



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

RISK OFFICER

Division: Enterprise Risk Management
Salary scale: R489 970.56 (Post level 6)

MINIMUM REQUIREMENTS: • Grade 12 • National Diploma in Accounting / Risk Management / Auditing • A Valid Driver's License • Good Interpersonal and Communication skills • Good working knowledge of MS Word, MS Excel, MS Power point and Outlook • Experience in the risk management field

KEY PERFORMANCE AREAS: • Ensure an effective Risk Management Administration Support • Ensure safekeeping of risk reports and other documentation • Assist with preparation of packs for the Risk Management Committee • Assist with preparation of risk assessment, workshops and training • Facilitate departmental meetings

INTERNAL AUDITOR X2

Division: Internal Audit
Salary scale: R489 970.56 (Post level 6)

MINIMUM REQUIREMENTS: • Grade 12 • B Degree / B-Tech / National Diploma in Internal Auditing • Valid driver's License • Willing to work overtime • Excellent computer skills in the following programs: Microsoft Excel, Microsoft Word, Microsoft PowerPoint and Team-mate software. • Ability to work under pressure and meet deadlines • Trustworthy, Committed, dedicated and determined • 2 years internal Audit and Risk Management experience

KEY PERFORMANCE AREAS: • RISK ASSESSMENT AND AUDITING • Identifies environmental, strategic, operational and compliance risks and auditing for the Municipality. • COMPLIANCE & GOVERNANCE • Controls the forensic investigations requirements associated with Internal Audit's Investigation and Compliance activities • PROGRESS REPORTS • Extracts specific investigative reports and forwards to relevant personnel from the forensic audit applications • REPORTING & RECORD KEEPING • Coordinates specific administrative tasks/ activities associated with the updating and maintaining of records/ information related to the activities/ operations

SENIOR COMMUNICATIONS OFFICER

Division: Communication Services
Salary scale: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Grade 12 • National Diploma in Journalism/Public Relations/ Communications/Media Studies/Marketing or relevant field. • Minimum three (3) years' relevant experience in communication environment • Excellent interpersonal skills • Excellent communication skills, both verbal and written • Planning and organisational skills • Strong editing, proofreading and content development abilities • Valid Code B Driving License

KEY PERFORMANCE AREAS: • Contribute to the development, implementation and review of communication strategies, policies and operational plans. • Develop, write, edit and proofread a variety of communication materials, including press releases, newsletters, reports and promotional content. • Manage, update and maintain the Municipality's website and official social media platforms to ensure timely and accurate communication. • Respond to media enquiries and facilitate media relations in consultation with the Supervisor. • Monitor media coverage, analyse communication performance and prepare reports with recommendations for improvement. • Assist in planning, organising, and coordinating corporate events, awareness campaigns, conferences, and community engagement programmes. • Ensure that all communication materials and activities comply with the Municipality's Corporate Identity and Branding Guidelines. • Maintain and update communication databases, media contact lists, photographic records, and digital content archives.

CORPORATE COMMUNICATIONS OFFICER

Division: Communication Services
Salary scale: R489 970.56 (Post level 6)

MINIMUM REQUIREMENTS: • GRADE 12 • National Diploma in Journalism/Public Relations/Communications/Media Studies/Marketing or relevant field. • Minimum two (2) years relevant experience in communications environment • Excellent interpersonal skills • Excellent communication skills, both verbal and written • Valid Code B Driving License

KEY PERFORMANCE AREAS: • Identify and write articles for internal and external newsletters and other municipal publications. • Attend, document and provide media coverage of municipal programmes, projects, meetings and events. • Coordinate internal communication initiatives to keep employees informed, engaged and aligned with organisational objectives. • Assist in planning, organising, and coordinating municipal events, press conferences and awareness campaigns. • Capture and produce photographs, videos and other multimedia content for use across communication platforms. • Coordinate the setup and placement of branding materials and promotional displays before, during and after municipal events. • Perform any other communication-related duties and responsibilities as assigned by the Supervisor

DIRECTORATE: CORPORATE SUPPORT SERVICES

ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & DESIGN

Division: Organisational Development & Design
Salary scale: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • B-Admin degree /BTech/National Diploma in Human Resources Management /Development /B-degree in Industrial Psychology /Operations Management/Production Operations/ Advance Dip in Management Services. • Grade 12 • Code EB Drivers' License • Strategic and discretionary skills • Managerial and negotiating skills • Planning and organising skills • Attention to detail • Good interpersonal and communication skills • Be able to work independently • Computer literate (MS Word / Excel / Pay-Day) • Good HR related legislative interpreting skills • 5 years' relevant experience of which at least 2 years must be at middle management level

KEY PERFORMANCE AREAS: • Develop and investigating short term plans for the Divisional functionality... • Advice and attend to grievances and recommend appropriate disciplinary action. • Provide input regarding compilation of section's budget and making recommendations in respect of budget control. • Determine staffing levels and preparing motivations for the filling of vacancies to complement functional objectives and requirements. • Administrate the organizational design and restructuring. • Coordinate the job evaluation committee. • Coordinate and ensure the effective implementation of the TASK job evaluation system. • Coordinate, facilitate and implement best practice work procedures and methods to streamline workflow (job descriptions, form design and control, filing system, e.t.c). • Implement decisions related to organizational restructuring and job evaluations. • Represent the municipality on the Provincial Audit Committee for job evaluations as system operator. • Evaluate/benchmark posts in the Municipality with the assistance of the Manager: Human Resources. • Compile draft and approved organizational structure for the Municipality. • Maintain personnel information on organizational structure. • Monitor the adequacy of current training interventions through the evaluation of competency demonstrated in the workplace applications and preparing progress and assessment reports for inclusion into the Skills Development Plan of the Council.

LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING

Division: Human Resource Management
Salary scale: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: Grade 12 • 3 years Degree or Diploma in Labour Relations • Computer literacy – MS Office programmes • Code B Driver's License • Planning and Organising Skills • Investigative and report-writing skills • Well-developed conflict resolutions, negotiation and problem solving skills • Considerable knowledge of the procedures, practices and techniques used in collective bargaining and labour management negotiations

KEY PERFORMANCES AREAS: • Render and advisory service to management, employees and union representatives with regard to labour relations matters, policies and procedures to ensure compliance with relevant legislation, Bargaining Council agreements and Council policy • Manage and co-ordinate disciplinary and labour relations matters including grievances and appeals and implement corrective measures where necessary • Develop and implement actions for the promotion of sound labour relations between employer and employees • Research and document the relevant labour relations legislative frameworks that might be of critical importance to management and municipality • Investigate, analyse and evaluate problem areas in the workplace, assist to resolve and make recommendations

HUMAN RESOURCE OFFICER: RECRUITMENT X2

Division: Human Resource Management and Development
Salary scale: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 / NQF Level 4 Certificate • Diploma in Human Resource Management • Code B Driver's license • Good interpersonal and communication skills • Computer literate (MS Word / Excel / Power Point / Outlook) • Adhere to pre-determined deadlines • 2 years relevant experience

KEY PERFORMANCE AREAS: • Administer the recruitment and selection process in liaison with the HR Recruitment Practitioner to ensure the timeous appointment of competent staff • Performs tasks/ activities associated with the providing of a statistical function for Municipality / government departments • Ensure a professional support in the operation and management of a modern and efficient statistical information system • Ensure that the municipality address employment equity according to the Municipality's Employment Equity Plan • Keep statistics of all appointments made in order to comply with Auditor General

HUMAN RESOURCE ADMINISTRATION CLERK

Division: Human Resource Management and Development
Salary scale: R243 818.76 (Post level 11)

MINIMUM REQUIREMENTS: • Grade 12 / NQF Level 4 Certificate • National Diploma in Human Resources Management / Local Government Management or equivalent. • Knowledge of ESS System • Good interpersonal and communication skills • Computer literate

