

EXTERNAL VACANCY
ADVERTISEMENT

Moqhaka Local Municipality with its Head Office in Kroonstad in the Free State Province invites suitable external candidates to apply for the following positions.



“People’s Power in Action”

Place of work for All Positions: Moqhaka jurisdiction (Kroonstad, Viljoenskroon & Steynsrus), Free State

DEPARTMENT: COMMUNITY & SOCIAL SERVICES

SECTION FIRE AND RESCUE

POSITION: CONTROLL ROOM ATTENDANT

TERM OF APPOINTMENT: PERMANENT

SALARY: R 190 959, 43pa

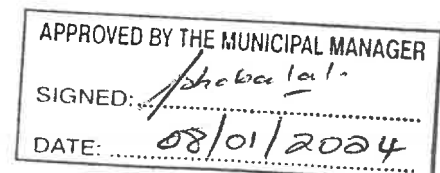
POST LEVEL 11 OF GRADE 9 MUNICIPALITY

REQUIREMENTS:

- Grade 12
- Knowledge of Sesotho, English/Afrikaans
- 2 years’ experience in a similar
- Computer literacy
- First Aid course
- The incumbent must be willing to work shifts, overtime and standby where applicable, subject to Labour Relations Act, Basic Conditions of Service and other relevant conditions and legislation

COMPETENCIES:

- Ability to use the basic features of a range of office machines including a photocopier, scanner, fax and telephone
- Demonstrates basic computer literacy
- Basic knowledge of MS Office
- Enters data into specific applications, computerised or manual according to set procedures
- Checks data as it is entered for obvious errors
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients.



KEY PERFORMANCE AREAS:

- Administer communication systems between the public and municipality employees
- Ensure and maintain communication systems in a working order
- Render after hour standby for emergency and maintenance services where required
- Maintain a variety of FM land-mobile, microwave trunked radio and base transmitter communication systems and system management terminals
- Answer incoming calls within the required response time
- Answer incoming public assistance and emergency calls from the general public and other agencies in a professional and courtesy manner
- Retrieve critical information calmly and effectively from the caller to enable the processing of the nature, location and scope of the incident in the appropriate format
- Record and store the information relating to emergency from emergency response team accurately
- Make back-ups of data and records as per Municipal Policy
- Document, retrieve and store information of every emergency call to ensure appropriate records are kept
- Retrieve feedback about the emergency such as car registration, names and identification numbers of the people Involved
- Keep all records and related documentation in accordance with the Municipal record keeping policies and requirements
- Submit reports to superiors with regards to accidents and emergencies calls and incident records and other related duties

SECTION: DISASTER MANAGEMENT CENTRE

POSITION: EMERGENCY CALL CENTER OPERATOR

TERM OF APPOINTMENT: PERMANENT

SALARY: R 190 959, 43pa

POST LEVEL 11 OF A GRADE 9 MUNICIPALITY

REQUIREMENTS:

- Grade12
- Must be telephone etiquette
- Knowledge of at 3 languages Sesotho, English& Afrikaans
- 1-2 Years' experience in a similar environment
- Good interpersonal and communication skills
- Computer Literacy

COMPETENCIES:

- Ability to use the basic features of a range of office machines including a photocopier, scanner, fax and telephone
- Demonstrates basic computer literacy
- Basic knowledge of MS Office
- Enters data into specific applications, computerised or manual according to set procedures
- Checks data as it is entered for obvious errors
- Demonstrates effective oral and written communication

APPROVED BY THE MUNICIPAL MANAGER
SIGNED: <i>Richarda!a</i>
DATE: <i>08/01/2024</i>

KEY PERFORMANCE AREAS:

- Administer communication systems between public and communication employees
- Render after hours standby for emergency and maintenance of services where required
- Render an efficient and professional emergency call centre services
- Retrieve critical information calmly and efficiently from the caller
- Provide advice and information where required in terms of the nature of services being rendered
- Record and store information relating to emergency from emergency response team accurately.

SECTION: SECURITY SERVICES

POSITION: SECURITY OFFICER

TERM OF APPOINTMENT: PERMANENT

Kroonstad x 4, Steynsrus x 4, Viljoenskroon x4

SALARY: R 147 745, 15pa (Excluding Benefits)

SALARY: POST LEVEL 14/12 OF GRADE 9 MUNICIPALITY

REQUIREMENTS:

- Grade 12
- Grade C and Fire Arm Certificate
- 1 Year experience
- Ability to stand for long hours
- The incumbent must be willing to work shifts, overtime and standby where applicable, subject to Labour Relations Act, Basic Conditions of Service and other relevant conditions and legislation.
- Driver's License
- No Criminal Record
- Physical Fitness

COMPETENCIES:

- Able to distinguish and separate relevant and important information;
- Takes in information quickly and accurately;
- Reviews all the information gathered to understand the situation and draw logical conclusions;
- Identifies and links causes and effects;
- Identifies what can and cannot be changed;
- Takes a systematic approach to solving problems;
- Remains impartial and avoids jumping to conclusions;
- Refers to statutes, procedures and precedents, as necessary, before making decisions; and
- Makes good decisions that take account of all relevant factors.

APPROVED BY THE MUNICIPAL MANAGER
SIGNED: <i>[Signature]</i>
DATE: 08/01/2024

KEY PERFORMANCE AREAS:

A. SITE PATROL FUNCTIONS

- Conducting Visual checks to establish entrances to the building are secured during the night
- Patrolling the area and identifying with any deviations or breaches to security procedures (parameter lights not switched on, security gates not closed, etc.)
- Interacting with persons found on site to establish reasons and or alerting the immediate superior and/ or law enforcement personnel during emergencies/ suspected break ins and related incidents
- Communicating the status of security at the premises through verbal interaction with immediate superior at defined intervals during the shift

B. ENTRY/ EXIT CONTROL

- Controlling the entry/ exit of personnel/ visitors from premises and / or checking vehicles
- Recording registration and driver details in the gate control register.

Applications forms are available on the Municipal Website; www.moqhaka.gov.za. Written applications that specifies the position being applied for together with a comprehensive Curriculum Vitae (CV), copies of your Identity Document, qualifications and driver's license (if applicable) must be forwarded to the Municipal Manager Ms. PH Tshabalala, Moqhaka Local Municipality, P.O Box 302, Kroonstad, 9500, or be hand-delivered at Municipal Building, Hill Street, Kroonstad, 9500. Faxed, e-mailed and late applications will not be considered.

Please note: Due to the large number of applications we envisage to receive applications will not be acknowledged, should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application unsuccessful. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Council reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the abovementioned requirements & competencies will be shortlisted. Candidate should note that some of the above-mentioned competencies may at discretion of the Council be formally assessed as part of the selection process. Canvassing of Councillors and Officials with the purpose of being appointed will not be allowed and will lead to disqualification. Successful candidate appointed will be subject to qualification verification, security vetting and criminal records checking. The successful candidate will be required to sign an employment contract before commencement performance agreement (within 60 days after completion of three (3) months' probation period) and disclosure of financial interest within 60 days of appointment. **A person who fails to complete the prescribed application form will not be considered.**

Enquiries: Ms. I Molefe Tel: 056 216 9412

Closing date: 16 January 2024

