



# MARULENG MUNICIPALITY

65 SPRINGBOK STREET  
P.O. BOX 627  
HOEDSPRUIT  
1380

TEL : (015) 590 1650

## CORPORATE SERVICES

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### ADVERTISEMENT

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

#### **DIRECTOR TECHNICAL SERVICES (PERFORMANCE-BASED PERMANENT CONTRACT)**

**SALARY:** All-inclusive package from R884 772.00; R994 126.00; R1 087 465.00 per annum as per Government Gazette No. 48789 dated 14 June 2023, Vol. 696 (Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers). The successful candidates will be subjected to need for signing of an employment contract, a performance agreement and disclosure of financial interest; the need to undergo security vetting and competency assessment. Stationed at Maruleng Local Municipality, 65 Springbok Street, Hoedspruit.

**REQUIREMENTS:** Grade 12. Bachelor Degree in Engineering / BTech: Engineering; or equivalent. A post-graduate degree; Certificate of competency as required in terms of the General Machinery Regulations, 1998 or Registration with a recognized relevant engineering professional body. Minimum of 5 years' experience at middle management level or as programme / project manager and 3- 4 years must be at professional/ management level of engineering experience. Must have valid driver's license. **Certificate in Municipal Financial Management (MFMP) (SAQA qualification ID No. 48965) or certificate program in Municipal Development (CPMD) will be an added advantage or attain the qualification within eighteen (18) months from the date of appointment.** Must have a good communication and presentation skills, high level of integrity and honesty, able to handle conflict and stress.

**COMPETENCIES:** Meet minimum competency levels as per MFMA as well as competency requirements by MSA; **Must meet core competency requirements on the following skills:** Strategic direction and leadership; People management, Program and project management, financial management; change and governance leadership, planning and organizing, analysis and innovation, knowledge, and information management; communication as well as result and quality focus.

**KNOWLEDGE:** Good Knowledge and understanding of relevant policy and regulations, understanding of institutional governance systems and performance management; Must have extensive knowledge of the public office environment and must be able to formulate engineering master planning, project management and implementation



**CORE COMPETENCIES:** - Moral Competence; Planning and Organising; Analysis and Innovation; Knowledge and Information Management; Communication; Results and Quality focus, financial management , audit and accountability; understanding of local government legislations, performance management and reporting, sophisticated understanding of the regional context in which the municipality operates, strategic leadership and management, project management, governance, ethic and values.

**KEY PERFORMANCE AREAS:** Manage complex civil structures projects from conceptualization, design contract management, Quality assurance and compliance and ensure their proper integrated to the municipality's overall plan (IDP), perform financial monitoring through commissioning, operations and maintenance to ensure effective and efficient functioning of the department within the budgetary constraints of the municipality; manage all grant funding allocated to the municipality provide professional advisory to the municipality on project conceptualization, design project management and implementation, oversee the management of all equipment and capital resources, to ensure accountability by the department, manage and ensure all departments contracts and tenders according to the approval of SLA's , council requirement and procurement policy; ensure adherence to the SLA's terms of reference, letter of appointment and contracted project time lines and as per project brief.

**Position** : Senior Accountant: SCM  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration** : R418 205.42 per annum plus 30% car allowance

**Requirements:** Grade 12 plus National Diploma in Supply Chain Management/Financial Management or Accounting or relevant qualifications. A minimum of three (3) years' experience in a Supply Chain Management field. In-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Contract management, supervisory skills, good planning and organized skills. Good interpersonal relations and good 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 Finance Officials, e.g. CPMD/MFMP will be an added advantage. Skills in Word, Excel. A valid driver's license is essential. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Assist in developing and reviewing of SCM policies and procedures for the municipality. Responsible for the full supply chain management processes from demand management through to monitoring and contract management. Administer and implement procurement in terms of Council's Procurement Plan, the Preferential Procurement Regulations, Supply Chain Management Regulations and other legislated requirement. Compilation, implementation and reporting on the operational and risk plans related to supply chain management. Monthly management reports including but not limited to relevant disclose notes. Responsible for the compiling and controlling of the business unit's budget and submit for review. Administer all personnel matters in the business unit and ensure timeous and correct payment of suppliers. Ensure an uninterrupted flow of goods and services to all users. Provide staff supervision according to policies and strategies of the municipality.

