



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 590 1650

DEPARTMENT: CORPORATE SERVICES

REF NO : 4/3/R

EXTERNAL RE-ADVERTISEMENT

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

DEPARTMENT: CORPORATE SERVICES

Position : OD Officer
Directorate : Corporate Services
Type : Permanent
Remuneration : R331 570.65 per annum

Requirements: Grade 12 plus National Diploma in Management Services/ Operations Management/ Production management/ Industrial Engineering/ Human Resource Management or relevant qualifications. Accredited work-study certificate will be an added advantage. A thorough knowledge of computer applications. A minimum of two (2) years' experience in administration of development systems. A valid driver's licence will be an added advantage. Preparedness to undergo security clearance and disclosure of financial interests.

Duties and 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.

DEPARTMENT: COMMUNITY SERVICES

Position : Licensing Information Officer
Directorate : Community Services

Type : Permanent
Remuneration : R281 835.17 per annum

Requirements: Grade 12 plus National Diploma/ degree in Administrative Management/ Business Management/ Office Management/ Public Administration/ Public Management/Archives and Records Management/ Business Administration/Management Assistant. Two (2) years' experience in administration. Certificate in customer service will be an added advantage. The applicant must possess interpersonal, good communication; Computer literacy, report writing skills and be bilingual. Preparedness to undergo security clearance and disclosure of financial interests.

Duties and responsibilities: provide clients with information and procedures relating to licensing, registering authority and driving license and testing centre. Assist the public with completion of application forms. Direct clients to relevant service points. Facilitate availability of various forms on the counter for easy access by clients.

Position : Management Rep
Directorate : Community Services
Type : Permanent
Remuneration : R368 011.36 per annum

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

Responsibilities: Schedule and supervise learners license tests, applications for drivers licenses renewal and Professional Driving Permit (PrDP) renewal. Allocate and supervise duties and responsibilities of subordinates. Serve as a reliever Examiner. 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 equipments. Coordinate registration of users on the eNatis System. Coordinate internal and external audit processes. Verification of work performed. Perform any other official duties delegated by the supervisor.

DEPARTMENT: TECHNICAL SERVICES

Position : Foreman: Building

Directorate : Technical Services

Type : Permanent

Remuneration: R232 693.05 Per Annum

Requirements: Grade 12 plus N3 in Building/Civil Engineering. One (1) year experience in civil construction preferably in building maintenance. A valid motor vehicle driver's licence (Code 10 + PDP). Preparedness to undergo security clearance and disclosure of financial interest.

Duties and responsibilities: Leading the building maintenance team the repair and maintenance of the municipal building, filling, plumbing, painting of existing municipal buildings, give task to handyman and general assistance, advise the Manager Infrastructure Maintenance on the repair, maintenance and provide reports on regular basis.

Position : Operator

Directorate : Technical Services

Type : Permanent

Remuneration: R232 693.05 Per Annum

Requirements: Grade 10/NQF level 2 qualification. Code C1 plus PrDP. one (1) year relevant experience, Functional literacy for the job. Heavy duty machinery theory and practical training certificate from registered Institutions (CETA/QTCO). Preparedness to undergo security clearance and disclosure of financial interests.

Duties and responsibilities: Perform activities at the worksite prior to and on completion of allocated maintenance assignments. Complete internal transactional documentation (e.g. Vehicle checklist, log sheet, progress report, etc) and related forms. Performs the operation of heavy specialised mechanical plant during road and storm water maintenance activities. Drive and manoeuvring heavy mechanical plant and engaging controls to operate mechanism to enable digging, loading, grading and levelling sequences. Perform operation task of heavy mechanical plant during roads and storm water maintenance activities. Coordinate roads and storm water maintenance. Perform the operation of heavy specialised mechanical plant during road and storm water drainage maintenance activities.

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, 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 03 April 2026 at 12H00. Direct your enquiries to Ms Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 590 1650.