.

Correspondence will be limited to short listed candidates.

The Municipality reserves the right not to make any appointment.

NB: In terms of our Employment Equity Plan disabled people are encourage to apply for the positions.

Note: No faxed or e-mail applications will be considered.

Closing date: 14 November 2018



RE Pieterse
Municipal Manager
Pixley ka Seme
District Municipality
Private bag X1012
De Aar , 7000