



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 793 2409
TEL : (015) 793 2237
FAX : (015) 793 2341

MOPANI DISTRICT

MUNICIPAL MANAGER'S OFFICE

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

Position : Land Use and Enforcement Officer
Directorate : Spatial Planning and Economic Development
Type : Permanent
Remuneration : R233 342.66 per annum

Requirements: National Diploma in Town and Regional Planning or related field. Minimum two (02) years' experience in land use management or related field. Registered with SACPLAN. Good technical planning skills. A sound understanding of planning and land use management policies and legislation. Knowledge of GIS. Good administrative and communication skills.

Responsibilities: Assist with the following: processing of Land use application, Support the implementation of Municipal LUMS and SDFs, Process the approval of building plans in terms of building regulations, enforcement of land use management scheme, support the processes of Formalisation, Demarcation of sites and Rural Development programmes also assist in any other tasks or work as delegated by the supervisor.

Position : GIS Officer
Directorate : Spatial Planning and Economic Development
Type : Permanent
Remuneration : R233 342.66 per annum

Requirements: National Diploma in Town and Regional Planning or related field. Minimum two (02) years' experience in Geographical Information System (GIS) or related fields. Competent in the use of GIS products and a valid driver's license. Spatial Planning and land use management experience and registration with South African Council for Planners (SACPLAN) will be added as advantage.

Responsibilities: Develop, review and implement Spatial Development Frameworks (SDF's) and Land Use Management Schemes (LUM's). Assessing and evaluate Land Use applications and Environmental Impact Assessment (EIA) applications. Prepare land use and spatial planning reports for municipal tribunal. Assist in the provision of information to all clients and present updated information. Assist in the implementation of Spatial Planning and Land Use Management Act (SPLUMA). Perform field work research and field survey to access spatial information such as historical maps and description. Operating GIS system components including hardware, software, plotter, digitizer and printer. Supply copies of maps kept in the office in hard copies and digital format. Assist with the provision of advice and information pertaining to GIS to all that require information. Researching and identifying with the need to amend spatial planning policies and land use schemes and, preparing and forwarding drafts for comments prior to submitting for consideration and adoption. Retrieving stored maps and print information requested and assists to queries



Position : Senior Town Planner
Directorate : Spatial Planning and Economic Development
Type : Permanent
Salary : R322 964.41 per annum plus 25% car allowance

Requirements: Degree in Town or Urban and Regional Planning. Minimum three (03) years' experience and knowledge in land use management, local economic development, planning legislation and land reform programmes. A valid driver's license (Code B). Registered or eligible to register with SACPLAN as professional planner

Responsibilities: Review of the Spatial Development Framework and updating of Land Use Management Scheme on the GIS. Develop strategic programmes to advance the local economic development, support land reform initiatives and rural development. Evaluate and approve land use applications in terms of the SPLUMA and other applicable legislation. Monitor the approval of building plans in accordance with National Building Regulation and Building standards Act (Act 103 of 1977). Does strategic planning duties (IDP and Policy formulation).

Position : Environmental Officer
Directorate : Community Services
Type : Permanent
Salary : R198 341.34 per annum

Requirements: National Diploma in Environmental Health Management. Computer literacy, Sound communications Skills at all level, Negotiations Skills. Minimum two (02) years relevant experience. A valid motor vehicle driver's licence.

Responsibilities: Identify with the Community Services strategy with respect to service delivery, defines, implements and monitors the short term plans or objectives for the Environmental Management functionality. Formulates and implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as prescribed by environmental legislation and by-laws. Develops and implementation environmental management programmes. Performs environmental health related inspection activities to determine the health condition of premises. Educates and trains staff and public to enhance environmental health adherence. Facilitate and manage contracts for environmental health services to provide the community with an effective and efficient health services. Develops good relations and effective communication between stakeholders and the municipality and monitors and evaluates work methodology of Implementing agents and service providers.

