



MARULENG MUNICIPALITY

65 SPRINGBOK STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 590 1650

DEPARTMENT CORPORATE SERVICES

EXTERNAL ADVERTISEMENT

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

Re-advert: Position : Manager Building Regulations
Directorate : Spatial Planning and Economic Development
Type : Permanent
Remuneration : R578 419.82 per annum plus 30% car allowance

Requirement: Grade 12 plus Bachelors Degree in Architecture, Quantity Surveying or relevant qualification. Must have exceptional inter-personal and excellent communication skills (verbal and written), Advanced Computer Literacy. Analytical and Technical skills. A valid driver's license is essential. Sound knowledge of building legislation and techniques. Minimum five (5) years' relevant experience in Building Control with 3 years in Middle Management. The Incumbent must be able work under pressure, extended hours and with stringent periods. Preparedness to security clearance and disclosure of financial interests.

Responsibilities: Formulate and review building bylaws, policies and procedures for the municipality. Manage compliance and enforcement of the Act within the municipality jurisdiction and to advise the Council of the municipality on building control matters such as the approval of building plans and other related applications. Building Inspections to ensure the compliance and safety of all building structures. Manage and control the processing, evaluation and approval of all building plans and other related applications to ensure compliance with the relevant legislations. Manage and control the execution of all compulsory and routine building inspections to ensure compliance to the relevant legislations. Manage the law enforcement processes with regards to the Act. Financial reporting on all

aspects within the SBU with an emphasis on revenue generating mechanisms (application and approval fees). Liaise with the relevant stakeholders.

NB: THOSE WHO PREVIOUS APPLIED MUST RE-APPLY

Position : Manager Supply Chain Management
Directorate : Budget and Treasury
Type : Permanent
Remuneration : R578 419.82 per annum plus 30% car allowance

Requirements: Grade 12 plus B Com Degree in Accounting/ Financial Accounting or relevant qualifications. A minimum of five (5) years' experience in a Supply Chain Management field of which 3 years must have been at middle management. In-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations, PPPFA and related prescripts. Project management, supervisory skills, good planning and organized skills. Good interpersonal relations and 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 Senior Officials, e.g. CPMD/MFMP/ELMP will be an added advantage. Advanced skills in Word, Excel and Windows programs. A valid driver's licence is essential. Preparedness to security clearance and disclosure of financial interests.

Responsibilities: Formulate and review of SCM policies and procedures for the municipality. Responsible for the full supply chain management processes from demand and acquisition through to monitoring and reporting. Administer and implement procurement in terms of Council's Policies, Preferential Procurement Regulations, Supply Chain Management Regulations, GRAP 17, and other legislated requirements. 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. Manage all personnel matters in the business unit and ensure timeous and correct payment of suppliers. Develop and review supply chain registers. Manage the status of records associated with tenders. Implement the operations and safeguarding of documents. Manage the financials and human resource of the division. Ensure an uninterrupted flow of material/goods to all users. Management of the division according to applicable regulations, policies and strategies of the municipality.

Position : Manager Infrastructure Maintenance
Directorate : Technical Services
Type : Permanent
Remuneration : R578 419.82 per annum plus 30% car allowance

Requirements: Grade 12 plus Degree in Civil Engineering qualification with 5 years' experience in Civil Engineering works. Registration with ECSA would be an added advantage. Registration with Engineering Council of South Africa/ or professional candidate. Good understanding of the relevant legislation and have experience in maintenance of water and wastewater infrastructure. Knowledge of management techniques, budgeting, labour relations, contract administration and project management. Ability to establish effective working relationships. Computer literacy (PowerPoint, Microsoft Word and Excel). A valid driver's license is essential. Preparedness to security clearance and disclosure of financial interests

Responsibilities: Formulate and review technical policies and procedures for the municipality Ensures that all infrastructure maintenance requirements such as corrective actions, patches, and configuration updates. Installation of new capabilities implemented and tested in timely fashion and properly documented through compliance with a planned maintenance process and procedures. Supports configuration management and control best practices. Coordinates and collaborates with other technical managers and staff and users regarding planned and unplanned infrastructure maintenance activities, directs and coordinates troubleshooting and root cause analysis. Make recommendations regarding improvements to existing infrastructure. Implements process improvements and training for infrastructure maintenance staff to improve troubleshooting and remediation skills. Identifies opportunities to improve timeliness, accuracy of infrastructure maintenance metrics and reporting. Maintains and reports monthly statistics on infrastructure maintenance activities. Manage and control the operations & maintenance of infrastructure for the municipality. Management of all capital & maintenance projects that related to maintenance of infrastructure. Financial management of projects and infrastructure maintenance. Conduct risk analysis and OHS compliance. Management of the budget provisioning for infrastructure maintenance plan. Extensive knowledge of legislation and processes pertaining to local government environment. Manage cash flow and committed project expenditure. Provide staff supervision according to municipal policies and strategies.

Position : Foreman (Building Maintenance)

Directorate : Technical Services

Type : Permanent

Remuneration : R180 256.87 per annum

Requirements: Grade 12 plus National N Diploma in Building. One (1) year experience. A valid motor vehicle driver's licence (Code 10 + PDP) and the ability to lead the team. Preparedness to security clearance and disclosure of financial interests.

Responsibilities: Responsible for monitoring 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 : HR Officer

Directorate : Corporate services

Type : Permanent

Remuneration: R 302 154.55 per annum

Requirements: Grade 12 plus National Diploma in Human Resource Management, Public Management or equivalent. Minimum two (02) years' experience in human resource management or administration. Computer literacy. A valid driver's license. Preparedness to security clearance and disclosure of financial interests.

Responsibilities: Responsible for administration of service benefits. Responsible for the administration of the recruitment process from capturing of application, arrange shortlisting and interviews logistics. Responsible for Pension Fund and Medical Aids administration. Assist the section in developing the Employment Equity plan and its annual submission. Compile reports on specific human resource related items and seek approval prior submission to the relevant authorities. Maintain and update personnel information regarding to changes in employment status. Processing the termination of services. Prepare monthly submission to payroll office for processing purposes. Perform any other delegated adhoc tasks in the section.

Position : Secretary
Directorate : Corporate Services
Type : Permanent
Remuneration: R212 049.11 per annum

Requirements: Grade 12 plus a Diploma in secretariat, human resource management, public management, administration or equivalent. Proficiency in local languages, computer literacy, report writing, two (2) years' experience as a secretariat or administration. Have a good communication skills. Preparedness to 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.

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 02 August 2024 at 12H00. Direct your enquiries to Ms Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 590 1650.