



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 : 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.

NB: THOSE WHO PREVIOUS APPLIED MUST RE-APPLY

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

Re-advert: Position : Senior Technician PMU

Directorate : Technical Services

Type : Permanent

Remuneration : R418 205.42 per annum plus 30% car allowance

Requirements: Grade 12 plus National Diploma in Civil Engineering or relevant equivalent qualification. Must have certificate in Project Management, knowledge of Municipal Infrastructure Grant (MIG), Expanded Public Works Programme (EPWP), Project Management and Civil Engineering Design Packages. Monitor Existing Municipal Infrastructure, Responsible for the Implementation of the Municipal Maintenance Plan. A minimum of three (3) years relevant experience in Civil Engineering Field. A valid code 08 driver's licence. Registered with professional body will be an added advantage. Good communication and presentation skills. Computer literacy in MS Software packages viz. Word, Excel, Project etc. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Delivering Technical support and evaluating proposed project in alignment with respective Municipal IDPs and the regional and provincial growth and Development plans. Project Labour intensive projects in line with the EPWP frame work and the related reporting requirements. Ensure compliance with all legal aspects and conditions as required by the various spheres of Government. Conduct site visits/progress meetings to ensure compliance with Business Plans conditions, specifications and designs. Preparing monthly payments schedule documents. Maintain project performance data on a national database (MIS). Supporting and assisting with all legislative issues as required by MIG. Process related correspondence and assistance in report generation. Ensure compliance with OH&S and other related legislative framework. Link with the Municipal procurement unit, information technology data audits. Assist with the preparation and implementing MIG capacity building business plans in alignment with the Municipal Business Plan, MIG orientation workshops etc. Assist with facilitating community liaison linkages to ensure full community participating at all stages of a projects life cycle. Assist with the conducting bi-annual social economic impact assessments on selected projects as required by the MIG Units. Assist with the co-ordination of project based capacity building in terms of Job creation with the focusing introducing labour based on construction methodology and development of SMMEs where technically feasible. Assist with other related Municipal Infrastructure programmes. Assist in controlling cash flow and committed project

expenditure for MIG projects. Verify payment certificate and prepare monthly payments schedule documents for MIG and own funded projects.

NB: THOSE WHO PREVIOUS APPLIED MUST RE-APPLY

Position : Manager Environmental Management
Directorate : Community Services
Type : Permanent
Remuneration : R578 419.82 per annum plus 30% car allowance

Requirements: Grade 12 plus Bachelor degree in Environmental Management/sciences, Natural Sciences or relevant qualification. Advanced computer Literacy. Analytical skills. A valid driver's license is essential. Sound knowledge of environmental legislations and techniques. Minimum five (5) years' relevant experience in environmental management services. The incumbent must be able work under pressure for extended hours. Preparedness to undergo security clearance and disclosure of financial interests.

Responsibilities: Manage the implementation of Environmental Management Regulations and sector plans. Manage and monitor conservation of Biodiversity. Monitor compliance to Environmental Impact Assessment Regulations. Manage and coordinate Environmental Audit, utilise Bioregional plans to identify sensitive areas. Coordinate Environmental Governance and Planning. Manage Integrated Environmental Management and Protection Services. Coordinate Air Quality Management and Climate Change response. Develop, implement and monitor activities in the Disposal Facilities in line with legislations. Develop and implement procedures, systems and controls to regulate specific work sequences and general practices /processes as prescribed by Environmental Management Legislations and By-laws. Develop and implement environmental management programmes. Manage and coordinate good relations and effective communication amongst stakeholders both within and outside the municipality. Monitor and evaluate work methodology of implementing agents and service providers. Plan and coordinate promotion of environmental management awareness.

Re-advert: 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/ 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 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.

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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 31st May 2024 at 12H00. Direct your enquiries to Ms Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 590 1650.