



MARULENG MUNICIPALITY

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HOEDSPRUIT
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MOPANI DISTRICT

MUNICIPAL MANAGER'S OFFICE

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions. Women and people with disabilities are also invited to apply.

Position : Senior Accountant: Assets Management
Directorate : Budget and Treasury
Type : Permanent
Remuneration: R343 957.10 per annum plus 30% car allowance

Requirements: National Diploma in Accounting or financial related field. Minimum three (3) years' experience dealing with finance in local government. Good interpersonal and written communication skills. A driver's licence will be advantageous.

Responsibilities: Performance and management of Movable assets acquisition process. Performance and management of Movable asset external and internal transfer. Ensure physical verification process on Movable assets is done regularly. Identification of Movable assets to be disposed and management of the disposal process. Initiation and management of Movable asset maintenance process. Ensure the facilitation and management of safeguarding of Movable assets. Facilitation and recording of loss and theft of Movable assets. Must assist CFO in any activity delegated by CFO. Maintenance of fixed assets registers. Manage valuations of Immovable assets and update the Fixed Assets Register. Establish processes that assess the condition of Movable and Immovable assets and update the relevant information in the Fixed Asset Register. Ensure the effectiveness and efficiency of Immovable assets through benchmarking; using the various operating cost ratios and return on investment. Ensure that the Immovable assets are managed throughout their lifecycle within the framework of cost effectiveness (depreciation) efficiency and reduced risks. Ensure that the maintenance and management plan for Immovable assets are prepared and reported to relevant stakeholders. Facilitate benchmarking, condition assessment and performance management on Immovable assets. Manage Immovable assets throughout their life-cycle including acquisition, operation maintenances and disposal.

Position : Traffic Superintendent
Directorate : Community Services
Type : Permanent
Salary : R275 822.00 per annum

Requirements: Grade 12 and Traffic Officers diploma and ITMPO III diploma or any equivalent road traffic management diploma and a valid code B/EB driver's license. Minimum five (05) years



relevant experience as traffic and law enforcement officer. Relevant supervisory experience of transport as traffic officer and experience and sound knowledge of the Administrative Adjudication of the Road Traffic Offences Act (AARTO). Proof of registration with Department of Transport and provide infrastructure number. The incumbent must have no criminal record. The Incumbent must have an intensive knowledge of relevant traffic and law enforcement legislations.

Responsibilities: Effectively manage, supervise and control subordinates by ensuring the execution of duties, promote road safety and educate the public on road safety matters. Manage administrative duties of law enforcement. Conduct parade at the beginning and completion of shift. Ensure professional execution of all law enforcement duties. Ensure effective communication with all relevant stakeholders to support Municipal objectives. Submit reports to the Chief Traffic and licensing Officer regarding area of responsibility, including recommendations, statistical information, results achieved, planned interventions etc. Ensure a well-trained, effective and powerful workforce. Ensure a safe environment and promote a healthy workforce. Ensure the safety of the community. Plan the law enforcement activities in consultation with the Chief Traffic and Licensing Officer. The incumbent must be prepared to work shifts. Attend meetings as and when required to do so. Do any other duties delegated by the Supervisor.

Position : Senior Admin Officer
Directorate : Corporate Services
Type : Permanent
Remuneration: R343 957.10 per annum plus 30% car allowance

Requirements: National Diploma in Public Management or related field. Extensive knowledge of relevant local government legislation. Good interpersonal and written communication skills. Valid driver's license. Minimum three (03) years' experience specifically in administration and auxiliary. Highly motivated and ethical, analytical and capable of making sound decisions, ability to work in a high pressure environment and ability to work in a team. Driver's license.

Responsibilities: Coordinate and provide office administration. Render and monitor office furniture. Render and provide telecommunication services. Maintain and render cleaning services. Perform supervisory services. Maintain and administer record management systems. Coordinate and administer rental/municipal lease agreements. Perform administrative functions.

Position : Individual PMS Officer
Directorate : Corporate Services
Type : Permanent
Remuneration : R248 509.94 per annum

Requirements: National Diploma in Public Management, Human Resources Management or related. Skills and knowledge of computer applications (Microsoft Word, Excel, PowerPoint, etc). A minimum of two (2) years' experience in performance management and development system. A valid drivers licence.

Responsibilities: Initiate and facilitate performance management systems. Provide inputs in the development of sectional SDBIP. Assist in the development of standards for performance management. Assist with overall implementation of the performance management system / cascading to lower categories. Maintain the individual performance management system and integrate with organizational performance. Conduct Performance appraisals. Assist various directorates with the implementation of the performance management system within their structure. Consult with employees with regards to performance management system. Verify the physical performance of projects and programmes implemented by the municipality. Develop and submit reports to relevant stakeholders as per legislation. Coordinate individual performance review and prepare reports for the meetings. Attend to enquiries relating to performance management. Monitor compliance in municipality in terms of legislations. Perform administrative activities.

Position : Organisational Design (OD) Officer
Directorate : Corporate Services
Type : Permanent
Remuneration : R248 509.94 per annum

Requirements: National Diploma in Management Services/ Operations management/Production management/Industrial Engineering/Public Management with accredited Work study certificate. A thorough knowledge of computer applications. A minimum of two (2) years' experience in organizational design and development systems. A valid drivers licence.

Responsibilities: Conduct structural design investigations and research. Coordinate the development of Job descriptions/profiles. Develop and implement business process and work study investigations. Conduct job evaluation process. Coordinate form design services. Coordinate and implement change management initiatives. Perform administrative functions.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of these positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of a formal letter, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications 04 August 2020 at 12H00. Direct your enquiries to Mrs. Jiekie Ngoma or Mrs. Kidibone Ramohlola @ 015 793 2409.