



# MARULENG MUNICIPALITY

65 SPRINGBOK STREET  
P.O. BOX 627  
HOEDSPRUIT  
1380

TEL : (015) 793 2409  
TEL : (015) 793 2237  
FAX : (015) 793 2341  
ENQ: Human Resource

MOPANI DISTRICT

CORPORATE SERVICES

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

**Position** : Manager Revenue  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration** : R578 419.82 per annum plus 30% car allowance

**Requirements:** Grade 12 plus B.Com Degree in Accounting/Financial Accounting or relevant qualifications. A minimum of five (5) years' experience in revenue field of which 3 years must have been at middle management. In-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations. Project management, supervisory skills, good planning and organized skills. Good interpersonal relations and communication skills (written and verbal). Develop and implement revenue policies and strategies. The ability to work under pressure and preparedness to work overtime, when required. A qualification relating to the National Treasury Competency Requirements for Senior Officials, e.g. CPMD/MFMP/ELMP will be an added advantage. Advanced skills in Word, Excel and Window programs. A valid driver's licence is essential. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Formulate and review of revenue policies and procedures for the municipality. Implementing controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences. Manage the debtors' transactional processing sequences. Manage updating and reconciliation of revenue accounts. Preparation of financial reports reflecting the Municipality's Income status. Monitor and guide specific deadlines and financial reporting sequences associated with audit and legal compliance exercises. Check and verify information/records submitted satisfies the scope of requirements before approval. Monitor debtors age analysis to determine progress with recovery and/or seeking reasons for non-compliance. Communicate with legal services and prepare or approve schedules detailing debts incurred, penalties due and legal costs. Implement Council policies relating to revenue management. Manage investment portfolio. Management of the division according to policies and strategies of the municipality. Assist in the preparation of financial statements.

**Position** : **Manager Supply Chain and Assets Management**  
**Directorate** : **Budget and Treasury**  
**Type** : **Permanent**  
**Remuneration** : **R578 419.82 per annum plus 30% car allowance**

**Requirements:** Grade 12 plus B Com Degree in Accounting/ Financial Accounting or relevant qualifications. A minimum of five (5) years' experience in a Supply Chain and Assets Management field of which 3 years must have been at middle management. In-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Project management, supervisory skills, good planning and organized skills. Good interpersonal relations and communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required. A qualification relating to the National Treasury Competency Requirements for Senior Officials, e.g. CPMD/MFMP/ELMP will be an added advantage. Advanced skills in Word, Excel and Windows programs. A valid driver's licence is essential. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Formulate and review of SCM policies and procedures for the municipality. Responsible for the full supply chain and assets management processes from demand, acquisition and stock management through to monitoring and reporting. Administer and implement procurement and assets in terms of Council's Policies. Assets management policy, the Preferential Procurement Regulations, Supply Chain Management Regulations, GRAP 17, and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to supply chain and Assets management. Monthly management reports including but not limited to relevant disclose notes. Manage stores and control inventory. Manage all personnel matters in the business unit and ensure timely and correct payment of suppliers. Develop and review an asset maintenance plan. Manage the status of records associated with assets. Implement the operations and safeguarding of asset. Manage the assessment of existing assets and planned acquisitions. Manage the financials and human resource of the division. Ensure an uninterrupted flow of material/goods to all users. Management of the division according to applicable regulations, policies and strategies of the municipality.