Quiet Kgatla: **Municipal Manager**
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(MS Word / Excel / Power Point / Outlook) • Adhere to pre-determined deadlines • 2 years relevant experience

KEY PERFORMANCE AREAS: • File documents in Personnel files • Record movement of files • Responsible for procurement of office material • Make travel arrangements for HR Personnel • Perform any other duties as instructed

SKILLS DEVELOPMENT OFFICER: LEARNERSHIP & INTERNSHIP PROGRAMME

DIVISION: HUMAN RESOURCE MANAGEMENT
Salary Scale: R391 895.04 (Post Level 08)

MINIMUM REQUIREMENT: • Grade 12 / NQF Level 4 Certificate • National Diploma in Human Resource Management/ Relevant Qualification • Code B Driver's license • Good interpersonal and communication skills • Computer literate (MS Word / Excel / Power Point / Outlook) • Adhere to pre-determined deadlines • 2 years relevant experience

KEY PERFORMANCE AREAS: • Interacts and represents the Municipal on aspects related to Education, Training and Development • Co-ordinates sequences associated with establishing the skills capacity of the organisation • Co-ordinates and arrange training courses based on relevant topics and functionalities • Performs tasks/ activities associated with the administrative and reporting requirements of the functionality • Performs tasks/ activities associated with the financial control of the training functionality

SKILLS DEVELOPMENT OFFICER: EMPLOYEE PERFORMANCE MANAGEMENT

DIVISION: HUMAN RESOURCE MANAGEMENT
Salary Scale: R391 895.04 (Post Level 08)

MINIMUM REQUIREMENT: • Grade 12 / NQF Level 4 Certificate • Diploma in Human Resource Management/ Relevant Qualification • Code B Driver's license • Good interpersonal and communication skills • Computer literate (MS Word / Excel / Power Point / Outlook) • Adhere to pre-determined deadlines
2 years relevant experience

KEY PERFORMANCE AREAS: • Interacts and represents the Municipal on aspects related to Education, Training and Development • Co-ordinates sequences associated with establishing the skills capacity of the organisation • Co-ordinates and arrange training courses based on relevant topics and functionalities • Performs tasks/ activities associated with the administrative and reporting requirements of the functionality • Performs tasks/ activities associated with the financial control of the training functionality

EMPLOYEE WELLNESS OFFICER X2

DIVISION: HUMAN RESOURCES MANAGEMENT
Salary Scale: R391 895.04 (Salary Level 07)

MINIMUM REQUIREMENTS: • Grade 12 • Diploma / Degree in Psychology, Social Work, Occupational Health, Human Resources Management or Relevant Qualification • Computer Literacy • 2- 3 Year

KEY PERFORMANCE AREAS: • Develop Employee Assistance Programmes in order to promote and enhance the personal, social, emotional and psychological well-being of staff within the approved policy • Research and Report on Trends • Develop Awareness and Education Campaigns • Manage HIV/ AIDS Strategy • Counsel Employees • Renders an administration function with regards to work competency

RECORDS CLERK: HRM

Division: Council Administration, Records Management and Customer Services
Salary scale: R243 818.76 (Post level 11)

MINIMUM REQUIREMENTS: • Grade 12 • Records Management / Human Resources Management / Local Government / Public Management or Administration / Office Administration Certificate • Computer Literacy • 2 years' experience in administration or archive / records services

KEY PERFORMANCE AREAS: • Support main job function in the department of corporate support services and to ensure a quality archive/records service delivery. • Ensure the safekeeping, management and disposal of the archives and records system in the department of corporate support services • Identify records for disposal or transfer to the provincial archive office • Assist with applications for disposal or archives • Assist executing the allocation of file numbers to documentation and incoming faxes and the marking out of mail to officials / departments / divisions and sections • Allocate incoming documentation on file, open and write up new files and binding of closed file volumes • Scan incoming mail items Save / store incoming mail items in electronic (PDF format) after scanning

MESSENGER

Division: Council Administration, Records Management and Customer Services
Salary scale: R159 003.36 (Post level 15)

MINIMUM REQUIREMENTS: • Grade 12 • Able to read and write • Valid drivers' (Code C1) • Healthy and Energetic

COMMITTEE ADMINISTRATION OFFICER: DATA

Division: Council Administration, Records Management and Customer Services
Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Computer Literacy (Ms Word, Excel and Access) • Certificate in Administration • 3 Years relevant experience

KEY PERFORMANCE AREAS: • Excellent Records keeping skills. • Effective typing skills. • Have the ability to follow protocol and good business ethics. • Be able to work independently under pressure. • Have good time management skills. • Have knowledge of legislative framework governing the local government.

KEY PERFORMANCE AREAS: • Support main job functions in the administration services and to ensure a quality messenger service delivery. • Deliver and collect mail from post office • Record registered mail in the register book • Collect and deliver internal and external mail to / from the relevant departments • Execute the franking machine to stamp / register envelopes before dispatching to the post office • Be responsible to open the counter trellis at the beginning of each working day • Make copies and bind documents in the copies room whenever anyone of the clerical assistant (duplication) is not available or whenever requested to assist due to high volumes of copies to be made for agenda, etc.

DIRECTORATE: HUMAN SETTLEMENT AND PLANNING

SENIOR URBAN RENEWAL OFFICER

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

MINIMUM REQUIREMENTS: • Grade 12 • 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 PERFORMANCES 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

TOWN PLANNER: LAND USE MANAGEMENT

Division: Spatial Planning and Land Use Management
Salary scale: R489 970.56 (Post level 6)

MINIMUM REQUIREMENTS: Grade 12 • Relevant tertiary qualification preferably a B-Degree / National Diploma in Architecture / Urban Design or equivalent Planning Degree • Working towards registration as a professional planner / architect / urban designer i.e. candidate member • Computer Literacy: MS Office • Good human relations, communication and interpersonal skills • The incumbent has to have knowledge and experience in this field as a position must lead and give guidance as well as effect to municipal policy and strategies • 2 – 5 years relevant experience required

KEY PERFORMANCES AREAS: • Consistently attain targets and goals as planned • Deliver activities and plans as scheduled • Establish clear mandate for negotiations • Collect and analyse information from relevant sources to understand the issues and positions of all parties to the negotiation • Set short term and longer term project plans and cascade it to the work team and individual performance objectives • Implement and control the policies and strategies associated with the provision of land use management and settlement planning • Ensure effective spatial planning and land use management (town and regional planning) service to meet the Municipality's objectives • Disseminate functional and operational information on the immediate and current development, problems and constraints



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BUILDING INSPECTOR

Division: Building Control
Salary scale: R443 766.36 (Post level 7)

MINIMUM REQUIREMENTS: • Grade 12 • A relevant National Diploma qualification stipulated in the national building regulations • Computer Literacy: MS Office • Driver's License: Code EB • Eligible to be registered as peace officer (Law Enforcement Officer) • 3 – 5 years building industry experience

KEY PERFORMANCES AREAS: • Have the ability to communication in writing as appropriate to specific audiences • Have the ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follows through in a logical manner, aware of consequences and implications • Be able to apply knowledge of non-criminal statutes and regulations for minimising community safety issues • Have the ability to demonstrate detailed knowledge of the National Building Regulations, Codes and Standards • Encourage officers and staff to learn about the issues affecting their local area • Analyse information carefully to make sure it has not been misunderstood • Understand and internalize the municipality's priorities and goals • Communicate ideas and information effectively, both verbally and in writing • Explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals

DIRECTORATE: COMMUNITY SERVICES

YELLOW PLANT OPERATOR: SOLID WASTE

Division: Solid Waste Management
Salary: R159 003.36 (Post level 15)

