



# MARULENG MUNICIPALITY

65 SPRINGBOK STREET  
P.O. BOX 627  
HOEDSPRUIT  
1380

TEL : (015) 590 1650

DEPARTMENT: CORPORATE SERVICES

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## EXTERNAL ADVERTISEMENT

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

- 1. Position** : Legal Advisor  
**Directorate** : Corporate Services  
**Type** : Permanent  
**Remuneration** : R634 731.59 per annum plus 30% car allowance

**Requirements:** Grade 12 plus Bachelor of Law Degree/LLB. Minimum of five (5) years' experience in legal services and with sufficient understanding of local government. Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint. Good communication and report-writing skills. Strong litigation skills. A Valid Driver's Licence. No criminal record/pending cases. Preparedness to undergo security clearance and disclosure of financial interests.

**Key Performance Areas:** Develops divisional vision and Strategy and ensure implementation to provide effective service delivery. Formulate immediate short and medium-term objectives for the legal services. Examine documents including correspondences and all reports relevant to any course of action proposed by Council where the content thereof has legal implications. Submit vetted/ amended agreements with proposed amendments to other parties within set timeframes. Representing the Municipality in courts of law. Provide legal advice in the formulation of by-laws, policies, and procedure to ensure that the municipality complies with all relevant legislation as well as its constitution mandate. Provide advice on labour matters. Enhancing organisation efficiency by establishing a corporate governance compliant environment that enables the municipality to achieve its objective. Providing input and comment on planned national and provincial legislation having a bearing in the municipal

sphere. Drafting letters of demands, pleading, and notices and ensuring that they filed and served. Establishment of strategies and plans to recover revenue and recover debt put together implementation plans and operational plans.

- 2. Position : Senior Licensing Officer**  
**Directorate : Community Services**  
**Type : Permanent**  
**Remuneration : R368 011.36 per annum**

**Requirements:** Grade 12 plus National Diploma of Administration / Public Administration/ Management or relevant qualification (academic record must be attached). E-Natis certificate is an added advantage. Minimum three (3) years' experience in Licensing and administration. Must have a driving license. No criminal records. Computer literacy in Microsoft Word, Excel, Publishers and Powerpoint. Skills and knowledge of legislation and interpretation. Excellent interpersonal and communication skills, have the ability to demonstrate expertise in record management. Preparedness to undergo security clearance and disclosure of financial interests.

**Responsibilities:** Ensure key service delivery priorities are identified and outcomes managed through continuous assessment. Contribute in the development of operational plans. Ensure compliance with statutory requirements in respect of vehicle roadworthiness and driver capabilities as stipulated in the Road Traffic Act. Ensure compliance in terms of certification and issuing of licenses as prescribed by legislations. Ensure correspondences are responded to through the provision of accurate information on operations. Manage and address workplace conflict. Staff supervision.

- 3. Position : Examiner for driving licenses**  
**Directorate : Community Services**  
**Type : Permanent**  
**Remuneration: R281 835.17 per annum**

**Requirements:** A grade 12 plus Diploma for driving licence, registered with the Department of Transport and Community Safety as Examiner for driving licences (valid code EC manual transmission), the applicant must have at least 3 years relevant experience within the municipal environment. Exposure to practices and procedures in the licensing and registering authority division will be an added advantage since the post requires application of the laws (NRTA, 93

OF 1996) to enhance the functionality of the unit. The applicant must be mentally fit and be willing to work extended hours and perform duties as and when required. The applicant must not have a criminal record. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Test applicants for both learners and drivers licences in accordance with the requirements of the National Road Traffic Act 1996, Act 93/1996. Conduct eye tests for all renewals of drivers licence, professional driving permits and new applications. Coordinates task/ activities associated with the examination, testing and issuing of learners and driving licenses through the application of relevant assessment and inspection procedures. Attending to administrative reporting and recording requirements and guiding personnel through the execution of specific activities to ensure drivers conform with the requirements of the Road Traffic Act and Regulations by contributing to the road safety of all users.

- 4. Position : Management Rep ( re-advertisement)**
- 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.

**5. Position : General Assistant X 21 (Re-advertisement)**

**Directorate : Community and Technical Services**

**Type : Permanent**

**Remuneration: R137 558.27 per annum**

**Requirements:** Minimum Grade 8/STD 6 or work experience + practical experience will be an added advantage.

**Responsibilities:** Carry out general work, cleaning municipal buildings, street cleaning, maintenance of parks and gardens, water, litter picking, grass cutting, and refuse removal services. Maintenance of parks, gardens, open spaces and municipal facilities surroundings. Prune trees and nurture flowers and plants. Assists in the preparation of maintenance programme for the environment and performs related duties as required. Repair and maintenance of streets, roads and stormwater drainages; cleaning of site drainage; Street cleaning; Patching of potholes; Erection of road signs; Bush clearing and carrying out general assistance work; Comply with safety regulations in relation to OHS Act; Operate and maintain plant, mechanical equipment, tools and sites in a safe manner; Assist in plumbing maintenance; the repair and maintenance of the municipal building, filling, plumbing, painting of existing municipal buildings. Assistant in installation of new water and sanitation infrastructure; maintenance of water and sanitation infrastructure.

