



MARULENG MUNICIPALITY

65 SPRINGBOK STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 590 1650

CORPORATE SERVICES

EXTERNAL ADVERTISEMENT

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

Position : Internal Auditor: Compliance

Directorate : Office of the Municipal Manager

Type : Permanent

Remuneration: R350 453.63 per annum

Requirements: Grade 12 plus National Diploma in Internal Auditing or Accounting. Minimum two (02) years auditing experience. Applicant with possession of motor vehicle driver's license is an added advantage. Sound knowledge of challenges facing municipalities. Applicant studying towards/with an IAT/CIA or PIA qualification will be advantageous. Applicant registered with a professional body i.e IIASA/SAICA will be an added advantage. Knowledge of local government legislations and guidelines. Knowledge of internal control systems. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Contribute to the execution of audits as per annual plan or management request. Contributing to the drafting internal audit policies and procedures, three 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 of the Global Internal Auditing 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 ethics and professionalism 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 : Senior Risk Officer
Directorate : Office of the Municipal Manager
Type : Permanent
Remuneration : R437 024.66 per annum plus 30% car allowance

Requirements: Grade 12 plus National Diploma in Internal Auditing or Accounting. Registration with a recognised profession will be an added advantage IIASA/IRMSA. Minimum three (03) years Auditing / Risk Management experience. Expert knowledge of Risk Management and governance frameworks including the Committee of Sponsoring Organisations of the Treadway Commission (COSO), the International Organisation for Standardisation (ISO 31000) and King Reports on Corporate Governance. Expert knowledge and practical managerial experience in specialist areas and processes including: Risk Management; Systems of internal controls; Fraud management. Strategic planning, organising, directing and controlling activities relating to Integrated Risk Management. Preparedness to undergo security clearance and disclosure of financial interests. Applicant must be in possession of a valid motor vehicle drivers license.

Responsibilities: Manage and ensure adequate and effective communication of integrated risk management findings. Implement recommendations for the improvement of the control, risk and governance environment to enable the municipality to achieve its goals. Ensure complies with the requirements of South Africa's constitution in respect of ethics. Ensure the integration of risk into strategic planning, risk identification and mitigating activities, and the continuous development and implementation of best practices. Provide management with an oversight of fraud detection and prevention strategies. Advise management of best practices regarding fraud detection and prevention. Ensure compliance with relevant standards, legislation, the public sector risk management framework, provincial treasury and national treasury guidelines, and best practices. Ensure that the key issues are given consideration during the formulation of Risk Management Implementation Plan in accordance with applicable legislation, standards, guidelines and best practices. Deepen the understanding and the knowledge of the disciplines/functions of the municipality achieving the municipal objectives. Ensure that strategic objectives of risk management are consistent with those of the municipality and comply with applicable legislations. Provide the relevant committees, stakeholders, and assurance providers with reports that will enable them to fulfil their oversight and/or assurance functions. Ensure that resource requirements of the

section are sufficient and to ensure effective and efficient budgeting, forecasting and utilisation of the municipal resources, to ensure the municipality achieves its objectives. Accomplish risk management performance goals and targets within the quality standards and outcomes required by legislation, National Treasury Risk Management Framework and expectations of the Risk Management Committee.

Position : Technician: PMU

Directorate : Technical Services

Type : Permanent

Total Remuneration : R350 453.63 per annum plus 30% car allowance

Requirements: Grade 12 plus National Diploma in Civil Engineering. Registration with Engineering Council of South Africa will be an added advantage. A valid driver's licence is essential. Minimum three (3) years in the Civil Engineering field. Applicant be experienced in using survey equipment, have knowledge of assessing projects, taking measurements and preparing schedule of quantities. Preparedness to undergo security clearance and disclosure of financial interests.

