



MARULENG MUNICIPALITY

65 SPRINGBOK
STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 590 1650

CORPORATE SERVICES

REF NO : 4/3/R

EXTERNAL ADVERTISEMENT

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

DEPARTMENT: CORPORATE SERVICES

Position : Manager Council Support
Directorate : Corporate Services
Type : Permanent
Remuneration : R634 731.59 per annum plus 30% car allowance

Requirements: Grade 12 plus Bachelor's Degree in Public Administration/Management or relevant qualification. Minimum five (5) years of experience in managing administrative support and or coordinating governance structures in the municipality. Sound knowledge of legislations governing municipalities, i.e. MFMA, Municipal Structures Act and Municipal Systems Act. Ability to work under stress and long hours (Specialized skills). Preparedness to undergo security clearance and disclosure of financial interests.

Duties and responsibilities: Provide Secretariat Support to Council. Manage records and administration. Manage and supervise subordinates' daily activities. Draw and submit reports to the Senior Manager: Corporate and Shared Services. Provide strategic management to administration of the legislative arm of council, manage council oversight support and the implementation of programmes and plans consistent with policy, legislation and the constitution, manage councillor support, councillor welfare activities and capacity building, manage and provide secretariat services to council structures, provide advisory services and administrative support to the office of the speaker, council and speaker.

Position : Labour Relations Officer
Directorate : Corporate Services

Type : Permanent

Remuneration : R331 570.65 per annum

Requirement: Grade 12 plus National Diploma in Human Resource Management, Industrial / Labour Relations; Labour Law or relevant qualifications. Valid code B/EB Driver's License. Two (2) years practical experience in the relevant environment. Legislations and principles will be an added advantage as will excellent interpersonal skills. Knowledge of Local Government challenges. Problem solving & conflict resolution skills. Skills of working in a unionized working environment. Ability to work independently and creatively. Sound understanding of change and diversity management. Ability to formulate HR and LR Policies and procedures. Ability to write sensible & concise reports. Good verbal & written communication skills. Computer Literacy in MS word, Excel & Outlook. Preparedness to undergo security clearance and disclosure of financial interests.

Duties and responsibilities: Facilitates and convene disciplinary, grievance and appeal hearings. Prepares verbal and written progress reports on disciplinary matters. Provides technical labour relations advice to line manager. Prepare and handle cases referred to South African local government bargaining council and commission for conciliation mediation and arbitration. Attend to correspondence regarding industrial relations matters. Render assistance on strike management. Deal with proof of incapacity cases. Keep out of date with all relevant labour legislation and development. Assist the municipality during negotiation processes by drafting and reviewing contract language, analyzing the impact of union proposals. Research the issues, seek resolutions for union concerns, represent and protect management rights as necessary. Act as Chair of the Grievance Committee. Provide administrative support. Provides guidance to management in terms of assistance in dealing with employee misconduct. Attend issues by explaining the disciplinary systems, contractual policies, benefits and grievance procedures. Conduct investigations concerning allegations of discrimination or sexual harassment or other illegal or inappropriate conduct. Plan and develop labour related policies, procedures, systems and channel them through human resources for implementation. Give directions in terms of processes needed to capture, track, evaluate and report data. Ensure effective flow of information throughout the municipality so that there are limited cases of misconduct and grievances in the workplace. Set performance standards and improvement objectives in relation to all labour related issues. Coordinate Local Labour forum activities and make follow up on implementation of resolution. Provide feedback on all cases of disciplinary hearings, grievances submitted and CCMA cases.

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. 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 : Law Enforcement Officer X4

Directorate : Community Services

Type : Permanent

Remuneration : R281 835.17 per annum

Requirements: Grade 12 plus Basic Traffic Diploma, A valid driver's license. Minimum two (02) year experience. Ability to communicate in English, physically fit, Computer literate. Be responsible. Ability to work under pressure. Preparedness to undergo security clearance and disclosure of financial interests.

Duties and responsibilities: Manage the flow of traffic, special events or at an accident scene. Monitor the flow of traffic and assist in easing delays. Monitor adherence to traffic law enforcement. Facilitate issuing of summons and notices. the removal of cars obstructing the flow of traffic. Execution of By Laws; Serve Warrant of Arrests; Court roll; Meetings; Escort, Court appearances; Any other related & delegated duties. Be prepared to work shifts, 24/7 including weekends and public holidays.

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 Maintenance

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 26th of August 2025 at 12H00. Direct your enquiries to Ms Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 590 1650.