Position : Manager Office of the Mayor
Directorate : Office of the Mayor
Type : Contractual (In line with the term of the office of the Mayor)
Salary : R446 692.00 per annum plus 25% car allowance

Requirements: Degree in Public management or related field. Minimum four (04) years' experience with at least 2 years in supervisory position. Proven management competencies. Knowledge of Council operation. Broader knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of political, provincial and council processes in South Africa. Computer literate. Good verbal and written communication skills.

Responsibilities: Manage the staff in the Office of the Mayor. Advise the Mayor on range of issues. Represent the Office and the Mayor on a number of committees/meetings. Draft

notes and memorandum for the attention of the Mayor. Conduct staff meetings and performance appraisals of staff. Be responsible for the management functions such as organizing, control, leading and planning. Be accountable to both the Mayor and the Municipal Manager.

Position : PA to the Mayor
Directorate : Office of the Mayor
Type : Contractual (In line with the term of the office of the Mayor)
Remuneration : R233 342.66 per annum

Requirements : National Diploma in Public Management or related field. Minimum two (02) years relevant experience as a PA, Sound communication skills at all levels, computer literacy. A valid motor vehicle driver's licence.

Responsibilities: Assist the Mayor in the day to day administration of the office, handle all correspondences, answering of telephone, screening of calls and messages conveyed to the Mayor, manage the Diary of the Mayor electronically and manually, typing, correcting and duplicating of confidential documents, handle all queries related to the Mayor's office. Minutes taking. Arrangements of accommodation and refreshment for the Mayor's office.

Position : Chauffer to the Mayor
Directorate : Office of the Mayor
Type : Contractual (In line with the term of the office of the Mayor)
Remuneration : R233 342.66 per annum

Requirements: Grade 12. Minimum two (02) years relevant experience in Driving and Security matters. Sound knowledge of legislations governing municipalities. Able to work under pressure. Clean Criminal Record. Knowledge of protocol

Responsibilities: Perform driving duties, Responsible for the upkeep of the mayoral vehicle. Ensure that allocated vehicle is serviced as per scheduled. Recording travelled kilometres in the logbook and submitting the logbook to the supervisor. Assuring that damages are restricted or prevented. Reporting any accidents or incidents. Report damages or losses in respect of the vehicle to the supervisor immediately. Keep up-to-date with all traffic legislation. Loading & offloading of parcels and deliveries. Execute safe driving techniques. Route planning. Ensuring that the vehicle is operated under safe and stable conditions. Solely responsible for and in control of the vehicle. Adhere to traffic rules and regulations. Conduct Roadworthy. Inspection of vehicle before use. Ensure that the vehicle is clean at all times. Ensuring that the vehicle is parked safely at all times. Ensure the mayor's safety. Perform messenger services and protect the mayor from any potential harm.

Position : Secretary
Directorate : Office of the Mayor
Type : Contractual (In line with the term of the office of the Mayor)
Remuneration : R163 757.59 per annum

Requirements: Grade 12 plus a secretarial diploma or related field, proficiency in local languages, computer literacy, report writing. Minimum two (02) years' experience as a secretary, good communication skills.

Responsibilities: Assist the Mayor with day to day administration of the office. Taking minutes. Handle all correspondences, answering of telephone, screening of all calls and message conveyed to

the Councillors. Do typing work for the Councillors. Do bookings and travelling arrangements, make arrangements for refreshments during meetings and handle all queries related to the Mayor, EXCO and councillors.

Position : Internal Auditor: Compliance
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration : R258 987.80 per annum

Requirements: National Diploma in Internal Auditing or related field. 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 IIASA 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 : Assistant Internal Auditor: Risk Based
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration : R163 757.59 per annum

Requirements: National Diploma in Internal Auditing or related field. Minimum two (02) years internal auditing experience in local government sphere. Candidate must be in possession of Tools and Techniques certificate, have knowledge of King 111 report, IIA Standards and local government legislations.

