



MARULENG MUNICIPALITY

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MOPANI DISTRICT

CORPORATE SERVICES

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Position : Manager: PMU
Directorate : Technical Services
Type : Five (5) year fixed term contract)
Remuneration : R475 726.98 per annum plus 30% car allowance

Requirements: Bachelor/BTech degree in Civil Engineering or relevant equivalent qualification. Must have certificate in Project management, knowledge of Municipal Infrastructure Grant (MIG), Expanded Public Works Programme (EPWP), Project Management and Civil Engineering Design Packages. Monitor Existing Municipal Infrastructure, Responsible for the Implementation of the Municipal Maintenance Plan. A minimum of four (4) years relevant experience in Municipal Engineering. A valid code 08 driver's licence. Registered with professional body will be an added advantage. Good communication and presentation skills. Computer literacy in MS Software packages viz. Word, Excel, Project etc.

Responsibilities: Delivering Technical support and evaluating proposed project in alignment with respective Municipal IDPs and the regional and provincial growth and Development plans. Project Labour intensive projects in line with the EPWP frame work and the related reporting requirements. Ensure compliance with all legal aspects and conditions as required by the various spheres of Government. Conduct site visits/progress meetings to ensure compliance with Business Plans conditions, specifications and designs. Preparing monthly payments schedule documents. Maintain project performance data on a national database (MIS). Supporting and assisting with all legislative issues as required by MIG. Process related correspondence and assistance in report generation. Ensure compliance with OH&S and other related legislative framework. Link with the Municipal procurement unit, information technology data audits. Coordinating opening and hand over ceremonies of complete project. Assist with the preparation and implementing MIG capacity building business plans in alignment with the Municipal Business Plan, MIG orientation workshops etc. Assist with facilitating community liaison linkages to ensure full community participating at all stages of a projects life cycle. Assist with the conducting bi-annual social economic impact assessments on selected projects as required by the MIG Units. Assist with the co-ordination of project based capacity building in terms of Job creation with the focusing introducing labour based on construction

methodology and development of SMMEs where technically feasible. Assist with other related Municipal Infrastructure programmes. Manage cash flow and committed project expenditure for MIG projects. Approval of designs and contractor management. Verify payment certificate and prepare monthly payments schedule documents for MIG and own funded projects.

Position : EPWP Officer
Directorate : Technical Services
Type : Permanent
Remuneration: R248 509.94 per annum

Requirements: National Diploma in Public Management or related qualification. Minimum two (2) years' working experience. Computer literacy must be competent in doing work on MS Excel or MS Word. Basic understanding of EPWP Projects will be an added advantage. Good communication skills, ability to follow instructions;

Responsibilities: Administering EPWP documentation for infrastructure projects .Notifying relevant project managers about projects not complying with EPWP requirement. Establish the facts as to why they are not complying and prepare an action plan thereof. Making follow up with department of public works of the delivery times upon submission of the EPWP reports. Manage and ensure that all EPWP Data captured on the EPWP reporting systems. Ensure that the laid down administrative procedures and reporting requirements are complied with and accurate information disseminated to support specific decisions. Preparation and consolidate Monthly Reports from (Social sector), (Infrastructure Sector) and (Environment and Culture Sector) and report to DPW Coordinator. Facilitation of hiring of EPWP Temporary workers on capital projects implemented through MIG. Ensure that project files are kept for auditing purposes.

Position : Senior Admin Officer
Directorate : Office of the Municipal Manager
Type : Contractual (In line with term of the office of Municipal Manager)
Remuneration : R343 957.10 per annum plus 30% car allowance

Requirements: Bachelor degree in Public Management or relevant equivalent qualification. A minimum three (3) years' experience at middle management level. Good knowledge and interpretation of policy and legislation. Good knowledge of management system and good governance. A valid code 08 driver's licence.

Responsibilities: Manage and coordinate the day to day operations of the Maruleng municipality. Provide both strategic and support service to ensure that the municipality delivers on its mandate in an integrated and coordinated manner. Ensure that the municipality is more responsive, accountable, transparent and compliant in service delivery. Ensure proper coordination of management of the intergrated planning process of the municipality. Ensure that the focus remains on customers and they are continuously engaged in planning, implementation and review process. Oversee the development, implementation and review of policies and strategies. Ensure good corporate governance and entrench a performance driven culture throughout the institution. Enhance systems improvement, risk management and controls. Play key role in transforming the

municipality into a developmental local government institution. Manage and facilitate performance management, risk management, IDP, Communications and business analysis.