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 : Chief Traffic Officer

Directorate : Community Services

Type : Permanent

Remuneration : R437 024.66 per annum plus 30% car allowance

Requirements: Grade 12 plus Basic Diploma for Traffic Law Enforcement and any of the following qualifications; Road Traffic and Municipal Police Management, Diploma in Traffic Safety and Municipal Police Management, Diploma in Metropolitan and Traffic Policing, Diploma in Road Transport Management. Minimum three (3) years' experience working in the traffic Law Enforcement field. Must have valid Driving License. Must be registered as a Traffic Officer. No criminal records. Firearm proficiency. Computer literacy including Microsoft Word, Excel, Publishers and Powerpoint. Skills and knowledge of legislation and interpretation. Excellent interpersonal skills, have the ability to demonstrate leadership role. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Develop short, medium and long term Traffic law enforcement strategies. Develop Traffic Management Plan and be responsible for its execution. Conduct research and inspection in order to develop intervention strategies that will address the expansion of Traffic demands in line with the municipal IDP. Plan and facilitate law enforcement operations by ensuring that all Traffic Law and Regulations are effectively executed. Manage road accidents, road safety and support emergencies, fire and rescue services during disasters. Manage the coordination of roadblocks, special operations, traffic patrol duties and attend to court cases. Maintain effective and efficient stakeholders relations and ensure all general protocols, policy and procedures are adhered to. Coordinate and control all activities associated with Traffic control services, Law enforcement, Traffic transgression and municipal by laws. Monitor effective utilization of municipal assets and resources. Manage and address workplace conflict. Conduct the initiation and coordination of consultative processes by implementing specific disciplinary procedures.

Position : Senior Licensing Officer

Directorate : Community Services

Type : Permanent

Remuneration : R350 453.6 per annum

Requirements: Grade 12 plus Bachelor of administration in Licensing Practice /National Diploma in Public administration/ Management. Minimum three (3) years' experience in Licensing. Must have a driving license. No criminal records. Computer literacy in Microsoft Word, Excel, Publishers and Powerpoint. Skills and knowledge of legislation and interpretation. Excellent interpersonal and communication skills, have the ability to

demonstrate expertise in record management. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Ensure key service delivery priorities are identified and outcomes managed through continuous assessment. Contribute in the development of operational plans. Ensure compliance with statutory requirements in respect of vehicle roadworthiness and driver capabilities as stipulated in the Road Traffic Act. Ensure compliance in terms of certification and issuing of licenses as prescribed by legislations. Ensure correspondences are responded to through the provision of accurate information on operations. Manage and address workplace conflict. Staff supervision.

Position : Management Rep
Directorate : Community Services
Type : Permanent
Remuneration : R350 453.63 per annum

Requirements: Grade 12 plus Diploma Examiner for Driving Licenses (Grade B). Minimum of 3 years' experience as an Examiner for Driving Licenses. A valid Code EC Driver's license and Registered as examiner. Computer literacy. Must have a clean criminal record. Competencies: In-depth knowledge and extensive understanding of testing and licensing. Ability to work long hours and under pressure. Interpretation and implementation of national policy frameworks and policies. Excellent report writing, computer literacy, communication, negotiation and supervisory skills.

Responsibilities: Plan and coordinate operations of Driving Licenses Testing Centre. Allocate and supervise work of subordinates. Ensure adherence to legislations, regulations and standard operating procedures. Liaise with internal and external clients and stakeholders. Keep records and compile reports on duties performed. Manage functionality of testing equipment. Coordinate registration of users on the eNatis System. Serve as a relieve Examiner. Coordinate internal and external audit processes. Verification of work performed. Perform any other official duties delegated by the supervisor.

Position : Secretary
Directorate : Community Services
Type : Permanent
Remuneration: R221 591.32 per annum

Requirements: Grade 12 plus a Diploma in Secretariat/ Public Administration/ Public Relations/Management/ Management Assistant/ Business Administration/Archives and Records Management. Proficiency in local languages, computer literacy (Microsoft office package), report writing skill, two (2) years' experience in administration. Have good communication skills. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Assist the Director 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 Director. Manage the diary of the Director electronically and manually. Do typing work for the Department. Do bookings and travelling arrangements, make arrangements for refreshments during meetings and handle all queries related to the Director.