Responsibilities: Assist in the planning of audit assignment. Assist in conducting audits as per approved Annual Audit Plan. Conducting risk and/or compliance audits. Assist in the development of comprehensive audit programme per assigned audit project. Report audit findings and make recommendations for corrections of unsatisfactory findings. Ensure compliance with acceptable audit standards, working papers standards, internal audit methodology. Compilation of audit committee packs. Preparation of internal audit files per project. Performance of adhoc audits. Performance internal audit and external audit follow-up audits. Perform any other function as requested by Supervisor.

Position : Senior HR Officer: Recruitment
Directorate : Corporate Services
Type : Permanent
Remuneration : R322 964.41 per annum plus 25% car allowance

Requirements: National Diploma in Human Resource Management or related field. Extensive knowledge of relevant legislation such as BCEA, LRA, EEA and SDA. Computer literacy, interviewing, listening, observing, counselling, problem solving, communication, interpersonal, presentation skills. Valid driver's license. Minimum three (03) years' experience specifically in recruitment and benefit. 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: Advise directorate on available vacancies and ensure consolidation of vacancy requisitions. Compile advertisements of vacancies and ensure publication in relevant platforms. Coordinate short listing and interview process. Coordinating vetting, qualifications verifications and background checks on recommended candidates. Compile reports on all recruitment related activities. Ensure proper maintenance and up to date records. Supervise and mentor junior personnel attached to the position. Provide input during policy development and review processes and ensure proper implementation thereof. Monitoring and providing feedback in terms of recruitment and selection. Coordinate the implementation of an Employment Equity Plan for the organization. Coordinating and administering employees and council benefits.

Position : Employee Assistance Programme (EAP) Officer
Directorate : Corporate Services
Type : Permanent
Remuneration : R233 342.66 per annum

Requirements: Degree in Social Worker/Psychology or related field. Minimum two (02) years' experience in related field. Register with the Council (HPCSA). Knowledge of legislative requirements pertaining to Health wellness and work place safety. Ability to act independently. Good human relations to interact with personnel I and public. A valid driver's license and computer literacy.

Responsibilities: Collaboratively work with local Municipality staff. Facilitate EAP profile training for appropriate staff. Develop process for managing additional resources received through EAP. Provide broad brush assessment. Develop action plans. Coordinate with community resources for follow up of such concern as alcohol or other drug abuse, medical and family problems, mental health problems, grief, financial problems and job stress. Supervises professional and administrative support staff. Develop and implement EAP and related policies and programme. Develop and implement policy on the management of HIV/AIDS in the workplace.

Position : Training Officer
Directorate : Corporate Services
Type : Permanent
Remuneration : R198 341.34 per annum

Requirement: National Diploma in Human Resource Development/Management or related field. Minimum two (02) years' experience in facilitating training matters. Computer literacy. Valid code B driver's license.

Responsibilities: Assist in development and implement a Workplace Skills Plan. Capture and report on matters regarding training and staff development. Organize and oversee events in training. Promote staff development. Conduct day to day training activities. Maintain and monitor detailed training and bursaries records. Assist in the development of training goals and objectives. Ensure employees receive statutory required training

Position : Fleet Management Clerk
Directorate : Corporate Services
Type : Permanent
Remuneration : R139 205.64 per annum

Requirements: A Grade 12 Certificate with appropriate experience in Administration or an NQF level 4 qualification in the related field will serve as an added advantage. A valid driver's licence.

Responsibilities: To administer and maintain departmental and fleet vehicles; Administer parking and driver services; Coordinate the delivery and pick up of documentation by drivers; Update commitment and dashboard reports; Ensure daily inspection of vehicles; Compile minutes and reports for Fleet Operations & Prepare payments for fleet operations; Ordering of new departmental vehicles; Administer accidents, traffic fines, renewal of licence discs and registration of new vehicles; To compile repairs and maintenance report; Reconcile Fleet statement and invoices; Supervision of staff.

Position : MPAC Researcher
Directorate : Office of the Speaker
Type : Permanent
Remuneration : R322 964.41 per annum plus 25% car allowance

Requirements: Degree in Public Management or related field. Minimum two (03) years' experience in research. Proven management competencies. Knowledge of Council operation. Broader knowledge and understanding of the functional areas covered by the executive authority's portfolio. Working knowledge of political, provincial and council processes in South Africa. Computer literate. Good verbal and written communication skills.

