



MADIBENG LOCAL MUNICIPALITY



VACANCIES

Madibeng Local Municipality with its administration offices in Brits, hereby invites applications from suitably qualified candidates to apply for the undermentioned positions.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

ASSISTANT DIRECTOR: MONITORING AND EVALUATION

Division: Office of the Municipal Manager
Salary: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • A relevant Bachelor Degree in Public Administration / Public Management / HR Management, NQF Level 7 • Excellent communication skills • Project Management skills • Strategic Planning skills • Presentation skills and analytical abilities • 10 years' relevant experience

KEY PERFORMANCE AREAS: • Identify and define the immediate, short and long-term objectives or plans and controls associated with PMS Development • Apply methods and standards to determine specific requirements and dimensions of Performance Management • Control the key performance indicators and outcomes of personnel within the function • Monitor output and address deviations from agreed performance indicators through meetings / counselling and / or other approved methods designed to improve and motivate personnel • Disseminate functional and operational information on the immediate, short and long-term objectives and current PMS developments, problems and constraints • Manage specific administrative and reporting requirements associated with the key performance and result indicators of the function

SENIOR RISK OFFICER

Division: Risk Management
Salary: R612 342.84 (Post level 4)

MINIMUM REQUIREMENTS: • Bachelor of Commerce / National Diploma in Accounting / Risk Management / Auditing • Registration with the Institute of Risk Management South Africa will be an added advantage • Supervisory skills • Knowledge of Local Government • Computer Literacy • Communication skills, Writing skills and Problem • Code B Drivers' License • 3 years practical experience in risk management

KEY PERFORMANCE AREAS: • Monitor mitigation strategies against the risk tolerance and appetite, and functions / activities of the municipality • Disseminate guidance and information on specific key performance areas and requirements associated with the risk reporting • in various meetings (Risk Committee, Internal/ External Awareness) and provide comments / opinions • Continuously transfer risk management principles and practices, through training interventions, to all stakeholders within the institutional risks • Co-ordinate activities and procedures associated with monitoring risk personnel, budgets and monitoring progress made with the execution of the Annual Risk Implementation plan • Assess and address deviations in the standard and quality of risk management services and specific mitigation on strategies to management and reporting of High-risk exposure to the Manager: Risk Management

CHIEF INTERNAL AUDITOR

Division: Risk Management
Salary: R612 342.84 (Post level 4)

MINIMUM REQUIREMENTS: • A Relevant 3 year qualification with preference in Auditing or Internal Audit as a major and Registered with a recognised profession • Computer Literacy • Communication Skills and report writing skills • Written and oral communication (Negotiation, Research and analysis, report writing) • 5 – 8 years relevant experience required which includes 2 years of supervisory experience

KEY PERFORMANCE AREAS: • Lead, conduct and control the audit work according to norms and standards • Provide inputs on the development of the municipality's strategic and three year rolling plans • Draft and issue audit engagement and notification letters • Identify operational risks and evaluate the adequacy of internal controls implemented by management • Document working papers in accordance with the IIA standards and the approved audit methodology • Review the subordinates' working papers and issuing appropriate coaching notes to motivate and improve their performance where they may be lacking

SENIOR IDP PRACTITIONER

Division: Strategic and Integrated Development Planning
Salary: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • B-Degree / B-Tech / A relevant 3 year tertiary qualification preferably with courses or specialisation in Public Administration or Performance Management or Project Management • Computer Literacy: Ms Office • Knowledge of public administration and understanding of local government operations • Broad knowledge of integrated development and planning • Knowledge of the Municipal Systems Act and the Municipal Finance Management

Act • 5 – 8 years relevant experience required

KEY PERFORMANCE AREAS: • Administer the IDP function by: inputting on the draft divisional budget and administering of the budget expenses once the budget is approved, giving instructions to the IDP Practitioners, drafting quarterly reports of the IDP division and participating in the divisional meetings • Coordinate public participation programme for ward level and IDP representative forum meetings • Prepare IDP process plan for adoption by council, which is informed by District IDP framework plan • Understand and internalize the Municipality's priorities and goals • Collect and review data regularly to monitor progress especially following a specific campaign, or to ascertain effectiveness of communication or to anticipate service delivery needs • Develop integrated plans for the work unit and others that interface with the department's budget