MINIMUM REQUIREMENTS: • Drivers license Code 14 (EB and EC) to Code 8 • Departmental proficiency test • 1 – 2 years' experience

KEY PERFORMANCE AREAS: • Demonstrate discipline specific skills and knowledge of tools and equipment in assigned area of work • Be able to use all job related equipment • Report faults or mal-function and function with minimal supervision • Wear all safety clothing and safety equipment, and have advanced knowledge of the procedures of identifying unsafe conditions, hazardous materials and imminent danger • Be able to perform more in-depth inspection such as general overall quality and usability of equipment and hydraulic fluid levels

SENIOR ADMINISTRATIVE CLERK

Division: Director's Office
Salary: R276 578.40 (Post level 10)

MINIMUM REQUIREMENTS: • Grade 12 • Computer Literacy MS Office • Administration skills • Good communication abilities • 2 years relevant experience

KEY PERFORMANCE AREAS: • Be able to use advanced features of range of office machines including photocopier, scanner, fax and telephone • Finalize the dispatching of typed documentation to the relevant receivers (internal and external) • Receive and book incoming and outgoing calls • Compile agenda of Community Service meetings and distribute to relevant persons/departments • Take and type minutes of Community Services meetings • Order stationary and office stock

SENIOR HORTICULTURIST: PARKS AND SIDEWALKS

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

MINIMUM REQUIREMENTS: • Grade 12 • Relevant tertiary qualification, preferably a National Diploma in Horticulture or related qualifications in facilities management • Computer Literacy • 5 – 8 years' relevant experience

KEY PERFORMANCES 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 Field Maintenance
Salary: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Grade 12 • Relevant tertiary qualification, preferably a National Diploma in Horticulture or related qualifications in facilities management • Computer Literacy • 5 – 8 years' relevant experience

KEY PERFORMANCES 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

ASSISTANT HORTICULTURIST: SIDEWALKS CUTTING

Division: Parks, Cemeteries and Sports Field Maintenance
Salary: R243 818.76 (Post level 11)

MINIMUM REQUIREMENTS: • Grade 12 • Code 10 Drives license with PDP • Performs routine and basic functions relating to maintenance of community facilities • 2 years' relevant experience

KEY PERFORMANCES AREAS: • Ensure that the trees are pruned to horticultural standards. • Ensure that surrounding areas are kept clean and safe for use. • Oversee the planting of trees on sidewalks. • Undertake inspections of sidewalks and open spaces in order to plan work schedules • Ensure that poison spray machinery and arboricultural equipment are in very good and safe working order. • Supervise the removal of trees and shrubs and pruning of trees and shrubs on sidewalks, parks, cemeteries. • Ensure that staff understand their tasks. • Undertake inspections to monitor quality work performance. • Approve applications for leave. • Recommend disciplinary action. • Ensures that health and safety procedures are adhered to regarding the wear of safety and protective gear and the proper use of tools and equipment • Perform administrative duties with respect to time and log sheets, completion of attendance register

TRUCK DRIVER (4 TON) X3

Division: Parks, Cemeteries and Sports Field Maintenance
Salary: R159 003.36 (Post level 15)

MINIMUM REQUIREMENTS: • Basic Literacy • Code C Drivers' License with PrDP (PDP) • 1 – 2 years' experience

KEY PERFORMANCES AREAS: • Carry out the prescribed pre-trip inspection by seeing that the oil, fuel, water, fan belt, lights, mirrors, brakes and tires of the vehicle are in order. • Report any problems to supervisor. • Ensure that the vehicle is clean. • Drive the truck from base to working sites. • Transport workers and equipment. • Ensure the safety of workers during loading and off-loading operations. • Make sure that refuse (grass, branches, litter, etc.) are properly loaded onto the truck and off loaded by the workers • Transporting tools to various areas. • Transporting officials to various areas to perform their duties. • Digging and trimming holes for planting of trees. • Spraying herbicides and pesticides as directed by supervisor. • Cleaning and removing rubble. • Also performing other duties as indicated by supervisor. • Transporting equipment to various parks and municipal gardens.

TRACTOR DRIVER

Division: Parks, Cemeteries and Sports Field Maintenance
Salary: R159 003.36 (Post level 15)

MINIMUM REQUIREMENTS: • Basic Literacy • Code EB and EC Drivers' License with PrDP (PDP) • Be able to operate, engage a slasher • Basic former tractor driving experience • 1 – 2 years relevant experience

KEY PERFORMANCES AREAS: • Inspect safe devices, controls, lubricant levels, etc. on tractor vehicles and reporting defects • Observe and or participate with personnel in the loading or offloading sequences of items and tools, (refuse bags, spades, brooms, brush cutters), check requirements prior to departure from site or locations and or correcting deviations from safety procedures. • Cut grass and general maintenance using the tractor with a slasher • Clean and prepare flowerbeds, do weeding, trim edges, fertilize, compost and mulch flowerbeds • Spray herbicides and pesticides by means of knapsack sprayers • Rake grass cuttings, leaves etc. by means of rubber/steel rakes • Dig and trim holes for planting of trees and planting of grass • Perform other duties as indicated by supervisor that is not part of the daily day to day running of sections but is not out of the horticultural scope of

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work by using knowledge and experienced gathered over the years to enhance the quality of horticultural work in MLM

LIGHT MACHINE OPERATOR: BRUSH CUTTER X14

Division: Parks, Cemeteries and Sports Field Maintenance
Salary: R156 113.64 (Post level 16)

MINIMUM REQUIREMENTS: • Basic Literacy at NQF level 1 • Departmental proficiency test • 1 year experience

KEY PERFORMANCES AREAS: • Collect and dispose of refuse (grass, litter, etc.) • Litter, etc.) • Ensure that Sidewalks and Open Spaces are clean and neat • Help with other tasks as indicated by the supervisor • Perform any other reasonable operational instructions given by the Supervisor. • Perform other duties as indicated by supervisor that is not part of the daily day to day running of the section but is not out of the normal scope of work by using knowledge and experience gathered over the years to enhance the quality of horticultural work in Madibeng. • Cut grass in parks and open spaces using weed eater, husker and grass machine • Ensure proper use of machinery during cleaning and working operations • Ensure that it is safe to operate the grass cutting machinery • Ensure that machinery and equipment are constantly checked for defaults

LIGHT MACHINE OPERATOR: TREE FELLING X2

Division: Parks, Cemeteries and Sports Field Maintenance
Salary: R156 113.64 (Post level 16)

MINIMUM REQUIREMENTS: • Basic Literacy at NQF level 1 • Departmental proficiency test • 1 year experience

KEY PERFORMANCES AREAS: • Prune trees on sidewalks and open spaces using chainsaws. • Collect and dispose of refuse (grass, litter, etc.) • Ensure that sidewalks are clean and neat. • Help with other tasks as indicated by the supervisor. • Check for defects and report any to supervisor. • Clean the machine. • Ensure proper use of machinery during cleaning and working operations. • Ensure that it is safe to operate the chainsaw machinery. • Ensure wearing safety gear during working operations. • Ensure the safety of fellow workers when handling machinery.

WELDER

Division: Parks, Cemeteries and Sports Field Maintenance
Salary: R156 113.64 (Post level 16)

MINIMUM REQUIREMENTS: • Grade 11 or equivalent N2 certificate • Trade certificate: CO2 • Code C1 Drivers' License • Co2 welder experience • 1 – 2 year experience

KEY PERFORMANCES AREAS: • Read blueprints and drawings, take or read measurement to plan layout and procedures • Determine the appropriate for welding equipment or method based on requirement • Set up components for welding according to specification • Operate angle grinders to prepare welding • Weld components using manual or semi-automatic welding equipment in various position • Repair machinery and other components by welding pieces and filling gaps • Test and inspect welder surfaces and structure to discover flaws • Maintain equipment in condition that does not compromise safety • Cut and join metals and other materials at our facilities or construction sites to operate appropriate to put together mechanical structures or parts with a great deal of precision

GENERAL WORKER X10

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

MINIMUM REQUIREMENTS: • Basic Literacy • 0-1 years 'experience required

KEY PERFORMANCES AREAS: • Perform basic, routine functions, follow basic instructions and perform basic routine maintenance. • Perform manual function, e.g. digging, sweeping, lifting, packing, and other functions as instructed. • Store and keep tools safe. • Fill in timesheets and follow a work roster. • Demonstrate discipline, specific skills and knowledge in the area of expertise and take charge of own equipment and tools within an assigned work area.