**Position** : Accountant Assets Immovable  
**Directorate** : Budget and Treasury  
**Type** : Permanent  
**Remuneration** : R335 362.33 per annum

**Requirements:** Grade 12 plus National Diploma in Financial Accounting or relevant qualifications. Minimum two (2) years' experience in assets management. Compliance with the relevant Minimum Competency Levels for Financial Officials. Valid Code B Driver's License. Computer literacy. Sound knowledge of the standards of Generally Recognized Accounting Practice (GRAP). Analytical Skills. Ability to give attention to detail. Ability to work under pressure. Willingness to work after normal office hours, during emergencies and planned overtime. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Administer movable assets. Conduct physical verification of assets. Implement asset disposal management system. Maintain inventory management. Control, update, maintain and reconcile the various asset registers in accordance policies, procedures and controls. Conduct asset life-cycle analyses as key concept underpinning municipal asset management. Link asset register to other systems. Provide detailed specifications for asset management demands of the municipality to IT to facilitate development/acquisition. Record and attend to transactional procedural applications with relation to Long term liabilities. Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality. Liaise with internal and external auditors. Keep abreast of legislative changes and emerging trends in the profession. Implement legislations, treasury circulars, policies, procedures and controls.

**Position** : Communication Officer  
**Directorate** : Office of the Municipal Manager  
**Type** : Permanent  
**Total Remuneration** : R302 154 .55 per annum

**Requirements:** Grade 12 plus National Diploma in Media studies (Communications)/ Public Relations Minimum two (2) years' relevant experience within a Local government environment/public relations in government or media industry. A valid drivers' license is essential. 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. Preparedness to security clearance and disclosure of financial interest.

**Responsibilities:** Assist with communication research for the purpose of compilation of political principal's speeches. Participate and offer communication support to events management meetings. Provide media coverage to municipal events, including editorial support. Analyse the communication environment (Public mood), and prepare weekly (Briefing) reports to guide the work of political principals. Contribute to the development of the district's internal and external newsletter. Support Municipal Council and directorates with appropriate communication-related information. Maintain a media data-base Ensure the development of communication strategy for the municipality. Develop and overseeing the implementation of the internal communication plan in collaboration with the Municipal manager include management of notice boards. To render comprehensive communication / IGR service to promote and build sound relationships

between the municipality and all stakeholders Coordinate publications. Coordinate internal and external branding. Compile monthly and quarterly reports.

**Position** : Senior Environmental Management Officer  
**Directorate** : Community Services  
**Type** : Permanent  
**Remuneration** : R418 205.42 per annum plus 30% car allowance

**Requirements:** Grade 12 plus National Diploma in Environmental Management/sciences, Natural Sciences or relevant qualification. Advanced Computer Literacy. Analytical skills. A valid driver's license is essential. Sound knowledge of licensing legislations and techniques. Minimum three (3) years' relevant experience in environmental management services. The Incumbent must be able work under pressure for extended hours with stringent periods. Preparedness to undergo security clearance and disclosure of financial interests.

**Responsibilities:** Coordinate the implementation of Environmental Management Services. Coordinate integrated waste management services. Coordinate conservation of Biodiversity. Monitor compliance to Environmental Impact Assessment Regulations, Coordinate Environmental Audit, utilise Bioregional plans to identify sensitive areas. Coordinate Environmental Governance and Planning. Coordinate and facilitate Integrated Environmental Management and Quality Protection Services. Coordinate Air Quality Management and Climate Change response. Coordinate activities in the Disposal Facilities. Coordinate and implement procedures, systems and controls to regulate specific work sequences and general practices /processes as prescribed by Environmental Management Legislation and By-laws. Develop and implement environmental management programmes. Develop good relations and effective communication between stakeholders and the municipality. Monitor and evaluate work methodology of implementing agents and service providers. Coordinate the promotion of environmental management awareness

**Position** : Disaster Management Officer  
**Directorate** : Community Services  
**Type** : Permanent  
**Total Remuneration** : R335 154.55 per annum

**Requirements:** Grade 12 plus National Diploma in Disaster Management or relevant qualification. Minimum two (2) year experience in disaster management. Willingness to work irregular hours. Computer literacy. A valid motor vehicle driver's license. Sound knowledge of legislation. Good communication and report writing skills. Preparedness to security clearance and disclosure of financial interests.

**Duties and Responsibilities:** assist with the establishment of the institutional Disaster Management framework in the municipality. Assist with the implementation of prevention and mitigation policies and strategies for disaster risk reduction. Coordinate programs that will ensure public participation and communication. Conduct recruitment, training and capacity building of volunteers and other role players to participate in disaster risk reduction and response. Maintain effective line of communication with all stakeholders for the purposes of disaster risk reduction and response. Assist with vulnerability and hazard assessment in the municipality in order to determine and reduce risk. Liaise with other sector department in pursuit of disaster relief for victims.