Responsibilities: To analyze financial and draft MPAC questions for Management, EXCO and Public hearings. To analyze responses and draft reports and make recommendations to the council. Monitor implementation of council resolutions related to MPAC. Coordinating of all MPAC activities. Review and investigate all matters referred to committee by council and other council committees. Ensure that policies and programmes of the municipality are implemented effectively and efficiently.

Position : Secretary
Directorate : Office of the Speaker
Type : Contractual (In line with the term of the office of the Speaker)
Remuneration : R163 757.59 per annum

Requirements: Grade 12 plus a secretarial diploma or related field, proficiency in local languages, computer literacy, report writing. Minimum two (02) years' experience as a secretary, good communication skills.

Responsibilities: Assist the Speaker with day to day administration of the office. Taking minutes. Handle all correspondences, answering of telephone, screening of all calls and message conveyed to the Councillors. Manage the diary of the Speaker electronically and manually. Do typing work for the Councillors. Do bookings and travelling arrangements, make arrangements for refreshments during meetings and handle all queries related to the Speaker and councillors.

Position : Secretary
Directorate : Office of the Chief whip
Type : Contractual (In line with the term of the office of the Chief Whip)
Remuneration : R163 757.59 per annum

Requirements: Grade 12 plus a secretarial diploma or related field, proficiency in local languages, computer literacy, report writing. Minimum two (02) years' experience as a secretary, good communication skills.

Responsibilities: Assist the Speaker with day to day administration of the office. Taking minutes. Handle all correspondences, answering of telephone, screening of all calls and message conveyed to the Councillors. Manage the diary of the Speaker electronically and manually. Do typing work for the Councillors. Do bookings and travelling arrangements, make arrangements for refreshments during meetings and handle all queries related to the Speaker and councillors.

Position : Senior Accountant: Budget Control and Financial Reporting
Directorate : Budget and Treasury
Type : Permanent
Remuneration : R322 964.41 per annum plus 25% car allowance

Requirements: National Diploma/BCom in Accounting or financial related field. Minimum three (03) years' experience should on the supervisory level. Knowledge of the PMFA and MFMA. Computer literacy. Negotiation skills. Attentive to details. Excellent communication skills. Mathematical skills. Valid driver's license. A good understanding of the financial market.

Responsibilities: Planning and implementing the activities of financial services by preparing budget reports and financial statement. Ensure proper budgeting processes and financial management through checks and balances in terms of the Municipal Finance Management Act. Planning and implement the activities of the department to ensure delivery of financial statements and financial reporting services. Developing the divisional vision and strategy and ensuring the implementation and achievement thereof. Managing the performance of employees in the division to ensure productive services delivery. Planning and managing the utilisation of resources in order to perform activities. Developing and monitoring systems, policies, procedure and processes to ensure correct working operations and practices. Perform Human Resource and administration activities to ensure good employer employee relationship and promote a high level of employee morale. Compiling financial statement to report on various financial aspects. Managing and overseeing the compilation and control of annual operational and capital budget to ensure that a realistic and affordable budget is approved. Preparing the operational budget for publication in the local newspaper to obtain inputs from the public. Managing and overseeing long and short-term investment process to ensure the most beneficial investment and prevent losses to Council. Performing loan process to take up the most beneficial loans. Performing client and public services functions to ensure proper communication. Answering queries in connection with activities by addressing the public or internal customers in person, by phone or in writing.

Position : Senior Accountant: Expenditure
Directorate : Budget and Treasury
Type : Permanent
Remuneration : R322 964.41 per annum plus 25% car allowance

Requirements: National Diploma/BCom in Accounting or financial related filed. A postgraduate degree in accounting field will be an added advantage. Minimum 3 years' experience dealing with finance in local government. Good interpersonal and written communication skills. A driver's licence will be advantageous.