DIRECTORATE: INFRASTRUCTURE AND TECHNICAL SERVICES

ASSISTANT DIRECTOR: PROJECT MANAGEMENT UNIT

Division: PROJECT MANAGEMENT UNIT
Salary scale: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • National Diploma - Built Environment - NQF lev-

el 6 or Equivalent Registered as a Professional Construction Project Manager or • Candidate with the South African Council for Project and Construction Management Professions • Code EB Driving License • The job design of this post requires in depth understanding of procedures at a professional level to perform/ execute the functions and/ or key responsibility areas. • Experience 4 - 6 Years

KEY PERFORMANCE AREAS: • PMU MANAGEMENT FUNCTIONS • Aligning functional areas and requirements to the broader objectives • PERSONNEL AND PERFORMANCE MANAGEMENT • Manages and controls the Key Performance Indicator's and outcome of personnel. • POLICIES, PROCEDURES, SYSTEMS AND CONTROLS • Develops and designs policy directives for Executive Committee and Council approval • FINANCIAL CONTROL • Prepares capital and operating estimates and controls expenditure against the approved budget allocations. • PROFESSIONAL GUIDANCE AND SUPPORT • Provides advice/ information and guidance on the principles, procedures and applications associated with average and complex forms of Engineering Infrastructure Projects. • ENGINEERING DESIGN APPLICATIONS • Applies Co-ordinates engineering principles and techniques associated with the development and presentation of technical designs for average complexity or complex forms of engineering infrastructure in accordance with ECSA guidelines • PROJECT MANAGEMENT APPLICATIONS • Applies project management principles and techniques associated with the different project work stages for average complexity of complex forms of engineering infrastructure projects in accordance with SACPCMP guidelines. • ADMINISTRATION MANAGEMENT • Consolidated performance and programming reports, approvals and responses

PROJECT MANAGEMENT COORDINATORX5

Division: PROJECT MANAGEMENT UNIT
Salary scale: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Grade 12 • In Possession of Drivers Licence Code 10/C1 • M +3 qualification in Civil Engineering and registration as a Technician with the Engineering Council of South Africa (ECSA) • To maintain and improve the academic skills level with the Municipality and to be in a position to utilize these skills and professional ability to enhance the performance of the Branch • 3 years experience in construction management

KEY PERFORMANCE AREAS: • Responsible for the supervision of construction projects by attending regular site visits and inspections to ensure the efficient and effective running of these contracts. • Inspects work in progress by conducting site inspections to ensure that all work is proceeding in terms of the contract documentation and specifications. Carries out quality control audits by close inspection of completed work and by ensuring that the appropriate tests according to SABS and • Pressure (Air and Water), Concrete strengths, Densities, Level tolerances etc are undertaken and passed to ensure that accepted levels of quality are maintained before payment is made for the works. • Verifies Contractors and Consultants payment certificates by checking all claims made to ensure that payment certificates are correct and in accordance with tendered rates or applicable fee scales and within the authorized budget. • Initiates disciplinary measures against non performing Contractors and Consultants by issuing the necessary warnings and instituting remedial measures as provided for in the Contract or Service Agreement and notifying superiors if these measures are unsuccessful to ensure service delivery takes place within acceptable time frames. • Assists in setting budgets and budget adjustments by identifying alternate projects that can replace non performing projects to ensure allocations are fully utilized within the budget cycle. • Assists in Health and Safety matters by reporting any potential risks identified on site to the Health and Safety Officer to reduce the risk of injury to person or damage to property by unsafe activities or working

CIVIL ENGINEER: PLANNING AND DESIGN

Division: Planning and Design
Salary scale: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • A relevant Bachelor of Engineering or Bachelor of Science in Engineering Degree • And eligibility for registration as Professional Engineer • Plus, in the case of electrical or mechanical disciplines, depending on the size of installations, a GCC or Professional Certificate in Engineering • Computer literacy: MS Office • Manage professional teams and complex engineering functions • Specialised knowledge of Storm Water Management and water and sanitation technology and project management • Ability to work under pressure • High level of integrity • Code EB driver's license • 8 years or more of relevant experience post registration

KEY PERFORMANCE AREAS: • Oversee and evaluate the planning of complex engineering projects • Integrate engineering / infrastructure planning with broader development planning • Manage the daily operational aspects of the Sanitation services division • Identifies shortcomings in operational processes and information flow, needs in services, teamwork problems, etc. • Comply with safety regulations as per requirements by the occupational health and safety act • Ensure a climate conducive to promote and sustain motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained and enabling the department to meet its service delivery objectives • Manage the technical operations of the branch in order to ensure that the service provided is technically adequately and economically justified • Identify and develop appropriate new technologies to deal with changing demands placed on the unit • Ensure priorities of the unit complies with requirements of the municipality's integrated development



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VACANCIES

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

CHIEF CIVIL ENGINEERING TECHNICIAN: WATER NETWORK

Division: Water Services

Salary: R612 342.84(Post level 4)

MINIMUM REQUIREMENTS: • Grade 12 • A relevant National Diploma in Engineering and Registration as Professional Technician Engineer • Computer literacy: Ms Office • 8 years or more of relevant experience post registration

KEY PERFORMANCE AREAS: • Manage well defined engineering functions • Work independently within well-defined working relationship with other parties • Supervise and monitor other members of the engineering team • Assist in the development of the capital and infrastructure programme • Contribute to shaping the Directorate / Municipality's policies and procedures • Must have In-Depth knowledge of the Directorate / Municipality's challenges in delivering municipal services

ARTISAN: WATER NETWORK X2

Division: Water Services

Salary: R391 895.04(Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Monitor and control activities by maintaining a log of work, production, or maintenance • Assign workers to projects as necessary by workload • Obtain needed supplies and equipment to complete assigned tasks • Attend departmental meetings, capital projects site meetings and even community meeting if need be • Communicate with staff to establish and maintain effective working relations • Maintain, trouble-shoot and repairs of water

ARTISAN: PETROL MECHANIC

Division: Mechanical Engineering

Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Perform activities within a trade • Monitor and control activities by maintaining a log of work, production, or maintenance • Identify more critical and less critical activities and tasks, and adjust priorities when appropriate • Communicate with the immediate supervisor and establish material and resources necessary against specific work orders • Interact with mechanical stores and check allocated components and materials against job cards prior to commencing with loading • Provide guidelines and specific instructions to subordinates with respect to the preparation of work site for major / minor works and / or setting up of traffic signs during mechanical maintenance along roads • Supply direction and advice to personnel and give mechanical support and training where necessary • Ensure that the mechanical section functions effectively

ARTISAN: DIESEL MECHANIC

Division: Mechanical Engineering

Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Perform activities within a trade • Monitor and control activities by maintaining a log of work, production, or maintenance • Identify more critical and less critical activities and tasks, and adjust priorities when appropriate • Communicate with the immediate supervisor and establish material and resources necessary against specific work orders • Interact with mechanical stores and check allocated components and materials against job cards prior to commencing with loading • Provide guidelines and specific instructions to subordinates with respect to the preparation of work site for major / minor works and / or setting up of traffic signs during mechanical maintenance along roads • Supply direction and advice to personnel and give mechanical support and training where necessary • Ensure that the mechanical section functions effectively