**NB: THOSE WHO PREVIOUSLY APPLIED FOR THE ABOVE POSITIONS MUST RE-APPLY.**

**6. Position : Financial Intern X 5**

**Directorate : Budget and Treasury**

**Type : Two (02) years contract**

**Remuneration : R100 000.00 per annum**

**Requirements:** National Diploma or Degree in financial related field of study with majors in Accounting, Finance or Auditing. Computer Literacy and good communication skills. The successful candidate will be required to sign an employment contract with the Municipality. Preparedness to undergo security clearance and disclosure of financial interest.

**Responsibilities:** Prepare bank reconciliation and cash flow, Process payments of goods and services, Provide revenue and debt collection, Perform assets bar coding and verification, assist in compilation of budget, Coordinate acquisition processes and procedures, prepare requisition of goods and services. Compile monthly reports.

**7. Position : Cashier**  
**Directorate : Community Services**  
**Type : Permanent**  
**Remuneration : R197 805.69 per annum**

**Requirements:** Grade 12 and computer literacy. A valid driver's license will be an added advantage. Preparedness to security clearance and disclosure of financial interests.

**Responsibilities:** Application forms administration. Booking and authorisation of learners and drivers licenses. Renewal and registration of motor vehicle licenses. Renewal of PrDP certificates. Receiving of payment from the applicants for transactions completed. Filling of application forms and issuing of motor trade numbers and temporary special permit. Attend to queries.

**8. Position : Data Capturer**  
**Directorate : Technical Services**  
**Type : Permanent**  
**Remuneration: R232 693.05 Per Annum**

**Requirements:** Grade 12 plus Diploma in Public Management /Administration or relevant qualifications. One (1) year experience in administration. Must be customer orientated, organisational and telephone etiquette skills. Must be computer literate including MS word, Excel and power point. Must have good interpersonal skills, good verbal and written communication

skills. A valid motor vehicle driver's licence will be an added advantage. Preparedness to undergo security clearance and disclosure of financial interest.

**Duties and responsibilities:** Maintain and update database related to roads network and stormwater infrastructure. Ensure data collected is accurate and reliable. Ensure quality control

checks and verification processes. Record roads and stormwater maintenance activities. Analyse data to identify trends, assess performance and report to supervisor. Compile, maintain and consolidate records of worksheet submitted. Prepare monthly, quarterly and yearly reports. Comply with health and safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).

- 9. Position : Plumber**  
**Directorate : Technical Services**  
**Type : Permanent**  
**Remuneration: R197 805.69 Per Annum**

**Requirements:** Grade 12 plus Trade certificate as pipe fitter or relevant qualifications. One (1) year experience in in local government water reticulation. A valid motor vehicle driver's licence. Knowledge of the municipal bylaws will be an added advantage. Must be computer literate including MS word, Excel and power point. Must have good interpersonal skills, good verbal and written communication skills. Preparedness to undergo security clearance and disclosure of financial interest.

**Duties and responsibilities:** Ensure proper planning of equipment and materials required prior to departure to the site. Repair damaged pipes in accordance with established standards. Connect and disconnect water pipes links and leakage as needed. Respond to information received from the supervisor via the public regarding broken and damaged water infrastructure. Report to the office and control room upon completion of tasks. Repair and install new pipes in terms of established standards and guidelines. Ensure the safekeeping of all working equipment. Supervise, assign and coordinate co-workers within the subsection. Comply with health and safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).

- 10. Position : Supervisor: Roads and Stormwater**  
**Directorate : Technical Services**  
**Type : Permanent**  
**Remuneration: R273 940.76 Per Annum**

**Requirements:** Grade 12 plus National N3 in Civil Engineering. One (1) year experience in civil

construction preferably in roads and stormwater. A valid motor vehicle driver's licence (Code EC + PDP). Heavy duty machinery theory and practical training certificate from registered Institutions (CETA/QTCO). Preparedness to undergo security clearance and disclosure of financial interest.

**Duties and responsibilities:** Supervise, Coordinate and controls the operations of the roads maintenance section. Coordinate tasks / activities associated with the implementation of procedure and monitoring and reporting on sequences. Inspecting facilities and surroundings and arranging for defects and/or maintenance to be attended to. Plans, prioritises and schedules transport roads and storm water project planning and maintenance works. Coordinates and controls tasks / activities associated with controlling personnel performance, productivity and discipline. Monitors and evaluate progress with regards to repairing, construction, and installation and maintenance works (e.g. construction of asphalt / gravel roads. Performs specific administrative tasks / activities associated with updating and maintaining records / information related to the activities / operations at the Depot. Interacts with various institutions/persons. Comply with health and safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).

**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](http://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 29 June 2026 at 12H00. Direct your enquiries to Ms Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 590 1650.**