Responsibilities: Compile financial reports by collecting relevant information regarding expenditure for reporting to Council. Compile expenditure and capital budget in line with IDP. Submission of expenditure inputs to financial statement by balancing of control accounts, investments, grants and assets register. Payments of salaries and creditors accounts. Supervise VAT payments made to SARS and make sure that VAT reconciliation is done before payments are made and VAT claimable is checked. Supervise the issuing and ordering of stock at stores. Supervise the stocktaking and reconciliation at stores. Up keep of asset register. Reporting of over – expenditure to departmental

heads Completing audit queries. Assist with end year routine. Report on a monthly basis to the Chief Financial Officer.

Position : Accountant: Assets
Directorate : Budget and Treasury
Type : Permanent
Remuneration : R258 987.80 per annum

Requirements: National Diploma in Accounting or financial related field. Minimum two (02) years dealing with assets in local government. Good interpersonal and written communication skills. A driver's license will be advantageous.

Responsibilities: Facilitate the administration of movable and immovable assets acquisition process. Perform physical verification process on movable and immovable assets. Assist in identification of movable assets to be disposed and management of the disposal process. Ensure movable asset maintenance process are done regularly. Safeguard movable assets. Record damage and theft of movable and immovable assets. Maintain and update 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. Administer immovable assets 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.

Position : Accountant: Property Rates
Directorate : Budget and Treasury
Type : Permanent
Remuneration : R258 987.80 per annum

Requirements: National Diploma in Accounting or financial related field. Minimum two (02) years' experience within revenue department, preference will be given to experience within property rates and valuation roll. Working knowledge of Munsoft financial management system. A highly motivated individual who is articulate and has exceptional written and verbal communication skills. Computer literate (word and excel).

Responsibilities: Assistant the Senior Accountant Revenue in implementation of the MPRA No.6 of 2004. Rating on properties for the GVR and SVR. Calculating of property rates revenue as per Section 97 of the MFMA. Determine and rate properties for property rates as per categories and special rating areas. Prepare property rates budget and budget adjustments as required by MFMA. Review Property rates policy and By-Law annual. Property reconciliation on GVR and SVR. Determine how levying rates for Ratios has an impact on economic policies. Revenue in issuing and authorization of Rates Clearance Certificates and receiving applications from transfer attorneys. Updating of the valuation roll if a transfer of property has taken place, rezoning, subdivision and consolidation of stands. To notify property owners of valuation of property. Queries resolution management. Prepare and monitor on impressible rates and discounts. Multiple use rating and revenue Forgone management. Resolve all queries related to property rates.

Position : EPWP Officer
Directorate : Technical Services
Type : Permanent

Remuneration : R233 342.66 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 : IDP Officer
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration : R258 987.80 per annum

Requirements: National Diploma in Public Management/Human Resource Management/ Developmental studies or post graduate degree will be an added advantage. Highly competent in working with Ms Office (Excel and Power-point). Competent report writing and fluency in English. Knowledge of strategic planning and management. Minimum 2 years' relevant experience in the field s. A valid driver's licence.

Responsibilities: Comply with all statutory requirement as stipulated in the Municipal Systems Act. Full implementation of the IDP. Facilitate and document meetings. Collate and document IDP work. Receive inputs and ensure the compliance of the IDP. Co-ordinate inter-governmental relations with other stakeholders. Develop the IDP process plan. Conduct community research that will inform the IDP's alignment with other departments, neighbouring municipalities and sector departments. Consolidate stakeholder input and comments on IDP reviews. Provide a secretariat function to the development-planning portfolio. Perform all other general functions associated with the post.

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.

Interested persons may send an application letter stating clearly the position the applicant is applying for, certified copies of academic qualifications, certified copies of Academic records and the curriculum vitae must accompany all applications. Short listed candidates will be required to produce original copies of qualifications on or before the appointment.

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 01 February 2019 at 16H00. Direct your enquiries to Mrs. Jieke Ngoma or Mrs. Kidibone Ramohlola @ 015 793 2409.

