



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

CORPORATE SERVICES

ADVERT

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

Position : HR Manager
Directorate : Corporate Services
Type : Permanent
Remuneration: R523 151.01 per annum plus 30% Car allowance

Requirements: Bachelor Degree in Human Resource Management / Public Management/ Public Administration or relevant Qualification. Five (05) years relevant experience with at least 2 years' experience on supervisory position preparedness to security clearance. Divers licence is essential, preparedness to work under pressure and subjected to security clearance.

Duties and Responsibilities: Manage the development and implementation of human resource development strategy, vision and objectives. Formulate, implement and review Human Resource Policies. Manage Human Resource practises, procedures, systems, administration and condition of services. Manage Employment Equity processes and compliance. Manage recruitment and selection processes. Facilitate and monitors implementation of disciplinary and ongoing grievances procedures. Manage training and Development process. Manage Occupational health and safety. Manage Employee Assistance Programme services to employees. Manage the implementation of payroll services. Manage organisational development and work-study. Manage performance of employees in the division. Administer management functions. Provide staff supervision.

Position : Registry Officer
Directorate : Corporate Services
Type : Permanent
Remuneration: R273 283.27 per annum

Requirements: Grade 12, National Diploma in Record Management or Achieving. Minimum two (02) years' experience in records management or related work environment. Good communication (verbal and written) skill, in depth knowledge of the National Archives and Record Services Act and MISS. Ability to work independently and under pressure as well as writing reports. Knowledge of the Records Management Policy, Procedures and Manuals. Knowledge of other legislative framework governing records management will serve as an advantage, e.g. the Promotion of Access to Information Act. Computer literate in Ms Word, Excel, PowerPoint and Outlook.



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Responsibilities: Render record management and archiving. Understanding of the Records Management Policy, Procedures and Manuals. Registration and photocopying of incoming mail to maintain a proper filing system. Attending to counter service to provide an efficient registry services. Processing of provincial and government gazettes to distribute and safeguard gazettes. Processing of incoming and outgoing faxes to provide a proper fax dispatching and distribution service. Responsible for the safekeeping of current, closed and terminated departmental records. Manage the filing and retrieval of departmental records, mails, pending files, circulate and search for files as per the National Archives Act and other prescripts. Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts. Develop and manage all registers utilized by registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and external clients. Monitor and Implement records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing.

Position : Law Enforcement Officer X 2
Directorate : Community Services
Type : Permanent
Remuneration: R225 784.24 per annum

Requirements: Grade 12 Certificate, Traffic Diploma, EB Driving Licence, 2 years' experience, no criminal record.

Responsibilities: Promote road safety through effective and efficient Law Enforcement. Enforce road traffic legislations, Bylaws, AARTO and other relevant legislations. Facilitate joint law enforcement activities and projects. Coordinate traffic control and crime prevention activities. Assess road condition. Attend accident scene/ direct traffic flow and road safety. Manage the flow of traffic during peak periods, special events or at an accident scene. Monitor the flow of traffic and assist in easing delays. Help to redirect traffic to less congested areas. Facilitate the removal of cars obstructing the flow of traffic. Coordinate administration functions. Administer resources. Serve warrant of arrest; court roll; meeting; escort and point duties; court appearance; any other related and delegated duties

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 prescribed application form on municipal website, 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 29 October 2021 at 12H00. Direct your enquiries to Ms Mahlo Mokhobedi or Ngoma Jiekie @ 015 793 2409.

Maruleng Municipality



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