**Position** : **Manager Building Regulations**  
**Directorate** : **Spatial Planning and Economic Development**  
**Type** : **Permanent**  
**Remuneration** : **R578 419.82 per annum plus 30% car allowance**

**Requirement:** Grade 12 plus Bachelors Degree in Architecture, Quantity Surveying or relevant qualification. Must have exceptional inter-personal and excellent communication skills (verbal and written), Advanced Computer Literacy. Analytical and Technical skills. A valid driver's license is essential. Sound knowledge of building legislation and techniques. Minimum five (5) years' relevant

experience in Building Control with 3 years in Middle Management. The Incumbent must be able work under pressure, extended hours and with stringent periods. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Formulate and review building bylaws, policies and procedures for the municipality. Manage compliance and enforcement of the Act within the municipality jurisdiction and to advise the Council of the municipality on building control matters such as the approval of building plans and other related applications. Building Inspections to ensure the compliance and safety of all building structures. Manage and control the processing, evaluation and approval of all building plans and other related applications to ensure compliance with the relevant legislations. Manage and control the execution of all compulsory and routine building inspections to ensure compliance to the relevant legislations. Manage the law enforcement processes with regards to the Act. Financial reporting on all aspects within the SBU with an emphasis on revenue generating mechanisms (application and approval fees). Liaise with the relevant stakeholders.

**Position** : **Manager Licensing**  
**Directorate** : **Community Services**  
**Type** : **Permanent**  
**Remuneration** : **R578 419.82 per annum plus 30% car allowance**

**Requirements:** Grade 12 plus Bachelor of Traffic / Road Safety Management or any relevant qualification. Advanced Computer Literacy. Analytical skills. A valid driver's license is essential. Sound knowledge of Traffic and licensing legislations and techniques. Minimum five (5) years' relevant experience in Traffic and licensing with 3 years in middle management. The Incumbent must be able to work under pressure for extended hours. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Develop divisional vision and strategy and provide strategic support to the municipality. Manage the development, review and implementation of the divisional policies, procedures and processes. Manage the implementation and monitoring of short term plans. Manage and control road safety, community policing and enforcing compliance. Manage and monitor driving and vehicle testing. Manage driving and vehicle testing. Manage administration and reporting requirements. Manage the financials and human resource of the division.

**Position** : **Manager Infrastructure Maintenance**  
**Directorate** : **Technical Services**  
**Type** : **Permanent**  
**Remuneration** : **R578 419.82 per annum plus 30% car allowance**

**Requirements:** Grade 12 plus Degree in Civil Engineering qualification with 5 years' experience in Civil Engineering works. Registration with ECSA would be an added advantage. Registration with Engineering Council of South Africa/ or professional candidate. Good understanding of the relevant legislation and have experience in maintenance of water and wastewater infrastructure. Knowledge of management techniques, budgeting, labour relations, contract administration and project management. Ability to establish effective working relationships. Computer literacy (PowerPoint, Microsoft Word and Excel). A valid driver's license is essential. Preparedness to security clearance and disclosure of financial interests

**Responsibilities:** Formulate and review technical policies and procedures for the municipality. Ensures that all infrastructure maintenance requirements such as corrective actions, patches, and configuration updates. Installation of new capabilities implemented and tested in timely fashion and properly documented through compliance with a planned maintenance process and procedures. Supports configuration management and control best practices. Coordinates and collaborates with other technical managers and staff and users regarding planned and unplanned infrastructure maintenance activities, directs and coordinates troubleshooting and root cause analysis. Make recommendations regarding improvements to existing infrastructure. Implements process improvements and training for infrastructure maintenance staff to improve troubleshooting and remediation skills. Identifies opportunities to improve timeliness, accuracy of infrastructure maintenance metrics and reporting. Maintains and reports monthly statistics on infrastructure maintenance activities. Manage and control the operations & maintenance of infrastructure for the municipality. Management of all capital & maintenance projects that related to maintenance of infrastructure. Financial management of projects and infrastructure maintenance. Conduct risk analysis and OHS compliance. Management of the budget provisioning for infrastructure maintenance plan.

Extensive knowledge of legislation and processes pertaining to local government environment. Manage cash flow and committed project expenditure. Provide staff supervision according to municipal policies and strategies.

**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 the position and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position.**

**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 municipal application form obtained from our website: [www.maruleng.gov.za](http://www.maruleng.gov.za), curriculum vitae and certified copies of qualifications 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 28 September 2023 at 12H00. Direct your enquiries to Mrs. Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 793 2409.**