



# MARULENG MUNICIPALITY

65 SPRINGBOK  
STREET  
P.O. BOX 627  
HOEDSPRUIT  
1380

TEL : (015) 590 1650

DEPARTMENT CORPORATE SERVICES

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

**Position** : Senior Technician PMU  
**Directorate** : Technical Services  
**Type** : Permanent  
**Remuneration** : R418 205.42 per annum plus 30% car allowance

**Requirements:** National Diploma degree 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 Municipal Engineering. 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.

**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.

**Position : Senior Accountant Revenue**

**Directorate : Budget and Treasury**

**Type : Permanent**

**Remuneration : R418 205 .42 per annum plus 30% car allowance**

**Requirements:** Grade 12 plus National Diploma in Accounting/Financial Accounting or relevant qualifications. A minimum of three (3) years' experience in revenue field. In-depth knowledge of the Municipal Finance Management Act (MFMA), Treasury Regulations. Good interpersonal relations, communication skills (written and verbal), supervisory skills, good planning and organized skills. Implement revenue policies and strategies. 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 Window programs. A valid driver's licence is essential. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Draft new and review revenue policies and procedures. Implement approved council policies relating to revenue management and other departments. Implement controls to minimize risk on debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences. Verify debtors' transactional processing sequences. Update and reconcile revenue accounts. Draft a financial reports reflecting the Municipality's income status. Monitor and check guide for deadlines and financial reporting sequences associated with audit and legal compliance exercises. Check and verify information/records submitted satisfies the scope of requirements before approval. Verify debtors age analysis to determine progress with recovery and/or seeking reasons for non-compliance. Communicate with Manager and prepare schedules detailing debts incurred, penalties due and legal costs. Monitor and give feedback on investment portfolio. Supervisor subordinate in according to policies and strategies of the municipality.

**Position : Transversal Revenue Account Clerk**

**Directorate : Budget and Treasury**

**Type : Permanent**

**Remuneration : R180 256.87 per annum**

**Requirements:** Grade 12 with Diploma in Financial related field. Knowledge of finance administration, customer care and general clerical duties. Ability to work under pressure. Computer literacy. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Validate source documentation for income from internal departments (e.g. community services and planning). Capture all income received from internal departments. Perform monthly reconciliations, including agency income and remittances to Provincial Department of Transport. Liaise with other department on income received. Receive monthly returns from internal departments. Coordinate maintenance of transversal/ direct income registers.

**Re-advert: Position : Disaster Management Officer**

**Directorate : Community Services**

**Type : Permanent**

**Total Remuneration : R335 154.55 per annum**

**Requirements:** Grade 12 plus National Diploma in Disaster Management or relevant qualification. 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 legislation. Good communication and report writing skills. Preparedness to 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. Assist with vulnerability and hazard assessment in the municipality in order to determine and reduce risk. Liaise with other sector department in pursuit of disaster relief for victims.

**Re-advert: Position : OD Officer**

**Directorate : Corporate Services**

**Type : Permanent**

**Total Remuneration : R302 154 .55 per annum**

**Requirements:** National Diploma in Management Services/ Operations Management/ Production management/ Industrial Engineering/ Public Management. Accredited work-study certificate will be an added advantage. A thorough knowledge of computer applications. A minimum of two (2)

years' experience in organisational design and 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.

**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 positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.**

**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.**

**Applicants for senior manager positions should use annexure C (Application form) of the Local Government: Regulations on appointment and conditions of employment of senior managers obtained from our website: [www.maruleng.gov.za](http://www.maruleng.gov.za).**

**Applicants for junior positions should use municipal application form obtained from our website: [www.maruleng.gov.za](http://www.maruleng.gov.za).** All applications must indicate the position you are applying for and must be accompanied by comprehensive curriculum vitae, certified copies of tertiary qualifications academic records, identity document, driver's license and including computer literacy certificate.

**NB: When you apply for this post, you give the municipality consent to process your personal information. The successful candidate will be subjected to security vetting, required to submit disclosure of financial interest, be expected to sign a permanent employment contract and performance agreement. Recommended candidates will be subjected to competency assessment test. Correspondences will only be entered into with shortlisted candidates. Applicants will be penalized for canvassing**

Please forward your application to: The Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit 1380/ Municipal Offices at 65 Springbok Street, Hoedspruit 1380. **Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 29 March 2024.**



Enquiries must be directed to **Ms Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 590 1650.**