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITIES MANAGEMENT

CHIEF TRAFFIC OFFICER

Division: Traffic Services
Salary: R612 342.84 (Post level 4)

MINIMUM REQUIREMENTS: • Relevant Degree or B-Tech / Policing Degree • Grade 12 • Basic training qualification • Code B drivers licence • No Criminal record • Firearm proficiency • 8 years' or more relevant experience required inclusive of proven supervisory / managerial experience

KEY PERFORMANCE AREAS: • Manage and supervise traffic unit • Attend to execution of correspondence, council resolutions and related operational and administrative matters • Implement policies and procedures and ensure that by-laws, regulations and crime prevention are enforced • Ensure optimal use and maintenance of resources and equipment, and adherence to performance management criteria • Ensure the compilation of draft replies on mail received pertaining to section and forward to Manager Traffic and Licensing for recommendations

DIRECTORATE: COMMUNITY SERVICES

SENIOR HORTICULTURIST: PARKS AND SIDEWALKS

Division: Parks, Cemeteries and Sports Filed Maintenance
Salary: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Relevant tertiary qualification, preferably a National Diploma in Horticulture or related qualifications in facilities management • Computer Literacy • 5 – 8 years' relevant experience

KEY PERFORMANCE AREAS: • Have supervisory control over streams in previous level, and perform general administrative duties • Plan ahead to ensure that required equipment and, or materials are in appropriate locations so that own and others' work can be done effectively • Plan, by identifying and motivating the needs for machinery and equipment for sections to conduct horticultural activities • Organise the productive, effective and efficient utilization of personnel to be able to conduct work activities • Order material when needed to ensure minimum stoppage • Give guidance to subordinates in connection with the utilization of personnel, machinery and equipment, finances and material as well as the use of the correct working methods as to minimize downtime through inefficiencies and accidents

SENIOR HORTICULTURIST: HORTICULTURAL MAINTENANCE

Division: Parks, Cemeteries and Sports Filed Maintenance
Salary: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Relevant tertiary qualification, preferably a National Diploma in Horticulture or related qualifications in facilities management • Computer Literacy • 5 – 8 years' relevant experience

KEY PERFORMANCE AREAS: • Plan ahead to ensure that required equipment and, or materials are in appropriate locations so that own and others' work can be done effectively • Plan, by identifying and motivating the needs for machinery and equipment for sections to conduct horticultural activities • Identify and motivate the financial needs in respect of materials • Organise the productive, effective and efficient utilization of personnel to be able to conduct work activities • Order material when needed to ensure minimum stoppage • Give guidance to subordinates in connection with the utilization of personnel, machinery and equipment, finances and material as well as the use of the correct working methods as to minimize downtime through inefficiencies and accidents



Quiet Kgatla: **Municipal Manager**
CIVIC CENTRE | 53 VAN VELDEN STREET | BRITS
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GENERAL WORKER X15

Division: Solid Waste Management
Salary: R154 529.04 (Post level 17)

MINIMUM REQUIREMENTS: • Basic Literacy • Must be healthy and physically fit • Willing to work overtime as required • 0 – 1 years 'experience required

KEY PERFORMANCE AREAS: • Perform basic, routine functions, follow basic instructions and perform basic routine maintenance • Keep tools safe and store tools • Receive and understand instructions correctly • Show a satisfactory level of technical expertise to perform tasks and activities associated with general maintenance and repair work • Pick up refuse and litter accumulated in area

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

CHIEF FINANCIAL ACCOUNTANT: CREDITORS CONTROL

Division: Expenditure
Salary: R612 342.84 (Post level 4)

MINIMUM REQUIREMENTS: • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • Computer Literacy: MS Office • Advanced knowledge of local government legislation (e.g MSA, MFMA, and others as applicable) • Understand the function, form and method of preparation of financial statements • Be able to prepare, analyse and interpret financial reports and statements • 5 – 8 years relevant experience required which includes 2 years of supervisory

KEY PERFORMANCE AREAS: • Under general direction, independently perform more complex work of a financial nature • Lead, conduct and control work according to prescribed norms and standards • Co-ordinate and control sequences associated with the verification and provision of information related to expenditure transactions • Control the key performance areas and critical outputs of personnel • Co-ordinate the recording and processing procedures of expenditure transactions • Perform specific sequences associated with maintaining electronically based information / data / files/ and records