ARTISAN ASSISTANT: SEWER NETWORK X5

Division: Sanitation Services

Salary: scale: R243 818.76 (Post level 11)

MINIMUM REQUIREMENTS: • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Maintain water and sewage pipes • Repair burst pipes. Replacing defective water meters • Replace defective isolating valves. Installation of water and sewage connection • Clear blocked sewage pipes and monitoring raising mains • Read and interpret drawings / work orders detailing layout and specifications

DIRECTORATE: PUBLIC SAFETY, FLEET AND FACILITIES MANAGEMENT

ASSISTANT DIRECTOR: MISS

Division: Minimum Information Security Standards

Salary: scale: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • National Diploma in Security Risk Management Level 6 or Degree in Security Management. • Firearm Competency for handling and use of the following weapons viz: Handgun, Rifle, Shotgun, Self-loading Rif/Car, Handgun business, Rifle business, Shotgun /business, Self/ loading Rifle /business /Car/Buss. • Grade A PSIRA Registration • Valid driver's license C1 • At least more than 02 years relevant experience of which 5 years will be on managerial level • No Criminal Record • Multilingual – English , Afrikaans , Tswana , Tsonga and Zulu • Good leadership and interpersonal skills • Computer literacy • Excellent problem-solving skills

KEY PERFORMANCE AREAS: • Plan, manage, coordinate, implement and control all aspects of information and physical security in the Municipality • Ensure implementation of adherence to all policies and procedures pertaining to Security inclusive of physical, documentation, information Security. • Conduct Security Threats and Risk assessments ,audits and inspections • Promote and conduct security awareness and education programmes • Coordinate security training and meetings • Manage both in-house and private security personnel, including performance assessments an all related matters • The incumbent will have to draft reports ,memos ,submissions ,terms of reference and other relevant documents ,conduct internal investigations on breaches • Assist the Municipality by attending court cases and participate in committees that are relevant to security operations

ASSISTANT DIRECTOR: FLEET

Division: FLEET MANAGEMENT

Salary: scale: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • National Diploma /B Tech in Transport, Logistics management • Technical and supervisory position. • Drivers License C1 • 5 years relevant experience in Transport or fleet management background and supervision

KEY PERFORMANCE AREAS: • Prepare and manage the annual capital and operational budget • of the section within the budgetary constraints of the Council • Motivate the budget and budget amendments to the Unit Head • Develop and implement the sections operational plans to • ensure improved service delivery and alignment with the unit • plans • Monitor that the methods, processes and systems used in the • section are conducive to efficient service delivery • Monitor and assist the Unit Head with unit's external hiring costs • by monitoring budget allocations and authorising payment • Develop and enforce the compliance of Fleet Policy and internal • control system in place • Facilitate the procurement of Fleet in line with the approved • budget and needs requirement • Develop, manage fleet management budget and monitor the • expenditure on fleet operation. • Coordinate registration and renewing of license disc, inspection, • forecasting and maintenance of fleet management • Ensure fleet availability to meet all request by scheduling,

ARTISAN: PLUMBER

Division: Facility Management and Maintenance

Salary: scale: R391 895.04(Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Perform activities within a trade • Monitor and control activities by maintaining a log of work, production, or maintenance • Identify more critical and less critical activities and tasks, and adjust priorities when appropriate • Perform maintenance of water and sewage pipes • Read and interpret drawings / work orders detailing layout and specifications • Mark routes for the running in and laying of pipes and / or measuring, making and drilling plastered surface using hand help power tools • Install valves, pressure relief valves, flow meters and / or bends, joins and diverts pipes using coupling and / or seam welding techniques • Inspect work prior to commissioning and communicate with immediate superior with regards to tests, adjustments and functionality of the installation

SENIOR FACILITY MANAGEMENT OFFICER (NORTH AREA)

Division: Facility Management and Maintenance

Salary: scale: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Grade 12 • National Diploma in building / Facilities Management / related qualification • 5 years' experience in facilities management, with in a senior

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or leadership role • Proven experience managing multisite or complex facilities portfolios • Familiar with all the duties and procedures of the student accommodation • Excellent communication skills

KEY PERFORMANCE AREAS: • Develop and implement facilities management strategies, policies, and plans aligned with organisational objectives. • Provide leadership and oversight for hard and soft facilities services, including buildings, maintenance, security, cleaning, utilities, landscaping, and workspace management. • Develop and implement facilities management strategies, policies, and plans aligned with organisational objectives. • Provide leadership and oversight for hard and soft facilities services, including buildings, maintenance, security, cleaning, utilities, landscaping, and workspace management. • Develop and implement facilities management strategies, policies, and plans aligned with organisational objectives. • Provide leadership and oversight for hard and soft facilities services, including buildings, maintenance, security, cleaning, utilities, landscaping, and workspace management. • Develop and implement facilities management strategies, policies, and plans aligned with organisational objectives. • Provide leadership and oversight for hard and soft facilities services, including buildings, maintenance, security, cleaning, utilities, landscaping, and workspace management.

RISK REDUCTION AND CONTROL OFFICER

Division: Fire and Disaster Management
Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • High Certificate in Disaster Management • Computer literacy • Code B Driver's License • Report writing, good communication • No criminal record. • 3-year experience in Disaster Management / Fire service field

KEY PERFORMANCE AREAS: • Coordinating inter-departmental transport needs. • Creating a situation where normality in conditions caused by a disaster is restored by the restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster affected communities, including efforts to reduce disaster risk factors • Mitigating the effects of a disaster • and Creating circumstances that will reduce the risk of a similar disaster occurring.

ASSISTANT DISASTER MANAGEMENT RESOURCE CLERK

Division: Fire and Disaster Management
Salary: R216 910.92 (Post level 12)

MINIMUM REQUIREMENTS: • Grade 12 • Computer literacy • Code B Driver's License • Report writing, good communication • No criminal record.

KEY PERFORMANCE AREAS: • Answers phones, directs calls to appropriate individuals, and prepares messages. Copies, sorts, and files records related to office activities, business transactions, and other matters. • Prepares letters, memos, forms, and reports according to written or verbal instructions. involved in disaster management, the private sector, communities and individuals to mobilize, organize and provide relief measures to deal with an impending or current disaster or the effects of the disaster.

LEADING FIREFIGHTER X5

Division: Fire and Disaster Management
Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Firefighter I & II • Hazmat First Responder: Awareness Level • Hazmat First Responder: Operational Level • A valid Code C driver's license • At least three years of relevant experience at fire service in the field.

KEY PERFORMANCE AREAS: • Responding to rescue and firefighting operations • Providing basic emergency medical care • Practicing fire prevention and safety measures • Operating and maintaining firefighting equipment and facilities

STATION OFFICER) FIRE RESCUE COMMANDER X2

Division: Fire and Disaster Management
Salary scale: R443 766.36 (Post level 7)

MINIMUM REQUIREMENTS: • Grade 12 • High Certificate in Fire Technology • 7 years' operational experience of which 3 years must be at supervisory level (Platoon Commander)

KEY PERFORMANCE AREAS: • The rendering of a fire operational, rescue and support emergency medical service on shift as well as special services by managing, extinguishing and prevention of all types of fire. • The rescue of people/ patients from vehicle, building and water, managing and impact reduction of hazardous material incidents. • Rendering a support emergency medical service by evaluating, prioritizing and treatment of patients and the rendering of humanitarian services

SENIOR FIREFIGHTER X2

Division: Fire and Disaster Management
Salary: R329 783.04 (Post level 9)

MINIMUM REQUIREMENTS: • Grade 12 • FF 1 + 2. Awareness, Operational or any of Hazmat Technician or Pump Operator or Rescue Technician, Swift Water Rescue or Fire Instructor or relevant. • Certificate in Fire Technology or equivalent. • 3 years' experience at fire service field

KEY PERFORMANCE AREAS: • Lead and manage all staff within his shift. • Address shift concerns and provide conflict resolution. • Exercise control over usage of fire brigade vehicles and equipment and ensure maintenance of all its assets. • Establishment and sustaining discipline within the Shift. • Supervises the fleet management of the shift. • Ensure availability of firefighting machines and equipment. • Compilation of fire reports. • Asset management within the shift.