Position : Manager: Communications
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration : R475 726.98 per annum plus 30% car allowance

Requirements: Bachelor Degree in Communication/Public Relations or relevant equivalent qualification. A minimum four (4) years' experience at middle management level within a Local Government environment. A valid Code B drivers' license. Computer literacy. Good management, interpersonal and communication skills. Analytical skills. Excellent reporting writing skills. High level of responsibility. Ability to give attention to detail. Good understanding of risk and performance management. Excellent presentation and project management skills. Work after normal working hours, during emergencies and planned overtime

Responsibilities: Develop divisional vision and strategy and ensuring implementation and productive executing thereof in line with the Institutional vision and strategy. Manage and monitor policies, procedures and implementation of Community Facilitation matters. Plan and manage utilization of resources in order to perform activities. Manage and coordinate a rapid response media service. Manage performance of employees in the division to ensure effective and efficient execution of duties. Perform human resources and administrative activities to ensure optimal utilization of resources. Provide strategic guidance and oversight to a team of media, communications and professionals. Create and administer the Municipality's communication plan to promote Municipal initiatives, foster a culture of engagement, maximize communications resources, ensuring a unified municipal message. To render comprehensive communication / IGR service to promote and build sound relationships between the municipality and all stakeholders. Promote and manage the corporate image and coordinate customer care. Coordinate, scrutinize and arrange media statements, briefings and conferences. Cultivate good media relationships and liaison. Analyze communications environment to identify communication opportunities. Website content management. Promote marketing and branding opportunities. Provide support regarding communication events. Managing performance of employees in the Division.

Position : Internal Auditor: Compliance
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration: R275 822.00 per annum

Requirements: National Diploma in Internal Auditing or relevant equivalent qualification. Minimum three (03) years auditing experience. Applicant must be in possession of motor vehicle driver's license-C1. Sound knowledge of challenges facing municipalities. Applicant studying towards/with an IAT/CIA or PIA qualification will be advantageous. Applicant must be belonging to a professional body i.e IIASA/SAICA etc. Knowledge of local government legislations and guidelines. Knowledge of internal control systems.

Responsibilities: Contribute to the execution of audits as per annual plan or management request. Contributing to the drafting internal audit policies and procedures, 3 year rolling internal audit plan and annual plan. Assist in the identification of skills gap for the audit team. Assist and in the monitoring and review of the work of subordinates. Assist in the review of systems, policies and procedures in contributing to the improvement of internal control systems, risk management and governance processes. Performance of audits in terms IASA Standards. Contribute to the updating of the audit universe. Maintenance of audit file. Assist in performing the secretariat function of internal audit to the audit committee. Upholding the principles and code of conduct of auditors in the execution of duties. Assist in the development of audit programmes, internal controls and compliance checklist. Performing any other duty as delegated by supervisor.

Position : **Manager: IT**
Directorate : **Corporate Services**
Type : **Permanent**
Remuneration : **R475 726.98 per annum plus 30% car allowance**

Requirements: Bachelor/BTech degree in Information Technology/ Computer Science or relevant equivalent qualification. A minimum four (4) years' experience in ICT environment. Have problem solving skills. Ability to work under pressure. A valid driver's license. Good management, interpersonal and communication skills. Analytical skills. Excellent reporting writing skills. High level of responsibility. Ability to give attention to detail. Good understanding of risk and performance management. Excellent presentation and project management skills. Work after normal working hours, during emergencies and planned overtime

Responsibilities: Develop divisional vision and strategy. Manage the development and monitoring of systems, policies, procedures and processes. Manage helpdesk and IT related statistics and statements. Manage and oversee compilation and control of annual information technology operational and capital budgets. Management and involvement with information technology project from the planning stages through to the implementation of a solution. Assigns tasks, develops a time line, and sets the budget for the project. Resolve conflicts and obstacles to keep projects on track. Analyze the results against a defined set of criteria during the implementation of project. Identify and correct weaknesses. Provide sponsors or upper management personnel with detailed reports of the project's progression Coordinate ICT Steering committee meetings and monitoring their ongoing progress. Manage utilisation of resources. Manage performance of employees in the division.

Position : **Examiner for driving licenses**
Directorate : **Community Services**
Type : **Permanent**
Remuneration: **R211 233.52 per annum**

Requirements: **Requirements:** A grade 12, Diploma for driving licence, registered with the Department of Transport as Examiner for driving licences and learner licences (valid code EC manual transmission), the applicant must have at least 2 years relevant experience in licensing division, the requirements associated with this post requires in-depth application of the procedure and laws (NRTA, 93 OF 1996) applicable to the functionality, the applicant must be mentally fit and be willing

to work extended hours and be willing to perform duties as and when required, applicant must not have a criminal record.

Responsibilities: Test applicants for both learners and drivers licences in accordance with the requirements of the National Road Traffic Act 1996, Act 93/1996. Conduct eye tests for all renewals of drivers licence, professional driving permits and new applications. Coordinates task/ activities associated with the examination testing and issuing of learners and driving licenses through the application of laid down assessment and inspection procedures. Attending to administrative reporting and recording requirements and guiding personnel with the execution of specific activities to ensure drivers conform with the requirements of the National Road Traffic Act and Regulations contributing to the safety of all users.

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 is 10 July 2020 at 12H00. Direct your enquiries to Ramohlola Kidibone or Ngoma Jiekie @ 015 793 2409.