CHIEF FINANCIAL ACCOUNTANT: REVENUE ENHANCEMENT

Division: Revenue Enhancement
Salary: R612 342.84 (Post level 4)

MINIMUM REQUIREMENTS: • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • Computer Literacy: MS Office • Advanced knowledge of local government legislation (e.g MSA, MFMA, and others as applicable) • Understand the function, form and method of preparation of financial statements • Be able to prepare, analyse and interpret financial reports and statements • 5 – 8 years relevant experience required which includes 2 years of supervisory experience

KEY PERFORMANCE AREAS: • Under general direction, independently perform more complex work of a financial nature • Lead, conduct and control work according to prescribed norms and standards • Collate and analyse information for budget purposes and budget assumptions • Explain and evaluate strategic financial management issues • Manage the key performance and result indicators associated with the revenue enhancement • Guide and advice line departments in the implementation of revenue enhancement strategy

CHIEF FINANCIAL ACCOUNTAMNT: BILLING AND CASH MANAGEMENT

Division: Billing and Cash Management
Salary: R612 342.84 (Post level 4)

MINIMUM REQUIREMENTS: • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • Computer Literacy: MS Office • Advanced knowledge of local government legislation (e.g MSA, MFMA, and others as applicable) • 5 – 8 years relevant experience required which includes 2 years of supervisory experience

KEY PERFORMANCE AREAS: • Under general direction, independently perform more complex work of a financial nature • Lead, conduct and control work according to prescribed norms and standards • Oversee the debtors book, ensuring it is regularly updated and reconciled with the general ledger, this includes managing the debt collection process and ensuring all receipts are accurately accounted for • Track cash flow and analyse financial strengths and weakness to propose corrective actions as necessary • Prepare and maintain monthly and annual financial statements and reports, ensuring compliance with municipal reporting deadlines and standards • Establish and maintain financial policies, practices, and procedures for effective cash management

DIRECTORATE: HUMAN SETTLEMENT AND PLANNING

SENIOR URBAN RENEWAL OFFICER

Division: Urban Renewal and Informal Settlements
Salary: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Relevant tertiary qualification preferably an Honours Degree or equivalent Planning degree • Registration as a professional planner / architect / urban designer • Computer literacy: MS Office • Have good understanding of a field of urban and regional planning as practiced in RSA • Ability to interact with other professionals, communities and stakeholders in planning • 5 – 8 years' relevant experience required

KEY PERFORMANCE AREAS: • Establish a system to follow up on projects / tasks and assignments • Ensure that all parties are aware of agreements and required actions when the issues are resolved • Coordinate and control specific processes associated with the implementation, monitoring and communication phases of local / site scale formalization projects • Interacts internally and externally on general urban design issues related to urban design projects and completed works • Identify and define the immediate, short and long-term objectives / plans associated with Spatial Development & Strategic Planning functionality • Prepare reports on capital and operating estimates and controls expenditure against the approved budget allocations

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES

GENERAL WORKER X6

Division: Water Services
Salary: R154 529.04 (Post level 17)

MINIMUM REQUIREMENTS: • Basic Literacy • Must be healthy and physically fit • Willing to work overtime as required • 0 – 1 years 'experience required

KEY PERFORMANCE AREAS: • Store and keep tools safe • Receive and understand instructions correctly • Show a satisfactory level of technical expertise to perform tasks and activities associated with general maintenance and repair work • Maintain the plant operation equipment and facilities in a clean and orderly condition • De-sledging of the sludge and clean ponds

Applications must be accompanied by a comprehensive typewritten or legible Curriculum Vitae, certified copies of relevant certificates, Identity Document and a complete Madibeng Local Municipality Employment Form for non-senior managers' vacancies (available on www.madibeng.gov.za/vacancies).

All qualifying applicants for all positions will be considered for employment without regard to race, colour, religion, gender, sexual orientation, age, disability status, or any other characteristics protected by law. Appointments will be made according to Council's Employment Equity Plan.

Applications must be delivered by hand at Rooms 200, 202 or 211, Second Floor, Madibeng Municipal Offices, 53 Van Velden Street, Brits or mailed to: The Director: Corporate Support Services, Vacancies P.O Box 106 Brits 0250. Kindly direct any enquiry to Ms. Lerato Mokgatle on 012 493 7570.

NB: Council reserves the right to withdraw, amend and /or suspend the process at any time when necessary.

Closing Date: 07 November 2025 at 16H00



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