FIREFIGHTER X6

Division: Fire and Disaster Management
Salary: R276 578.40 (Post level 10)

MINIMUM REQUIREMENTS: • Grade 12 • Firefighter I course • Hazmat Awareness • First Aid Level 3 • Code: EB Driver's License • Physically and Mentally fit • Medical Test NFPA 1582 • and No criminal record.

KEY PERFORMANCE AREAS: • The execution of a fire operational, rescue and support emergency medical service on his/ her team as well as special services by, fighting and prevention of all types of fire. • The rescue of people/patients from vehicle, building and water, reduction of hazardous material incidents. • Rendering a support emergency medical service by evaluating, prioritizing and treatment of patients and the rendering of humanitarian services.

FIRE HYDRANT ATTENDANT

Division: Fire and Disaster Management
Salary: R243 818.76 (Post level 11)

MINIMUM REQUIREMENTS: • Grade 12 • Driver's license` (B)

KEY PERFORMANCE AREAS: • Inspecting and maintaining existing municipal fire hydrants. • Report defective hydrants to the water division for rectification in writing. • Correct hydrant position on hydrant layout map where it may differ. • Endorse flow and pressure readings correspondingly on hydrant layout maps. • Attending to all inquiring or complaints. • Testing new township developments, water articulation for complies. • Assist in compilation of pre incident plans. • Planning to ensure all street fires hydrants in the municipal area is inspected and checked on an annual basis. • Carrying out re-inspections to ensure that maintenance has been done on faulty hydrants. • Rectifying any deviations regarding installed fire hydrants as indicated on the maps. • Checking stock to ensure that there is sufficient stock to carry out duties. • Assist in fighting grass fires. • Assist in disaster operations.

CHIEF LICENSING CASHIER

Division: Traffic and Licensing Services
Salary scale: R329 783.04 (Post level 9)

MINIMUM REQUIREMENTS: • Grade 12 • Computer Literacy • Be registered as eNatis user • Must be able to work under pressure • At-least 5 years' eNatis experience

KEY PERFORMANCE AREAS: • Allocating face value documents to the cashiers • Posting cashiers to their respective cubicles and duties • Preparing the banking and drawing CDs • Reporting to the licensing officer • Submission of reports to the senior licensing officer • Responsible for office administration • Preparing statistics on the usage of Face Values Documents. • Ensuring that daily filing of document is done as prescribed by the Act. • Performing of quality checks on submitted documentations to avoid fraudulent transactions.

SENIOR LICENSING CASHIER (DLTC) X2

Division: Traffic and Licensing Services
Salary scale: R276 578.40 (Post level 10)

MINIMUM REQUIREMENTS: • Grade 12 • eNatis user skills • Computer literacy • Strong numerical skills • Excellent customer service is essential • 1 to 3 years of experience in an eNaTIS (National Traffic Information System) environment at a local government DLTC or registering authority is required.

KEY PERFORMANCE AREAS: • Performs various administration and cashier duties • Perform tasks/activities associated with the receiving and receipting of payments • Reconcile payments and cash deposits against transactional information/statements prior to forward-



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ing for deposit • Balances totals for cash and other takings received with records to ensure the balance of all takings received. • Administrates issuing of learner's, driver's licenses and PRDP's, conversion or renewal of driver's licenses and PRDP's in accordance eNaTIS procedures • Perform any other related duties as instructed by supervisor.

functional progress and / or outcomes for submission to the immediate superior for consideration and inclusion in specific management and / or mayoral committee agendas • Maintain staff discipline and instituting disciplinary action

ASSISTANT SUPERINTENDENT TRAFFIC X4

Division: Traffic and Licensing Services
Salary scale: R443 766.36 (Post level 7)

MINIMUM REQUIREMENTS: • Grade 12 • Basic Training Diploma at Recognized Traffic Academy • ITMPO 3/ Diploma in Road Transport Management / Diploma in Road Traffic and Municipal Policing • Registered on eNaTis as Traffic Officer • Applicant must have no Criminal Record • Must have no visible tattoo • Must have a valid Code B Drivers Licenses

KEY PERFORMANCE AREAS: • To assist the Superintendent Traffic in overseeing the effective functioning of the Traffic Shift. • To assist the Superintendent Traffic with Shift Administrative duties • Assist in planning daily work schedules and in giving tasks to subordinates • Manage and Monitor performance of subordinates • Ensure smooth flow of Traffic at all times • Attend disciplinary action and undertake preliminary investigations • Attend to grievances and maintain discipline • Ensure that records such as time sheets, logbooks and pocketbooks are properly maintained. • Conduct quality checks on work done by subordinates

LICENSING OFFICER X2

Division: Traffic and Licensing Services
Salary scale: R489 970.56 (Post level 6)

MINIMUM REQUIREMENTS: • Grade 12 • A Relevant 3 years' Tertiary qualification, preferably a National Diploma • eNatis user skills • 5 years' experience as a supervisor

KEY PERFORMANCE AREAS: • Ensure that all members adhere to the requirements of relevant legislations • Conduct regular checks on the work of senior licensing clerks • Attend to office queries and administration • Liaise with the provincial help desk on licensing registration issues • Safe keep licensing confidential documents • Ensure compliance with National Road Traffic Act 93 of 1996 • Ensure smooth administration in licensing office

SUPERINTENDENT: TRAFFIC LAW ENFORCEMENT

Division: Traffic Services
Salary scale: R489 970.56 (Post level 6)

MINIMUM REQUIREMENTS: • Grade 12 • A Relevant 3 years' Tertiary qualification, preferably a National Diploma • eNatis user skills • 5 years' experience as a supervisor

KEY PERFORMANCE AREAS: • Ensure that all members adhere to the requirements of relevant legislations • Conduct regular checks on the work of senior licensing clerks • Attend to office queries and administration • Liaise with the provincial help desk on licensing registration issues • Safe keep licensing confidential documents • Ensure compliance with National Road Traffic Act 93 of 1996 • Ensure smooth administration in licensing office

TRAFFIC INSPECTOR: TRAFFIC LAW ENFORCEMENT X10

Division: Traffic and Licensing Services
Salary scale: R329 783.04 (Post level 9)

MINIMUM REQUIREMENTS: • Grade 12 • Basic Traffic Diploma • No Criminal Record • Code B Driver's License • Firearm proficiency • Able to work under pressure and as shift worker.