Position : Admin Clerk

Directorate : Community Services

Type : Permanent

Remuneration: R188 368.43 per annum

Requirements: Grade 12 plus 12 month certificate (as recognised by SAQA) in Clerical Skills/ Administrative Management/ Business Management/ Public Office Management/ Public Administration/ Management/Archives and Records Management/ Business Administration/Management Assistant. Computer literacy (Microsoft office package). A valid driver's license will be an added advantage. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Administration of application forms. Assist clients with bookings for licenses. Assist clients with application of renewal and registration of motor vehicle licenses. Assist clients with application for Renewal of PrDP certificates. Assist clients with filling of application forms. Ensure proper record keeping. Attend to queries.

Position : Disaster Management Officer

Directorate : Community Services

Type : Permanent

Remuneration: R350 453.63 per annum

Requirements: Grade 12 plus National diploma in Disaster Management or diploma in Public Safety management, BA Disaster Risk Management, BA Disaster and Safety Management, National Diploma in Disaster Risk Studies, National Diploma in Risk & Disaster Management/ National Diploma in Disaster Risk Science and development, National Diploma or BA in Fire Science emergency management, & Disaster Management. 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 legislations. Good communication and report writing skills. Preparedness to undergo 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. Maintain effective line of communication with all stakeholders for the purpose of disaster risk reduction and response. Assist with vulnerability and hazard assessment in the municipality to determine and reduce risk. Liaise with other sector department in the pursuit of disaster relief for victims.

Position : Accountant SCM
Directorate : Budget and Treasury
Type : Permanent
Remuneration : R350 453.63 per annum

Requirements: Grade 12 plus National Diploma in Supply Chain Management/Financial Management or Accounting or any NQF Level 6 Supply Chain or Procurement qualification. A minimum of two (2) 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 an added advantage. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Assist in developing and reviewing of SCM policies and procedures for the municipality. Administer supply chain management processes from demand management 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. Administer operations related to supply chain management. Monthly management reports including relevant disclose notes. Administer all personnel matters in the supply chain, correct payment of suppliers. Maintain an uninterrupted flow of goods and services to all users. Provide staff supervision according to policies and strategies of the municipality.

Position : Building Inspector
Directorate : Spatial Planning and Economic Development
Type : Permanent
Remuneration : R 315 751.50

Requirements: Grade 12 plus National Diploma in Building Science/ Architecture/ Quantity Survey/ Construction/ Civil Engineering. Minimum of 2 year's experience in building environment. Able to interpret building drawings and filling of building plans. Good in measurements of construction work. Driver's license is compulsory. Competencies: in-depth knowledge and extensive understanding of building regulations. Ability to work long hours and under pressure. Interpretation and implementation of policies, legislative and national policy frameworks. Good report writing , computer, communication, negotiation and supervisory skills. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: attend to the control of all building activities, take action and enforce regulations where non compliance or breach of National Building Regulations, SABS codes of practice and occupational Health and safety Laws occurs. Examine and facilitate approval of building plans according to the provision of the building, town planning and other relevant regulations, must be able to prepare bill of quantities. Monitor compliance and conduct inspections to establish whether construction of the work and procedures are in accordance with approved design and drawing. Check and verify design details and construction specifications on building plans. Complete statutory forms and notices. Issue compliance

notices to facilitate the demolition of illegal constructions and/ or corrective measures necessary to address encroachment and aesthetics of buildings.

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 shortlisted 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, curriculum vitae and certified copies of qualifications should be directed to: Acting Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 22 April 2025 at 12H00. Direct your enquiries to Ms Mahlo Mokhobedi or Ms Ramohlola Kidibone @ 015 590 1650.