**Position : Cashier X2**  
**Directorate : Community Services**  
**Type : Permanent**  
**Remuneration: R180 256.87 per annum**

**Requirements:** Grade 12 and computer literacy. A valid driver's license will be an added advantage. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Application forms administration. Booking and authorisation of learners and drivers licenses. Renewal and registration of motor vehicle licenses. Renewal of PrDP certificates. Receiving of payment from the applicants for transactions completed. Filling of application forms and issuing of motor trade numbers and temporary special permit. Attend to queries.

**Position : Technician: PMU**  
**Directorate : Technical Services**  
**Type : Permanent**  
**Total Remuneration : R335 154.55 per annum**

**Requirements:** Grade 12 plus National Diploma in Civil Engineering or relevant qualifications. Registration with Engineering Council of South Africa/ or candidate will be an advantage. A valid driver's licence is essential. Minimum three (3) years in the Civil Engineering or related field. Candidate must have knowledge in Local Government. Must be experienced in using survey equipment. Candidate must have knowledge of assessing projects, taking measurements and preparing schedule of quantities. Preparedness to security clearance and disclosure of financial interest

**Responsibilities:** Delivering technical support and evaluating proposed projects in alignment with the Municipal IDP and the regional and provincial growth and development plans. Ensuring compliance with all legal aspects or conditions, as required by the various spheres of government. Preparation of business plans and technical reports for projects funding. Assist in preparing and assessing payment certificates and fee claims. Verify payment certificates and prepare monthly payments schedule documentation. Maintain project performance data on a national database including preparation on monthly progress reports and reporting thereof. Submit to relevant authorities within the specified periods. Project supervision of labour – intensive projects in line with EPWP framework and the related municipal infrastructure programmes. Supervision of projects implementation, arranging and attending regular project progress visits and meetings Preparation of minutes of site meetings. Manage cash flow and committed project expenditure. Provide staff supervision according to municipal policies and strategies.

**Position : Technician: Water and Sanitation**  
**Directorate : Technical Services**  
**Type : Permanent**  
**Total Remuneration : R335 154.55 per annum**

**Requirements:** Grade 12 plus National Diploma in Civil Engineering or relevant qualifications. Minimum of three (3) years' experience in Water and Sanitation project management and computer literacy. A driver's license is essential. Registration with engineering council and extensive experience in any one of the division under his/her division will be an added advantage. Preparedness to security clearance and disclosure of financial interests.

**Duties and Responsibilities:** Provide technical skills; support and evaluate proposed projects in line with the Municipal IDP, District and Provincial growth development plans. Manage water and sanitation section and projects in line with MIG requirements. Ensure that the compliance to all legal aspects and conditions from different sphere of government. Conduct site visits and meetings to ensure that the community expectations achieved. Verify monthly payments certificates and compile monthly cash flow. Assist with any other municipal infrastructure programmes and with compilation of monthly, quarterly and annually reports. Ensure that municipality complies with all provision of the statutory organs. Planning, Organising, communication, interpersonal skills and financial management. Communication skills with an ability to interact with stakeholders at all levels.

**Position : OD Officer**  
**Directorate : Corporate Services**  
**Type : Permanent**  
**Total Remuneration : R302 154 .55 per annum**

**Requirements:** Grade 12 plus 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 organisational design and development systems. A valid driver's licence. Preparedness to security clearance and disclosure of financial interests.

**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 the 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.**

**Applicants for senior manager positions should use annexure C (Application form) of the Local Government: Regulations on appointment and conditions of employment of senior managers obtained from our website: [www.maruleng.gov.za](http://www.maruleng.gov.za).**

**Applicants for junior positions should use municipal application form obtained from our website: [www.maruleng.gov.za](http://www.maruleng.gov.za). All applications must indicate the position you are applying for and must be accompanied by comprehensive curriculum vitae, certified copies of tertiary qualifications academic records, identity document, driver's license and including computer literacy certificate.**

**NB: When you apply for this post, you give the municipality consent to process your personal information. The successful candidate will be subjected to security vetting, required to**

**submit disclosure of financial interest, be expected to sign a permanent employment contract and performance agreement. Recommended candidates will be subjected to competency assessment test. Correspondences will only be entered into with shortlisted candidates. Applicants will be penalized for canvassing**

**Please forward your application to: The Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit 1380/ Municipal Offices at 65 Springbok Street, Hoedspruit 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 08 December 2023. Enquiries must be directed to Dr Sebashe S.S/Ramohlola K.P/ Mahlo M.M @ 015 590 1650.**

  
2023/11/24