KEY PERFORMANCE AREAS: • Perform Law enforcement and Traffic control. • Attend to motor vehicles accidents and keep record thereof. • Attend necessary court proceedings • Conducting points duties • By-laws enforcement • Security support to other sister departments to achievement the Municipal goals and objectives. • Perform Scholar Patrols • Conduct Road Safety Educations • Executions of Warrants of Arrest • Escorts of Dignitaries and Funerals • Maintain order and peace during marches • Attend to Public Transport Matters

FLEET PRACTITIONER: VEHICLE ALLOCATION

Division: Fleet Management
Salary scale: R489 970.56 (Post level 6)

MINIMUM REQUIREMENTS: • Grade 12 • Diploma / Advanced National Diploma in Transport Management / Fleet Management / Logistics Management • In-depth grasp of vehicle upkeep • 4 years' experience

KEY PERFORMANCE AREAS: • Coordinate specific tasks / activities associated with the control of Council fleet • Coordinate inter-departmental transport • Oversee the implementation of the Municipal Fleet Management Services • Manage fuel procurement and dispensing • Prepare investigational and performance reports and summaries detailing

FLEET OFFICER X2

Division: Fleet Management
Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Certificate in Transport Management / Fleet Management / Logistics Management • In-depth grasp of vehicle upkeep • 4 years' experience

KEY PERFORMANCE AREAS: • Ensure vehicles are properly maintained including scheduling maintenance and keeping vehicles clean • Control fuel consumption to ensure the cost of keeping vehicles on the road does not exceed the budget • Ensure vehicles are checked daily and weekly and that annual vehicle inspections are done • Attend to the administrative, personnel management, reporting, and record keeping requirements / procedures • Prepare monthly and quarterly reports on fuel expenses and submit to the immediate superior • Ensure overall compliance with the fleet management policy, and regular review

ARTISAN: PETROL MECHANIC

Division: Mechanical Engineering
Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Supply direction and advice to personnel and give mechanical support and training where necessary • Ensure that the mechanical section functions effectively Perform activities within a trade • Monitor and control activities by maintaining a log of work, production, or maintenance • Identify more critical and less critical activities and tasks, and adjust priorities when appropriate • Communicate with the immediate supervisor and establish material and resources necessary against specific work orders • Interact with mechanical stores and check allocated components and materials against job cards prior to commencing with loading • Provide guidelines and specific instructions to subordinates with respect to the preparation of work site for major / minor works and / or setting up of traffic signs during mechanical maintenance along roads.

ARTISAN: DIESEL MECHANIC

Division: Mechanical Engineering
Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Perform activities within a trade • Monitor and control activities by maintaining a log of work, production, or maintenance • Identify more critical and less critical activities and tasks, and adjust priorities when appropriate • Communicate with the immediate supervisor and establish material and resources necessary against specific work orders • Interact with mechanical stores and check allocated components and materials against job cards prior to commencing with loading • Provide guidelines and specific instructions to subordinates with respect to the preparation of work site for major / minor works and / or setting up of traffic signs during mechanical maintenance along roads • Supply direction and advice to personnel and give mechanical support and training where necessary • Ensure that the mechanical section functions effectively

ARTISAN: YELLOW FLEET MECHANIC

Division: Mechanical Engineering
Salary: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Trade Test Diesel Mechanic • Valid Code 14 driver's license and PrDP • 5-10 years in yellow plant • A strong understanding of hydraulic systems and diesel engine components • Knowledge of Occupational Health and Safety Act • Good communication skills • Ability to work long hours and perform well under pressure

KEY PERFORMANCE AREAS: • Maintaining and repairing yellow fleet, including specific types like TLB, loaders trucks, etc. • To diagnose faults using diagnostic tools and interpret results. • Maintenance and Repair: Performing routine servicing, inspections, and repairs on various types of "yellow fleet" vehicles and machinery. • Troubleshooting: Diagnosing mechanical and electrical faults using diagnostic tools and technical expertise. • Record Keeping: Maintaining accurate records of maintenance and repairs, including work orders, inspection reports, and parts used. • Parts Management: Ordering parts and materials as needed and monitoring inventory levels. • Safety Compliance: Ensuring all work is per-

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formed in accordance with relevant safety standards and regulations.

DRIVER MESSENGER X3

Division: Fleet Management
Salary: R216 910.92 (Post level 12)

MINIMUM REQUIREMENTS: • Grade 12 • Valid Code 14 driver's license and PrDP • 3 years' experience in similar field

KEY PERFORMANCE AREAS: • Safely operate heavy-duty vehicles, including trucks, semi-trucks, and other heavy vehicles, adhering to all traffic laws and company policies. • Conduct thorough inspections of the vehicle before and after each trip to identify any mechanical issues or damage and document findings. • Maintain accurate records of deliveries, mileage, fuel consumption, and vehicle maintenance. • Report any mechanical issues or maintenance needs to the appropriate personnel promptly.

ARTISAN: PLUMBER

Division: Facility Management and Maintenance
Salary scale: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Trade certificate • Special Workman, preferably a Proficiency certificate, • Grade 11 or equivalent N2 level certificate • 1 – 2 years' experience required

KEY PERFORMANCE AREAS: • Perform activities within a trade • Monitor and control activities by maintaining a log of work, production, or maintenance • Identify more critical and less critical activities and tasks, and adjust priorities when appropriate • Perform maintenance of water and sewage pipes • Read and interpret drawings / work orders detailing layout and specifications • Mark routes for the running in and laying of pipes and / or measuring, making and drilling plastered surface using hand help power tools • Install valves, pressure relief valves, flow meters and / or bends, joins and diverts pipes using coupling and / or seam welding techniques • Inspect work prior to commissioning and communicate with immediate superior with regards to tests, adjustments and functionality of the installation

DIRECTORATE: FINANCIAL MANAGEMENT SERVICES

ASSISTANT DIRECTOR: SUPPLY CHAIN

Division: SUPPLY CHAIN MANAGEMENT
Salary scale: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • B. Degree in Accounting/ Supply Chain Management. NQF level 7 • Code EB driving license. • The job design of this post requires in depth understanding of procedures at a professional level to perform/ execute the functions and/ or key responsibility areas. • Experience 4 - 6 Years

KEY PERFORMANCE AREAS: • Thorough knowledge of Supply Chain Management Systems and Regulations applicable to the Local Government Sector. • Detailed knowledge of SCM policies and procedures. Strong negotiation, planning and organizing skills. Attention to detail. • Performance monitoring. Good communication skills. • Good management skills. • Ability to successfully manage a service delivery process under severe pressure from multiple consumers whilst striking the balance between the commercial/economic/legal requirements and socio-economic objectives. • Report writing and presentation skills.

ASSISTANT DIRECTOR: REVENUE

Division: Revenue Enhancement
Salary: R692 936.64 (Post level 3)

MINIMUM REQUIREMENTS: • Grade 12 • A relevant 3 year tertiary qualification, preferably a National Diploma or B-Com with financial accounting as a major subject • Computer Literacy: MS Office • Provide expert financial advice • Responsible for managing financial information according to prescribed norms and standards • Extensive understanding and knowledge of the application of applicable local government legislation (e.g. MSA, MFMA, and others as applicable) • Able to present and disclose financial statements • Able to amend and review financial policies in accordance with prevailing norms and standards • 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline

KEY PERFORMANCE AREAS: • Review and update policies to align prevailing legislation, norms and standards and community dynamics • Respond and report on queries from internal audit and auditor general management letter items • Prepare the budget aligned to the IDP and Treasury regulations • Manage the key performance and result indicators associated with the revenue enhancement • Guide and advice line departments in the implementation of revenue enhancement strategy • Attend management meetings and if required council and committee meetings and participate in relevant discussions and strategic decision making and planning

• Identify and act on opportunities to increase revenue with other departments in the municipality to achieve desired results

SCM OFFICER: PERFORMANCE AND COMPLIANCE

Division: SCM Performance and Compliance
Salary scale: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • National Diploma / NQF Level 6 in Internal Audit / Accounting / Financial Management • Computer Literacy (Ms Office applications) • Code B Drivers' License • 2 years' relevant experience

KEY PERFORMANCE AREAS: • Prepare stock schedules detailing the quantity of stock on hand detailing reason for specific variances and the need for stock adjustment and forwarding for perusal, processing and approval • Establish the status of the order after approval through to delivery and communicating with the supplier on issues pertaining to short delivery, damages etc. • Ensure administrative record keeping and reporting requirements and deadlines are adhered to and information made available to support the resolution of queries prior to processing supplier invoices and to ensure laid down administrative procedures and reporting requirements are complied with • Generate specific reports detailing outstanding / back orders and re-order status and analysing inventory schedules to determine critical needs

