



Acusticare
Phonak Hearing Aids

Magalies Office Park
45 Heystek str
RtB 0299
P.O Box 719
Rustenburg 0300
Rep of South Africa

Cell: 083 653 2220
Tel: (014) 592 0677
(014) 592 0679
Fax: (014) 592 0681
E-Mail: gavbk@mweb.co.za



@internet CAFE

What do we offer

- copy's
- faxing
- internet
- Binding
- laminating
- typing

Exiting new things at @internet cafe:
landing evenings / party's, Xbox and gaming.

Tel: 014 592 1979
Email: cafeinternetrb@gmail.com

Address: 61 Von Wielligh street, shop nr 3.

THE BOYS HAIRDRESSER

Lucky Draw vir Vadersdag

SHOP NO 5
Rustenburg Square
c/o Von Wielligh & Kock Str
Rustenburg
Tel: (014) 5921514
Haarkapster benodig.

Besigheids ure 7h00 tot 18h00 Weeksdag
8h00- 13h00 Saterdag. Oop vakansiedae 9h00 - 13h00.

RUSTENBURG LOCAL MUNICIPALITY EXTERNAL ADVERT



“A Successful Rustenburg for the benefit of all”.

The Rustenburg Local Municipality seeks to fill the following vacancies in the different directorates. The official qualifications stated as requirements for all the following positions, will be used as one of the criteria to assess the suitability of applicants. The advertised salaries exclude benefits. Disabled people are encouraged to apply and should please indicate the nature of their disability.

A. BUDGET & TREASURY OFFICE

1. SECTION MANAGER: DEBTOR SERVICES (REF: RLM A1)

Salary: R294 194 / a (Level 3)

Qualification Requirements:

B.Com (Accounting or related field) plus a minimum of 4 years experience of which 2 years should be at managerial level in the field related

to Financial Management in a Local Government or Municipal environment. The candidate must have knowledge and understanding of MFMA as well as local government financial systems, procedures and policies. Section 20 (3) of the Employment Equity Act No. 55 of 1998 will be applicable.

Knowledge & Skills:

Computer literacy, project management skills, interpersonal and communication skills and

ability to promote teamwork.

Duties: Main duties will include, but are not limited to: management and administering of the section responsible for debt collection, credit control and client services, managing the handling of debtors enquiries, managing indigent register, implementation of the credit control, write off and debt collection policy and other related legislation.

2. ACCOUNTANT: UNMETERED SERVICES (REF: RLM A2)

Salary: R206 712 – R228 264 / a (Level 6)

Qualifications Requirements:

At least NQF Level 5 or National Diploma: Public Finance Management & Administration (SAQA Qualifications ID No. 49554), plus a

minimum of 4 years experience of which at least 2 years at any level in a role related to the position of Accountant. Section 20 (3) of the Employment Equity Act No. 55 of 1998 will be applicable.

Knowledge & Skills:

Organising, report writing, computer literacy and time management.

Duties:

Main duties will include, but are not limited to: Managing and administering of unmetered municipal services in order to ensure optimal functioning of the sundry-debtors and Rates and Taxes.

3. MESSENGER: DOCUMENT AUTHORITY (REF: RLM A3)

Salary: R63 108 – R63 420 / a (Level 17)

Qualifications Requirements:

Grade 12 plus at least 2 years relevant

experience plus a valid code B driver's license. Section 20 (3) of the Employment Equity Act No. 55 of 1998 will be applicable.

Duties:

Main duties will include, but are not limited to: deliver internal mail between offices,

deliver and collect post/mail at the post office, deposit urgent cheques at various banks around Rustenburg, deliver urgent external mail to various destinations as requested by management.

B. PUBLIC SAFETY

1. TRAFFIC OFFICER: GR.III (REF: RLM B1)

Salary: R89 076 – R113 592 / a (Level 12 – 11)

Qualifications Requirements:

Grade 12 plus Diploma for Traffic Officers (TPA Diploma) plus a valid driver's license.

National Diploma in Metro Police and Traffic obtained from Tertiary Institution will be an added advantage.

Knowledge & Skills:

Knowledge of relevant legislations (e.g. National Road Traffic Act, National Land Transport Act, Municipal By-Laws) and other legislations relevant to the Municipality.

Section 20 (3) of the Employment Equity Act No. 55 of 1998 will be applicable.

Duties:

Main duties will include, but are not limited to: Traffic Law enforcement, road safety, by-law enforcement, social crime prevention and other duties as determined by the Municipality.

The successful applicant must be prepared to work shifts and wear uniform, work extra hours if necessary and be transferred to any regional office within the municipality.

Official application forms will be available at the Personnel Office, Floor 5 and the Security Officer at the main entrance of the Missionary Mpheni House, or you may submit a comprehensive CV to the Directorate Corporate Support Services, P.O. Box 16, Rustenburg, 0300

Mark your envelope "VACANCY" and please note that NO application without certified copies of qualification certificates and other relevant documents will be considered.

You should indicate clearly for which post you are applying, by quoting the applicable "post reference number", as in the advertisement, for every position. Any further telephonic enquiries should be directed to the Directorate Corporate Support Services, at telephone number **(014) 590 3039/40.**

CLOSING DATE: 10H00, 30 JUNE 2011

The Rustenburg Local Municipality as an employer applies employment equity and equal opportunities.

FOR OFFICE USE:

Directorate/s: Budget & Treasury Office
Public Safety
Planning & Human Settlement

Reference No.: 4/4/2/2
Vote number: 030/044/0101