COMMITTEE ADMINISTRATION OFFICER

Division: Supply Chain Management
Salary scale: R391 895.04 (Post level 8)

MINIMUM REQUIREMENTS: • Grade 12 • Relevant National Diploma • Certificate in Municipal Finance Management • 2 years' relevant experience

KEY PERFORMANCE AREAS: • Schedule and organize meetings for the supply chain management committee • Prepare and distribute meeting agendas and supporting documents. Record and distribute meeting minutes • Respond to inquiries and requests for information related to the supply chain management committee • Document and keep records to maintain accurate and up-to-date records of committee activities, decisions, and discussions. • Ensure that all relevant documents are properly filed and easily accessible • Ensure that committee activities comply with relevant policies, procedures, and regulations • Provide orientation for new committee members, ensuring they are familiar with the committees' goals, processes, and expectations • Prepare financial reports related to committee expenditures

SENIOR STORES CLERK X2

Division: Supply Chain Management
Salary scale: R276 578.40 (Post level 10)

MINIMUM REQUIREMENTS: • Grade 12 • Relevant Diploma in SCM, Logistics and Procurement • Computer Literacy : MS Office • A valid Driver's licence • 2-3 year's relevant experience

KEY PERFORMANCE AREAS: • Perform specific applications associated with controlling the receiving storage and issue of stock items. • Ensure coding stock is received in accordance with control procedures and positioning items in the appropriate location. • Perform stock counting in sequences. • Apply control procedures using specific coding/labels to indicate counted stock and quantities. • Receiving and referring to approved transactional documentation to identify with requirements, accessing specific items and checks quantities prior to issue • Be able to work extended hours as and when required.

SENIOR COMMITTEE CLERK X2

Division: Supply Chain Management
Salary scale: R276 578.40 (Post level 10)

MINIMUM REQUIREMENTS: • Grade 12 • Relevant Diploma in SCM, Logistics and Procurement • Computer Literacy : MS Office • Code B Driving licence • 2-3 year's relevant experience

KEY PERFORMANCE AREAS: • Receiving Supplier Vendor Form • Ensure printing of Tender documents. • Prepare Bid Evaluation monthly report and register status quo of Bid Evaluation Process. • Prepare tender opening, compulsory briefing and sales register. • Prepare different agendas according to various inputs. • Prepare and submit minutes to the supervisor/chairperson of the committee to verify the correctness before distribution • Be able to work extended hours as and when required.

DRIVER-MESSENGER

Division: Supply Chain Management
Salary scale: R177 447.36 (Post level 14)

MINIMUM REQUIREMENTS: • A valid Driver's licence • High level of responsibility • Ability to give attention to details • Good verbal communication • Proficiency using GPS devices

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

• Extensive knowledge of the operating area • Excellent organizational and time management skills • 3 years' relevant experience

KEY PERFORMANCE AREAS: • Carry out prescribed trip by seeing that the oil, fuel, water, fan, belt, lights, mirror, brakes and tyres of a vehicles are in good condition. • Arranging for vehicle repairs when necessary. • Carry out vehicle maintenance checks, and report any problems to supervisor. • Ensure that the vehicle is cleaned. • Ensure the safety during loading and off-loading of goods. • Perform duties indicated by supervisor.

CHIEF FINANCIAL ACCOUNTANT: CREDITORS CONTROL

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

MINIMUM REQUIREMENTS: • Grade 12 • 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 • 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: • Grade 12 • 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

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME (MFMI) X5 INTERNSHIP CONTRACT

REMUNERATION: R100 000 per annum (all inclusive)

Suitably qualified individuals are hereby invited to apply for the above-mentioned vacancy, in order to acquire practical experience in Local Government Financial Management. This National Treasury initiative aims to capacitate and train young graduates to develop a career in Local Government.

Internship Overview:

The MFMI is a structured professional training and work experience programme 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, No 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University training and ends with a qualification in Municipal Finance Management in accordance with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

MINIMUM REQUIREMENTS: • Applicants must have matriculated and must be in possession of a completed three-year Bachelor's Degree or National Diploma (NQF Level 7), with majors in Accounting, Business or Finance. Internal Audit and/or Risk Management will be an added advantage. Reasonable written and verbal communication skills, and computer literacy are further requirements. • The successful applicant will be expected to sign an Internship agreement, which is in addition to the employment contract. This will ensure commitment to the MFMI Programme which requires, amongst others, full participation in the training and workplace programs. Interns will be subject to the Municipal Disciplinary Code. • An annual increase determined by the Bargaining Council applies. The appointments will be made in consideration of Employment Equity and Gender Equality. Preference will be

afforded to Female applicants. • To apply, submit a cover letter, detailed CV, certified copies of Identity Document and academic qualifications to Human Resources

CHIEF FINANCIAL ACCOUNTANT: BILLING AND CASH MANAGEMENT

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

MINIMUM REQUIREMENTS: • Grade 12 • 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: LOCAL ECONOMIC DEVELOPMENT

SENIOR SOCIO-ECONOMIC DEVELOPMENT PRACTITIONER

Division: Socio Economic and Enterprise Development
Salary scale: R541 008.48 (Post level 5)

MINIMUM REQUIREMENTS: • Grade 12 • Degree / Diploma in Project Management/ Public Administration/ Social Sciences/ Community Development • Computer Literacy • Valid drivers' License • Expected to travel extensively • Willing to learn since EPWP programs change from time to time • Must be able to identify potential skills and capacity building programs for EPWP • 1 year (or above) relevant experience

KEY PERFORMANCE AREAS: • Communicate freely with Municipal Service Providers in connection with Jobs created • Identify possible skills to empower EPWP beneficiaries • Identify possible programs to support EPWP beneficiaries • Attend all EPWP related programs with relevant stakeholders • Establish, Coordinate and lead EPWP Inter-departmental committee

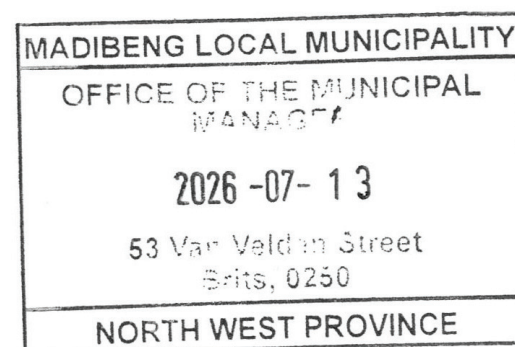
Applications must be submitted on the official application form (Application Form For Employment, Non-Senior Managers' Posts) available on the municipal website, www.madibeng.gov.za, and must be accompanied by a comprehensive typewritten or legible Curriculum Vitae; certified copies of relevant certificates, identity document and driver's license.

All applications must be addressed to: The Director: Corporate Support Services, Madibeng Local Municipality, Vacancies; PO Box 106, Brits, 0250 or hand delivered at Rooms 200, 202 or 211, Second Floor, Madibeng Municipal Offices, 53 Van Velden Street, Brits. Emailed applications will not be considered. Applications without relevant documents will not be considered. Communication will be limited to shortlisted candidates. Applicants from previously disadvantaged groups are encouraged to apply. Appointments will be made according to Council's Employment Equity Plan.

Kindly direct any enquiries for these positions to Mr. Baruti Komane at fkomane@madibeng.gov.za or 012 493 7794/7550.

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

Closing Date: 03 August 2026 at 16H00



Quiet Kgatla: **Municipal Manager**
CIVIC CENTRE | 53 VAN VELDEN STREET | BRITS
Tel: 012 493 7500/7501 | Email: customercare@madibeng.gov.za

"Madibeng, the Prosperous Platinum and Green Tourism City"